



Late collection of children policy

1. Introduction:

Late collection of children by parents presents Charlton Athletic Football Club Academy 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.

If parents are unable to collect their child/children on time, they **MUST** contact the relevant person to let them know what the situation is, when their child is likely to be collected and the name of the person who will be collecting them. In the event of parents repeatedly collecting their child late they will be asked by the Coach / Designated Safeguarding Officer to review their collection arrangements.

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

In the unlikely event of a child not being collected from any of the training or match day sites at the expected time and no contact being made with the parents, the following procedure will apply:

- Two members of staff will remain on the premises with the child at all times. One of these staff members will be a senior member of staff.
- The child will be reassured and comforted.
- The parents / carers will be telephoned on all available contact numbers.
- If the parents / carers are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact.
- If no contact has been made with either the parents or the emergency contact within one hour of the time at which the child was due to be collected, staff will contact Social Services or the Police for advice.

2. Guidelines for Parents:

Parents of children registered with Charlton Athletic Football Club Academy are asked to provide specific information – via the Registration Form – which includes:

- Home address and telephone numbers of parents / carers.
- 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, and neighbour.
- Information about any person who has been denied legal access to the child.
- Emergency contact numbers.

If there are any changes to any of the above we ask that a Coach, Academy Secretary or the Designated Safeguarding Officer are notified immediately.



3. Guidelines for Coaching Staff:

In the event of a parent / carer 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 another coach.

The Coach will then make all the necessary arrangements to attempt contact with the parent / carer 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 Safeguarding team for further guidance. Where possible, this will be done in an open environment with another Coach present.

If the child has not been collected after an hour we will follow our Child Protection Procedures and contact the Local Social Services or Police. 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.

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.

Richard Murray

Non-Executive Chairman