

## COLLECTION BY PARENTS/CARERS

All clubs should ensure that the start and finish times of training sessions and events are clearly communicated to children and their parents and carers, and that the arrangements for collection are clearly understood by everyone who needs to know.

Parents/carers who wish their children to go home unaccompanied (in accordance with their age and stage of development) should give such consent in writing to the club.

It is important to notify parents/carers that they should not drop children off too early (as there may not be an adult at the venue/venue may not be open).

Clubs should emphasise the need to collect children promptly and set out clear late collection procedures. This should include collating a late collection contact number from parents/carers, and providing a club contact number for parent/carers to let the club know if they are delayed for any reason.

### **Handling late collection**

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. Preferably 2 adults should remain at the venue with the child until they are collected.

Club leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished and to the point when they are collected. However, it is not the responsibility of staff/volunteers to transport children home. If all attempts to contact an adult who is responsible for the child fail, the CWO and/or social work should be informed and advice taken. Keep in mind that such an incident, or repeated lateness by parents/carers, may indicate a wellbeing issue.

Where possible it is preferable to have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge of a child awaiting transportation they should record any actions taken and inform the Club Welfare Officer as soon as possible, and the parents/carers on their arrival.