

# The London Football Academy

## Arrivals and Departures

The London Football Academy recognises the importance of having robust systems in place to ensure the safe arrival and departure of the children in our care.

The Senior Coach will ensure that an accurate record is kept of all children in the Club, 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 (First Aid cupboard). In addition we conduct regular headcounts during the session.

### Arrivals

Our staff will greet each child warmly on their arrival at the Club and will record the child's attendance in the daily register straightaway.

We will also ensure each child's contact number and details of any medical conditions are logged.

### Departures

- Staff will ensure that parents or carers sign children out before they leave. Children are collected by an adult who has been authorised to do so by means of a **Security Word**.
- 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 them of their Security Word. If the Senior Coach has any concerns regarding the person collecting he/she will contact the main parent or carer for confirmation.
- The parent or carer must notify us if they will be late collecting their child. If we are not informed, the **Uncollected Children** policy will be followed.
- Children over the age of eight will only be allowed to leave alone at the end of the session if this has been discussed with the child's parents and has received their written consent.
- Children below the age of eight will not be allowed to leave unaccompanied.

### Absences

- If a child is going to be absent from a booked session, parents should notify us in advance.

Policy adopted by: The London Football Academy	Date: 18/6/25
To be reviewed: 1/9/26	Signed: Martin Egan (Head Coach)