

Collection by Parents/Carers

While the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge.

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly.

Explain late collection procedures.

Have a late collection telephone contact and number on the *Partnership with Parents/Carers Form* and let the parent/carer know how to contact the club if they are held up.

When a parent /carer is delayed or have not turned up

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and they must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of volunteers/staff to transport children home. If attempts to contact an adult who is responsible for the child fail, the CWPO and police should be informed.

Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the CWPO and parents/carers as soon as possible.