



### **1. Introduction:**

Late collection of children by parents presents Norristhorpe Junior Football Club and its coaches with a potentially difficult situation. It is important that everyone understands that while the Club are happy to help in a real emergency, parents / carers cannot assume that it is acceptable to turn up late without notifying your child's Coach.

All parents / carers will be expected to adhere to this policy to help with safeguarding your child.

### **2. Guidelines for Parents:**

Parents of children registered with Norristhorpe Junior Football Club are asked to provide specific information – via the Membership Form – which includes:

- Home address and telephone number of parents / carers
- Mobile telephone number
- Information about who has primary responsibility for the child
- Names and telephone numbers of adults who are authorised by the parents / carers to collect their child from training and games i.e. childminder, relative, neighbour
- Information about any person who has been denied legal access to the child

If there are any changes to any of the above we ask that a Coach, Helper or the Club Welfare Officer are notified immediately.

Parents / carers **MUST** phone their child's Coach if there is any likelihood of late collection.

### **3. Guidelines for Coaching Staff:**

In the event of a parent / guardian failing to collect a child at the agreed session finish time, the coach will wait with the child / young person at the sport facility, with other Coaches / helpers or parents present if at all possible.

The Coach will then make all the necessary arrangements to attempt contact with the parent / guardian using emergency contact numbers. Coaches will keep a record of all calls, times and outcomes.

If all attempts fail, the Coach will then contact the Club Welfare Officer for further guidance. Where possible, this will be done in an open environment with another Coach / helper present.

If the child has not been collected after an hour we will follow our Child Protection Procedures and contact the Local Social Services. Social Services will aim to find the parent / carer or relative and if unable to do so, the child will be placed into the care of the Local Authority

Note: Under no circumstances will Coaches / Helpers go to look for the parent, nor take the child home with them.

A full written report of the incident will be recorded by the relevant Coach / Helper.

Coaches will:

- Never take the child home or to any other location.
- Never send the child home with another person without permission from a parent or carer.
- Never ask a child to wait in a vehicle or sport facility with you alone.
- Never spend time alone with children away from others.
- Never transport a child on their own to or from an event or activity.
- Never send a child away from the facility alone.