

Attendance Handover and Collection Policy

Public policy - safe handover before and after clubs

UNMATCHED COACHING LTD. Version 1.1

Document owner: Unmatched Coaching Ltd

1. Arrival and attendance

Each host school agrees how pupils move to club: direct classroom collection, school handover or supervised independent movement within school where agreed. A paper session register is the primary attendance record; a secure digital copy may support it. Responsibility begins when a child is received into Unmatched's care, not merely at an arbitrary clock time. Coaches account for expected attendees and follow the school's arrangements where a child does not arrive; suspected missing or endangered children are escalated immediately.

2. Collection and independent departure

At the end of the session, children are handed to a parent, guardian or previously authorised collector unless an appropriate written walk-home permission is held and checked. Alternative collectors must be notified in advance. If identity or authority is uncertain, coaches keep the child supervised while contacting the parent and school. A child who is 'young' under applicable childcare rules, up to 1 September after their fifth birthday, must not leave alone.

3. Late collection and emergencies

If collection is late, coaches attempt parent and emergency contacts and seek available school assistance. If the parent is uncontactable for an extended time or a safeguarding concern arises, the coach uses school DSL and children's social care procedures. No child is left unattended. A late fee may be charged only in line with clearly communicated, fair Parent Terms; a genuine emergency is considered individually.

4. Unregistered children and missing children

An unregistered child is not admitted to the activity until their booking and safeguarding details are verified; meanwhile the coach secures a safe handover to an appropriate adult. If a child in our care goes missing, the coach immediately alerts the school, searches only to the extent safe while maintaining adequate supervision of remaining children, contacts police where appropriate and notifies the safeguarding lead and parents in line with safeguarding advice. All actions and times are documented.

5. Suspected absence versus a missing child

If an expected child does not arrive before the agreed school-to-club handover, the coach checks the register and reports any specific concern through the school's handover or safeguarding process. Routine non-attendance does not automatically mean the child is missing from Unmatched's care.

If a child is unaccounted for after being received into Unmatched's care, the coach activates the Missing Child Procedure immediately. Other children remain supervised, school staff and the director are alerted, and the police are contacted promptly according to the risk. For children aged five or under believed missing from our care, our procedure requires an immediate police call. Parents are informed without holding up emergency assistance.