



University of
St Andrews

Saints Sport sign-in/sign-out

Document Type	Policy and Procedure
Scope (applies to)	Parents and children of all Saints Sport classes, lessons and camps
Applicability date	14/07/2020
Review/expiry date	01/06/2022
Approved date	14/07/2020
Approver	Assistant Director (Sports Development)
Document Owner	Sports Development Manager
School / unit	Saints Sport
Document status	Active
Information classification	Public
Equality impact assessment	None
Key terms	Signing children in and out
Purpose	This document outlines the procedure for parents/guardians to sign their children in/out of Saints Sport camps, lessons or classes.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Update for 2019	Active	Sports Development Manager, Saints Sport	01/06/2019
1.2	Update for 2020	In draft	Sports Development Manager, Saints Sport	13/07/2020
2.0	Approved	Active	Assistant Director (Sports Development)	14/07/2020

1. Introduction

- Saints Sport delivers a wide range of sports classes and activities to the children of staff, students and community members.
- All children attending Saints Sport classes must be signed into sessions, always collected from sessions, and always accounted for.
- The health, happiness and safety of children in our care is extremely important and this policy outlines the procedures for children to be signed in and out of all Saints Sport children's classes.

2. Important contacts

Saints Sport reception:

Email: sportsreception@st-andrews.ac.uk

Telephone: 01334 46 2190

Junior Saints team:

Email: juniorsaints@st-andrews.ac.uk

Telephone: 01334 46 2190

3. Scope

This policy applies to staff, student and community members whose children attend Saints Sport children's classes.

4. Associated policies and documents

- [Unaccompanied child release form](#)

5. Terminology

- The term 'parent' will be used to refer to parents, guardians or carers
- When the term 'child' is used it refers to a child or children.

6. Sign in procedure

- A Saints Sport coach will be at the allocated drop-off location (usually a changing room door) 10 minutes prior to the start of the session to welcome your child.
- Parents must sign the register held by the coach when dropping off their child, and from this point the child is under the supervision and care of Saints Sport.

7. Procedure for parents during sessions

- To avoid distractions and disruptions, during indoor sessions parents should not congregate inside the activity area or gather outside the doors to the hall.
- The above does not apply to classes that require parental supervision, in which case parents are required to be present during the whole of the session.

8. Sign out procedure

- Parents should wait for their child at the specified pick-up location (usually outside an allocated changing room) at the end of the session.
- At the end of the session a Saints Sport coach will bring your child from the activity area to the allocated pick-up location.
- Parents must sign the register held by the coach when collecting their child and from this point the child is back under the supervision and care of their parents.
- If you wish someone else to collect your child, you must inform the coach when signing your child into the session. It is the parents' responsibility to ensure whoever is collecting their child is aware of the procedures outlined above.

9. Exemptions

- With parental consent, children attending primaries 5-7 can sign themselves in and out of sessions.
- To activate this protocol, parents must complete and return an [unaccompanied child release form](#) to juniorsaints@st-andrews.ac.uk or hand the form to the child's coach.
- Once this form has been approved a member of the Saints Sport team will confirm your request via email and update the register.
- Upon receiving this email confirmation, the child referenced on the form will be allowed to sign in themselves in and out of sessions.

10. Late collection

- Saints Sport appreciates that, on occasion, situations may arise that prevent parents from collecting their child on time.
- If parents know they are going to be late to collect their child, they should call the Sports Centre reception and provide an estimated time of arrival which will be passed on to the coach.
- If a parent is late, and there has been no communication, a member of the Saints Sport team will call the emergency contact number(s) provided during the registration process for the class.
- In either of the above scenarios, a member of the Saints Sport team will supervise your child until you arrive.
- In instances of persistent late collection, the Sports Development Officer or Sports Development Manager will contact parents to agree a plan of action to ensure prompt collection in the future.
- If collections continue to be late additional charges may be applied and your child may lose their place.

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