



Late Collection Policy

Policy statement: Late collections of children by parents and carers will create difficult situations for HTAFC staff and volunteers - and raises safeguarding considerations. Through this policy, HTAFC intends to outline actions and principles that are designed to minimise the occurrence of late collections and provide clear guidance for staff and volunteers on how to deal with late collections.

Principles underpinning HTAFC's late collection policy:

- No activity can take place with a child without HTAFC having parent/carer contact details. It is HTAFC's policy that contact forms provide an alternative contact - in addition to the main parent/carer.
- HTAFC will provide parents and carers with a timetable of activities at the beginning of the initial registration, term or season and will notify parents and carers in writing should a timetable change.
- Parents and carers are informed of the procedure they must follow in the event of emergency or delay. All parents and carers are provided with the contact number of the HTAFC staff member or volunteer responsible for an activity - which enables the parent/carer to make contact when there is an emergency or delay that will impact upon the collection of a child.
- Parents and carers are informed that it is not the responsibility of HTAFC or its staff and volunteers to transport a child in the event of their delay.

When a child is not collected at the communicated time, HTAFC staff and volunteers have been instructed to:

- Attempt to contact the named parent or carer
- Attempt to make contact with the named person on the alternative number
- To wait with the child at the notified collection point - with at least one other HTAFC staff member, volunteer, or parents - if possible
- Remind the late collecting parent or carer of HTAFC's policy on late collection.

HTAFC staff and volunteers have been instructed:

- Not to take the child home or to any other location
- Not to ask the child to wait in a vehicle or building where they would be on their own with the child
- Not to send the child home with any other person without express parental/carer permission
- Not to leave the young person on their own.

In the event that a child is not picked up; no contact can be made with either the parent/carer or alternative named contact; and 30 minutes have elapsed - the responsible HTAFC staff member or volunteer is required to contact HTAFC's Designated Safeguarding Officer.

This **Late Collection Policy** should be read in conjunction with the **Code of Good Practice: Promoting Good Safeguarding Practice when Working with Children** in this Handbook.

Reviewed & Updated: September 2019

HTAFC will review this Late Collection Policy and good practice at least annually.