



SAFETY AND SECURITY OF CHILDREN IN OUR CARE – Appendix A

In order for all children in our care to be totally safe whilst with Munchkin Sports classes it is essential that the procedures below are followed according to the nature of the class/venue.

PPA Curriculum

- All coaches will be familiar with the PPA Guidelines pack.
- The Head Coach will take a register at the start of each class.
- The Head Coach will collect the children from the classroom.
- The Head Coach will be kept updated and informed of any specialist requirements, behaviour requirements or support needs of the children in the class by the school.
- The Head Coach will lead the children to and from the sports hall/field/playground.
- If at any time the children wish to go to the toilet a headcount will be taken and on their return another head count will be done.
- The Head Coach will have the support of the school's DSL, SLT and class teachers at all times during the PPA sessions and will be contactable if/when needed to support the needs of the class.
- The Head Coach will release children at the end of the school day only after a register has been taken.
- The Head Coach will remain in the classroom until the succeeding teacher/tutor arrives.

After School Clubs / Wrap-Around Care

The respective teachers/appropriate adult will bring all the children and their belongings to a designated meeting point in the school. We are present at the meeting point to help the children with bags and team bibs etc. When ready, we then proceed to take the register.

- If a child is not there and should be, and we have not been notified of his or her absence, one of the coaches will go to the reception and find out the reason why.
- If a child is brought to the class who is not on our register, one of the coaches will return them to the school office and establish where they are supposed to be.
- If at any time the children wish to go to the toilet, one of the coaches will escort them and a headcount will be taken, and on their return, another headcount will be done.
- When leaving, the children will collect their belongings from the designated meeting point.
- The children will be registered one by one.
- The children will only be released to an adult that the coaches are familiar with. If someone new or another parent/guardian is picking up a child, then we request parents to advise Munchkin Sports in advance and the Head Coach be informed. For wrap-around care and Holiday Camps, we will also request that parents and carers record a collection password for the child in order for the staff to authorise dismissal.
- At the end of the day if a parent/guardian is late for some reason then the coaches will contact the parent and/or emergency contact and at least two coaches will remain with the child. (Munchkin Sports have a minimum of two contacts for every child).
- For After-School clubs, if a parent/guardian is late for some reason, then the coaches will either take the child/children to the schools after-school club or to the school reception or remain with



the child until the parent arrives to collect, dependent on the agreement with the individual school . (The Head Coach will always confirm with the club leader that they have details for the child and their parent/guardian contact details if this is the school's protocol).

- For Wrap-Around care, if a parent/guardian is late for some reason, then the child will remain with the Munchkin Sports staff until such time as contact is made with the parent/guardian and arrival time has been confirmed.



Holiday Camp

- During “free play” at lunchtime a coach will be posted around the area to ensure children remain within the area and are supervised and safe.
- If at any time the children wish to go to the toilet, one of the coaches will escort them and a headcount will be taken and on their return another head count will be done.

Registration

- At reception/sign in desk, Admin Team will tick the children in on the master paper register and send them to their group. Here the Group Leader will record, on their register, the time that the child has been handed over to them. These paper registers will contain full names, medical notes, permissions and collection passwords.
- Camp Manager will mark the children present on the online register. Munchkin Sports will have a full register of all children attending each day including early drop offs and late pick-ups, medical details, and emergency contact details (Munchkin Sports have a minimum of two contacts for every child).
- Once child is safely signed in on both registers, parents are to leave and are not allowed past registration area.
- Admin team will remind parents that anyone collecting will need the collection password.

Dismissal

- Children are prepared in camp with all their belongings, ready to go.
- When a parent arrives at the admin desk, the Admin Team will guide them to their child’s Group Leader, who will ask for the collection password before releasing them. If the password matches, then they will be released to the parent; if it doesn’t, then they will be referred to the Camp Manager. The Group Leader will record the time the child left as they hand them over. The admin team at the desk will also tick the child out on the master register.
- If the password does not match, and it is not the parent collecting, the person collecting needs to contact the parent and obtain the password. If the parent is uncontactable, emergency contacts will be called and asked to contact the person collecting to provide them with the password. If no one is contactable and the password cannot be provided, the child will stay in our care until someone with the password can collect. If the parent has forgotten the password they can call the office on 020 8658 3777 and pass some security questions so that they can be reminded of the password.
- If camp is closed, social services will be called as a last resort, and the Camp Manager, and one other coach will stay with the child until they are collected.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 05 January 2026

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