

# P2P Coaching

# Arrivals and Departures Policy

P2P recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The manager will ensure that an accurate record is kept of all children in the camp, and that any arrivals or departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

## Escorting children to the Camp

* P2P and the school have a clear agreement concerning the transfer of responsibility for children’s safety.
* P2P are only responsible for the child once they have been be greeted by member of staff and entered the building.
* We have risk assessed the route used to escort children to the camp building entrance and review it regularly.
* Children should not cross any car park on their own and we ask parents to walk their children to the entrance on both arrival and departure to meet a member of staff.
* Upon arrival, staff will supervise children as they store their belongings in the designated changing room and then join their Year group in their supervised bubble.

## Arrivals

Our staff will greet each child warmly on their arrival at the camp and will record the child’s attendance with timed arrival in the daily register straightaway.

## Departures

* Staff will ensure that parents or carers are present before they leave.
* Children are collected by an adult who has been authorised to do so by the parents name on their booking form.
* In exceptional circumstances, if the parent requires another person who is not listed on the registration form to collect their child, the child’s parents or carers must inform P2P in advance and provide a description of the person and a password that they will use. If the manager has any concerns regarding the person collecting, he/she will contact the main parent or carer for confirmation.
* The parent or carer must notify P2P if they will be late collecting their child. If P2P is not informed, the **Uncollected Children** policy will be followed.
* Children over the age of ten will only be allowed to leave the camp alone at the end of the session if P2P has discussed this with the child’s parents and has received their written consent.
* Children below the age of ten will not be allowed to leave the Club unaccompanied.

## Absences

* If a child is going to be absent from a session, parents must notify P2P in advance.
* If a child is absent without explanation, staff will not contact the parents or carers unless they have seen or registered the child that day.
* If staff still have concerns about the child’s whereabouts or welfare after attempts to contact the parents and carers, P2P will contact the police.
* P2P will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

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| This policy was adopted by: Louis Lynch and Connor Mills | Date: 14/03/2025 |
| To be reviewed:14/03/2026 | Signed: Louis Lynch |

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Premises [3.63]; and Information and records [3.77]