



COLLECTION & LATE COLLECTION POLICY

1. Purpose of Document

Many parents will accompany their child to training or events and will stay for the duration of the session. Some parents will drop their child off and collect them at the end of the session. For the younger child or vulnerable adult's safety, we expect parents to come into the venue.

Where a child makes their own way to or from a session or event, we ask parents to give their clear consent to this happening.

If we are concerned about the safety of a child going home with a parent or carer (e.g. where it is thought that a person may be under the influence of alcohol or drugs and are not fit to drive). We will seek advice from the Police or social services.

We know that on the odd occasion parents or carers are delayed or unable to collect their fencer from training or an event. If this happens, we expect parents to contact the club as soon as possible to let us know. We would also ask them to give us clear guidance as to what arrangements they will put in place for the child or vulnerable adult to be collected. If this involves them going home with someone else, we need clear consent for this to happen.

It is our policy never to leave someone under the age of 16 on their own. Two adults will always be at a venue until all children have left. Where a child or vulnerable adult has not been collected, after a reasonable length of time, we will do the following:

- Attempt to contact the parent/carer –using information provided on joining or renewing membership
- Attempt to contact the emergency contact person nominated
- If there is no reply from the emergency contact, we will ask the child if there is another family member who may be contacted
- We will wait with the young person(s) at the club with at least one other adult such as an official/coach/teacher/volunteers or parents and inform the Club's Welfare Officer about what has happened
- If no one can be contacted, we will contact the local police to enquire about the best course of action.
- Remind parents/carers of the policy relating to late collection

Where possible we will avoid:

- Taking the child home or to another location unless there is no alternative and this has been cleared by the Club's Welfare Officer
- Asking the child to wait in a vehicle or venue on their own
- Sending the child home with another person without permission

We know that late collection can be very upsetting for a child and we want to make sure that children can take part in fencing with no negative distractions. Where a child is not collected on several occasions we will meet with the parent/ carer to see if there is any way that we can help. If the behaviour continues, we may make contact with Social Service and contact British Fencing to seek advice.