



Arrival and Departure Policy

Version	4.0
Review Date	August 2026

Policy Statement

Play Inclusion Project ensures the safety and wellbeing of all children, young people and staff at our sessions by keeping accurate records of attendance and ensuring they are only released to authorised persons.

Signing In Procedure

- Due to insurance, no child should be left by their parent/carer prior to start time.
- Support Workers are expected to arrive 15 minutes prior to the session start time to have a debrief, read the profile booklet and greet the child(ren) they are supporting that day.
- Support Workers and Volunteers must sign in on arrival at the setting.
- Area Managers will record each child/young person's arrival on the attendance sheet at the start of each session.
- Care plans must be completed if one has not already been done so.
- If the care plan completed by another Area Manager is to be used, parents/carers must check, sign and date it to confirm that the information, including medication and contact details have not changed or make amendments where necessary.
- All medication should be 'signed in' on the handover of medication form at the beginning of the session in line with the Administration of Medication Policy.
- All lunch boxes and drinks should be clearly marked with the child's name. Support Workers are responsible for the belongings of children they are supporting.
- If the session requires the handover of money and a food order, these must be handed over and given to the child's Support Worker for the day.
- Any person visiting the session must sign in. This includes Play Inclusion Project staff, individuals delivering an activity, Council staff and HAF Coordinators. If the visitor is new or unknown, identification must be provided prior to entry.

Signing Out Procedure

Updated August 2025
By Joanne Barnes

- No child will be allowed to leave the premises/group with an unauthorised person. Those with
- Area Managers will record each child/young person's departure on the attendance sheet once they have been collected.
- Any medication that is being returned must be signed out on the Handover of Medication Form by both the Area Manager and the parent/carer.
- Support Staff and volunteers must sign out at the end of the sessions so wages can be processed accurately.
- Visitors to the session must sign out at the end of their visit.

Attendance Sheets

Attendance sheets must be handed to the CEO at the end of the holiday club period or at the end of the month for weekly groups.

The CEO will use the information recorded on attendance sheets for the following purposes:

- to complete KPI's for the Blackpool Contract
- to complete the Online Tool for Lancashire Break Time sessions
- to raise and submit invoices and claim forms for Break Time funded sessions
- to raise and submit Break Time plus invoices
- to submit HAF attendance data and raise and submit invoices
- to feed back any attendance issues at contract monitoring meetings with funders

Staff Signing In Sheets

Signing in sheets are to be handed to the Finance Manager for cross reference with wage sheets.

Staff signing in sheets will be stored securely in case of issues with attendance/performance.