



DISMISSING CHILDREN POLICY

Reviewed annually by Senior Management
Last reviewed August 2024

Signed _____

A handwritten signature in black ink, appearing to be 'JO'Connor', written over a horizontal line.

Jason O'Connor (Managing Director)

Dismissing Children Policy

It is the Elms coaches responsibility to ensure all children are dismissed safely and effectively.

- 1) You **MUST** have a completed register to hand when dismissing children and you must be able to see parents/guardians when allowing children to leave. If you are unsure of a child's name, your register covers you for those present and absent.
- 2) No child is allowed to leave off their own accord without prior consent. Consent can be given from the school, head office or the parent but this must be written down.
- 3) No child can be collected by another parent/guardian without the coach being informed by the school, head office or parent. If it so happens a parent says they can collect a child, do not allow them to go without speaking the child's parent/guardian.
- 4) Whilst in your care the child is your responsibility which means all aspects of safeguarding require you to act accordingly.

If your school does not require you to assist with dismissal you will be informed beforehand by head office.

How to Dismiss children

- 1) Finish session and awards ceremony 5-10 minutes before the class is finished as advertised. When a club finishes at 4.30pm it means children are ready to be collected at 4.30pm.
- 2) Ensure all children have bags ready for dismissal so no parents need to enter the school premises to find.
- 3) Dismiss children from a vantage point that allows them to see their parents easily. This should be agreed with the school beforehand to allow for safe access for parents/guardians.
- 4) Children should point parents out/describe them so you can see. You could use a keyword/phrase to signify the child has recognised their parent/guardian and they can come to the front to be dismissed. This could be something as simple as 'good afternoon coach'. This will be especially valid if you do not know the children's names and are new/covering a school. Ensure you can **SEE** the parent/guardian collecting and they acknowledge you.
- 5) Any children not collected within 10 minutes of the session finishing please phone the contact using the number on the register for an update.
- 6) If you have called the numbers on the registers for the Elms clubs and the school can't assist, after 30 minutes you must call the police on 101 or social services and report to your School Manager. This is noted as safe and proper practice.
- 7) Ensure your School Manager is aware of a late pick up so the '3 Strike Procedure' comes into effect.