



just play **sports**

Methods

1. Register

Just Play Sports staff must accurately record attendance for all children attending our clubs, using one of the following methods:

1. Online Register

- Staff may use the Just Play Sports online system to mark attendance.
- Ideal for schools that permit the use of devices.
- Attendance must be marked **at the start of the session**.

2. Paper Register

- Some schools do not allow devices; in these cases, a paper register **must** be used.
- Paper registers should be completed at the start of the session.
- Staff are responsible for **storing paper registers securely** after use.

Note: Registers do **not contain personal details** beyond child names; staff must ensure secure storage and confidentiality.

2. Attendance Procedures

1. Before Club / Session Start:

- Take the register **promptly at the start** of every session, including holiday clubs, after school, and lunchtime clubs.

2. During Session:

- Staff do **not tick children out**; attendance is recorded at the start only.
- Monitor children during the session as normal.

3. After Session:

- Ensure registers are **submitted/updated** in the online system or securely stored if paper registers are used.

3. Safeguarding & Missing Children

- **Lunchtime Clubs:**
 - If a child is not in attendance, the Lead Coach must **inform the parent** if the child is not off school.
- **After School Clubs:**
 - For any child not marked present, the Lead Coach must **check with the school** to confirm the child's whereabouts.
 - This is mandatory for safeguarding.
- **Escalation:**
 - If a child is unaccounted for after checking with the school, the **Lead Coach contacts the parent directly** to confirm the child's safety.
 - Any unresolved concerns should be escalated to Just Play Sports management.

4. Staff Responsibilities

- **Accuracy:** Ensure all registers are complete and accurate at the start of each session.
- **Secure Storage:** Paper registers must be stored safely; online registers must remain secure.
- **Compliance:** Follow the school's policies regarding devices and register use.
- **Safeguarding:** Lead Coaches must handle communication with parents for missing children; all staff must follow safeguarding procedures.

5. Policy Review

- This policy will be reviewed **annually** or whenever there are updates to school safeguarding requirements or attendance procedures.
- All staff will be briefed on any updates.

Reviewed: 19th August 2027

Name: Jack Dillon

Position: Director

Signed: Jack Dillon