

APPENDIX 12

LATE COLLECTION POLICY

On occasions parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate club officer if they are delayed with a clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The club officers must never leave a child alone unless they are over 16 and then only with parents permission. It is recognised some children aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. Until a child is not collected to maintain the wellbeing of all concerned two appropriate club officers or parents must remain with the child.

Parents, who persistently fail to collect a child member on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing in their care of their child. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect their child. If no one nominated is available, and the parent has still not contacted the club officers after a reasonable period of time the club should consult the police or Children's Social Care Team duty officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club should gain advice from the Police Child Abuse Investigation Team or Children's Social Care Team duty officer.

The club should:

1. Attempt to contact the parent/carer – from the information sheet completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted
4. Wait with the child/children at the club with at least one other Official/coach/teacher/volunteers or parents.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents/carers of the policy relating to late collection.

The club coaches/teachers and officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

Persistent failure to collect a child on time:

If a parent/carer fails to collect their child on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another club officer should arrange to meet with them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly. If there is no change the club welfare officer should either contact the Children's team at the local social services or seek advice from their Association CPO or the BAB Lead CPO.