
Arrivals and Dismissals Procedure

Purpose

To provide a clear and consistent approach to the arrival and dismissal of children attending Future Stars Coaching sessions, ensuring safety, safeguarding compliance, and clear communication with schools and parents.

Scope

This procedure applies to all staff involved in the delivery of Future Stars Coaching clubs, including Breakfast Clubs, Wrap-Around Care, and other extracurricular sessions.

1. Breakfast Club

Arrival Procedure

- The parent/carer and child arrive at the school site and are welcomed by a Future Stars coach.
- The coach signs the child in using the electronic register by selecting the relevant parent/carer's name.
- The child then enters the club.

Dismissal Procedure

- At the end of the session, children collect their belongings.
- Coaches dismiss children in accordance with the school's agreed procedure, which may include:
 - Escorting children to their classrooms, or
 - Dismissing them into the playground under school supervision.
- The coach signs the child out by selecting "**Coach**" on the electronic register.

2. Wrap-Around Care

Arrival Procedure

- Children arrive at the session via school arrangements:
 - They may be walked to the location by school staff or
 - Collected from classrooms by Future Stars coaches, as agreed with the school.
- A coach signs the child in by selecting "**Coach**" on the electronic register.
- If a registered child does not arrive:
 - The coach must notify the school office immediately.
 - The school office will follow their procedures to locate the child and contact parents if necessary.
- If a child arrives who is **not on the register**:
 - The coach must **not admit the child** into the session.
 - The child should be taken to the school office.

- The school office will follow their '**uncollected child policy**', which may include:
 - Phoning parents,
 - Confirming bookings, and
 - Requesting a booking to be made before the child can attend the club.

Dismissal Procedure

- At the end of the session, children collect their belongings.
- Parents or carers arrive at the designated collection point.
- The coach greets the parent/carer and:
 - If they are not personally known to the coach, requests the **pre-agreed collection password** before releasing the child.
- The coach provides a brief update where necessary (e.g. behaviour, injuries, activities).
- The child is signed out on the electronic register by selecting **Parent/Carer's name** as appropriate.

Court Orders and Collection by Known Individuals

At Future Stars Coaching, the safety and wellbeing of the children in our care is our highest priority. We understand that family circumstances can change and that there may be times when a parent no longer feels comfortable with a specific family member or close friend collecting their child.

If this applies to your situation, please notify us as soon as possible. We will advise you to update your child's records and clearly list any individuals who should not collect your child under any circumstances under your child's profile on your online account. This will help us ensure clarity for all staff and support us in following your wishes wherever legally and safely possible.

However, we are legally bound by certain limitations:

- If an individual has parental responsibility, is presenting as mentally and physically sound (i.e. not under the influence of drugs or alcohol), and there is no court order in place restricting their access to the child, we are not legally able to prevent them from collecting their child.
- In this situation, we will always inform the other parent or legal guardian of the collection for transparency and safeguarding purposes.
- The only exceptions where we will refuse release of a child are:
 - There is a court order in place restricting that individual's access.
 - The individual is believed to be under the influence of drugs or alcohol.
 - The individual has a known and substantiated history of abusive behaviour that places the child at risk.

We understand that these situations can be complex and emotionally challenging. If you are in the process of obtaining a court order or have any concerns about your child's safety, we encourage you to discuss this with us in confidence. We are here to support you and will always act in the best interests of the child within the limits of our legal responsibilities.