



# Collection & Late Collection Procedures

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### (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 adult at risk's safety, parents are expected to come into the venue.

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

If there are concerns 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) advice should be sought from the Police or Children's Social Care.

We know that on the odd occasion, parents or carers are delayed or unable to collect their child from training or an event. If this happens, parents are expected to contact the club as soon as possible to let them know. Clear guidance as to what arrangements they will put in place for the child or adult at risk to be collected should be sought. If this involves them going home with someone else, clear consent for this to happen is required.

### (2) Action to be taken

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 adult at risk has not been collected, after a reasonable length of time, the following should take place:

- 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, ask the child if there is another family member who may be contacted.
- 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, contact the local police to enquire about the best course of action.
- Remind parents/carers of the policy relating to late collection.

Where possible the following will be avoided:

- 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.

Late collection can be very upsetting for a child and we want to make sure that children can take part in taekwondo with no negative distractions. Where a child is not collected on several occasions, a meeting will be held with the parent/ carer to see if there is any help that is needed. If the behaviour continues, contact with Social Service may be made and contact British Taekwondo to seek advice.