

# Late collection of Children

## Policy and Procedures





## Late Collection of Children Policy and Procedures

### **Date of Policy: October 2020**

This policy super cedes any other Late Collection of Children Policy and Procedures document.

### **Safeguarding Policy Statement**

Bristol City Football Club and Bristol City Foundation (together known as “Bristol City Football Club”) Bristol Bears, Bristol Bears Academy, Bristol Bears Women and Bristol Bears Foundation (together known as “Bristol City Rugby Club”), Bristol Flyers and Bristol Women’s Football Club. All of these organisations together with Ashton Gate and Bristol Sport, Bristol Sport Foundation (referred to as “the Company” within this policy) acknowledge the duty of care to safeguard and promote the welfare of children.

The “Company” has both a moral and legal obligation to ensure a duty of care for children across its services. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in any services organised and provided by “the Company”. “the Company” is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local authority requirements.

## **Procedures**

All efforts should be made to ensure that children are collected on time from any “Company” activity. Where possible parents/carers should be encouraged that if they are going to be late, they should contact the appropriate lead coach or the organiser of the activity to let them know.

If a child has not been collected on time the following procedure should be followed:

- The member of staff responsible (coach or activity leader) should wait with the child.
- The staff member should contact the parent to find out the situation. If the contact number given does not get a response any other number given should be contacted.
- If contact is made, arrangements should be made for the child to be collected as soon as possible by the parent/carer or another named suitable adult.
- If there is no response from any number and the parent/carer has still not arrived the numbers should be tried again at regular intervals.

The child must not be left on their own or in the company of another child.

It is the responsibility of the lead coach or lead member of staff to remain with them until the situation is resolved. Wherever possible the staff member left with the child should have a DBS check.

- If there are other activities on site, the child should be kept on site and ongoing efforts should be made to contact parent/carers.
- If there is still no response after 30mins and the facility site is due to close the member of staff on duty should contact the Safeguarding team and explain the situation.

Safeguarding team 07880140411 or [safeguarding@bristol-sport.co.uk](mailto:safeguarding@bristol-sport.co.uk)

If there is no alternative the police should be contacted who will advise on what action to take.

Ensure that any incident and action taken is logged either on “My Concern” or email to safeguarding team.

Date reviewed	Position	Owner
October 2020	Executive Board	M.A. Martin
October 2021		

