



# Late collection of children

## Late Collection of Children

The following information provides guidance for clubs on how to respond where a parent, for whatever reason, does not arrive at the required time to collect their child.

All parents must be advised that in the event that they are delayed for any reason, they must:

- Contact the club at the earliest opportunity
- Provide clear guidance on what they wish the club to do e.g. consent for another parent to transport their child home.

### The club must:

- Maintain a list of parent contact details and emergency numbers
- Never leave a child or young person alone unless she/he is over 16 and then only with parent's permission
- Carry out appropriate assessments of situations as they arise, acknowledging that some young people aged 16 and over can go home alone if their parent is delayed

### The club officers must not

- Take the child home or to another location.
- Ask the child to wait in a vehicle or the club with them alone.
- Send the child home with another person without permission.

If the parent is considered by the club as being unduly late, the Club officers should:

1. Attempt to contact the parent
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 young person(s) at the club with at least one other official/coach/ teacher/volunteers or parents.
5. Respond to any instructions received from the parent
6. If no-one can be reached, contact the local police or Children's Social Care Services to enquire about the best course of action.

## Persistent Failure to Collect a Child/Young Person on Time

Parents, who persistently fail to collect a child 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 to provide adequate care for their child.

If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the club Welfare Officer and another club officer should arrange to meet with the parent to discuss the matter.

If there is no change the club Welfare Officer should either contact the children's team at the local Children's Social Care Services or seek advice from the BG Head of Membership or BG Safeguarding and Compliance Officer.

If a parent arrives to collect a child and there is concern that the parent's ability to take appropriate care of the child may be impaired (e.g. the parent is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the club should seek advice from the police or Children's Social Care Service immediately.