



ENTRANCE AND EXIT POLICY

POLICY STATEMENT

Next Level Sports Ltd. has the highest regard for safety of the children within our care. At the start and end of any club/day the following procedures are to be implemented to ensure the safety of the children is paramount.

PROCEDURES

ENTRANCE POLICY

- All children are the responsibility of the parent/appropriate person before the school day/sports camp.
- Children are to be accompanied by an adult at the start of a sports camp.
- All children attending sports camp must have submitted a full consent form with full medical information and two emergency contact details.
- At the start of a school day/camp a full register must be carried out. If any child is absent then the following school procedure must take place.
- Staff are responsible for the welfare and safety of children from when dropped off to being collected by the appropriate persons.
- If the child is to be collected by a different appropriate person at the end of the day the Lead Coach must be informed at the drop off and a note of this will be made on the register.
- All staff should be made aware if a child has a mobile phone on them, this should be signed in and kept in a secure location.

EXIT POLICY

- The Lead Coach should be made aware of the school dismissal policy before the first session. The dismissal policy is to be followed by the Lead Coach at all times.
- All children will remain in the care of Next Level Sports and on the premises until collected by the appropriate persons.
- If the child is to walk home then the Lead Coach should be made aware of this by the school staff or have written confirmation of this by the parent.
- If a child states they are walking home but there is no written confirmation of this the child must remain in the care of Next Level Sports Ltd and on the premises and calls must be made to the parents/appropriate persons.
- Any persons who should not be collecting a child should be made aware to the Lead Coach before the session.
- If a child is not collected the Lead Coach should following the Uncollected Child Policy
- If the child is not collected the relevant persons in school should be informed
- The Lead Coach should be informed prior to the session if any child is going to an after school club or Childcare Setting
- If a child is attending an after school club or Childcare setting then they should be collected by the appropriate persons from this club.
- The Lead Coach should stay with any uncollected child at all times.
- All mobile phones should be returned at the end of the day to the children.

AFTER SCHOOL CLUB PROCEDURES

- Lead coach to have all child medical information and emergency contact details prior to the after school club.
- A register to be provided before the session
- If any child is absent then the Lead Coach should ensure the child is either off school or has been collected by the appropriate persons
- Information to be provided if any of the children are to walk home, this must be provided in written confirmation from the parent or school. If any of these circumstances change then the Lead Coach should be informed.
- The Lead Coach is to dismiss each child one at a time to the appropriate person.
- Lead Coach to be informed of any children attending a Childcare Setting. Children to be collected by Childcare Provider/Relevant persons.



This policy was adopted at a meeting of	Next Level Sports Ltd.
Held on (Date)	01/09/2018
Date to be reviewed (Date)	01/09/2019
Signed on behalf of the provider	LR Smith
Name of signatory	Luke Smith
Role of signatory (e.g. chair, director or owner)	Director