



**STEVENAGE** FOOTBALL CLUB

# Late Collection of Children Policy

**#WEARESTEVENAGE**



# Late Collection of Children Policy

*INTERNAL / EXTERNAL*

<b>Date of Last Review</b>	20 <sup>th</sup> October 2020
<b>Review Undertaken By</b>	A.Tunbridge - CEO
<b>Policy Overview</b>	
Our Late Collection of Children Policy outlines how the Club will manage children being collected late from Club activities and the processes staff and parents / carers should follow.	
<b>Contents</b>	
<ul style="list-style-type: none"><li>• Overview</li><li>• Repeat Incidents</li><li>• Emergency Procedures</li><li>• Useful Contacts</li><li>• Implementation &amp; Enforcement</li></ul>	
<b>Appendices</b>	
<ul style="list-style-type: none"><li>• None</li></ul>	
<b>Referenced Policies</b>	
<ul style="list-style-type: none"><li>• Safeguarding Policy</li><li>• Disciplinary Policy</li></ul>	

## Overview

Stevenage Football Club understands that there are times when the late collection of children is unavoidable, however, this Late Collection Policy applies in all circumstances, activities and Club Departments.

## What to Do

If parents/guardians are unable to collect their child/children on time from a Club activity, they must contact the relevant Organisation/Department e.g. School, Academy, Stadium, to let them know:

- What the situation is
- When their child is likely to be collected
- The name of the person who will be collecting if not themselves.

Please note that the Club will only be able to discuss the relevant child with the parent/guardian who appears on the child's official records. In the event of a match day at the stadium the Safety Officer shall assess the situation and where necessarily notify the appropriate authorities.

## Repeat Incidents

In the event of parents repeatedly collecting their child late they will be asked by the Club to review their collection arrangements or alternatively the Club shall reserve the right to prevent the Child from participating in future activities.

## Emergency Procedures

In the unlikely event of a child not being collected from a Club activity at the expected time and no contact being made by the parent/guardian, 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 ideally who holds a DBS.
- The child will be provided with emotional support if required.
- The parents/guardians will be telephoned on all available contact numbers.
- If the parents/guardians are not contactable the emergency contact person will be contacted if listed and asked to collect the child.
- Every effort will be made to contact the parents/guardians or the emergency contact.
- If no contact has been made with either the parents/guardians or the emergency contact within one hour of the time at which the child was due to be collected, staff will contact Social Services and/or the Police for advice which will be followed.
- Upon conclusion of the event a full report should be emailed to the Safeguarding Officer for the Club.

## Guidance Notes

- If you are alone, please call a colleague and ask them to attend with you.
- Should a colleague be unable to attend try and ensure you are situated in an area covered by CCTV.
- Under no circumstances should you provide a lift in a car to the child.

### **Useful Contacts**

The local authority is overall responsible for child protection issues within the County of Hertfordshire.

Hertfordshire Safeguarding Children Board  
Children and Young People Service

Contact: Children Protection Services

Telephone: 0300 123 4043

The nearest Police Station with responsibility for general enquiries is:

Stevenage District Headquarters  
Lytton Way  
Stevenage  
Hertfordshire  
SG1 1HF

Telephone: 0245 990 0222

Further information to help support staff with dealing with the late collection of children can be found in the Club's **Safeguarding Children Policy**.

### **Implementation & Enforcement**

The CEO and line managers are responsible for the promotion and maintenance of this policy by their staff. The CEO is responsible for monitoring and reviewing the operation of this policy.

Employees are expected to comply with all elements of this policy, failure to do so may result in the implementation of the Club's **Disciplinary Policy**.