



## Late Collection of Children Policy

Updated 20<sup>th</sup> April 2017

Stevenage Football Club understand that there are times when the late collection of children is unavoidable; however, this late collection policy applies in all circumstances.

Academy players train at three sites during the week

- Football Valley 6.00pm: 8.00pm (Every Monday)
- Shepalbury Sports Academy: 8.30am – 4.00pm (Scholars Only) 4.30pm – 8.00pm (U9 – U16 Monday, Tuesday, Thursday & Friday till 8.30pm)
- Marriott's School: 4.30pm – 5.00pm (Every Monday)

Academy players match sites

- Marriott's School (10.00am – 1.00pm)
- Shepalbury Sports Academy (9.00am – 1.00pm)

Shepalbury building is open during the day so players and staff can enter the building from any time and is the same for Marriott's School. The Football Valley is open from 6.00pm onwards. As the majority of parents stay to watch their children during training and matches there may be some who do not. If parents are unable to collect their child/children on time, they must contact the relevant person to let them know what the situation is, when their child is likely to be collected and the name of the person who will be collecting them. In the event of parents repeatedly collecting their child late they will be asked by the school to review their collection arrangements.

In the unlikely event of a child not being collected from any of the training or match day sites at the expected time and no contact being made with the parents, 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.
- The child will be reassured and comforted.
- The parents/carers will be telephoned on all available contact numbers.
- If the parents/carers are not contactable the emergency contact person will be contacted and asked to collect the child.
- Every effort will be made to contact the parents or the emergency contact.
- If no contact has been made with either the parents or the emergency contact within one hour of the time at which the child was due to be collected, staff will contact Social Services or the Police for advice.

## **Professional Contacts**

The local authority is overall responsible for child protection issues within the borough of Stevenage

Address: Stevenage Safeguarding Children Board  
Stevenage Borough Council  
Children and Young People Service  
STEVENAGE

Contact: Children Access and Assessment Team

Telephone: 0300 123 4043

The nearest Stevenage Police Station with responsibility for general enquiries is:

Stevenage District Headquarters  
LYTTON WAY  
SG1 1HF  
Stevenage  
Hertfordshire

Telephone 01707 354000  
[www.herts.police.uk](http://www.herts.police.uk)