

PENTATHLON GB⁺

GUIDANCE: DROP OFF AND COLLECTION OF CHILDREN

While the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge.

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number to let the parent/carer know how to contact the club if they are held up.

When a parent /carer is delayed or have not turned up

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and they must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of volunteers/staff to transport children home. If attempts to contact an adult who is responsible for the child fail, the Club Welfare Officer/ Child Wellbeing and Protection Officer and police should be informed. Coaching sessions should always have a minimum of two responsible adults present: for example a coach and the parent helper. This assures the rule of two is being observed to protect all.

Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the Club Welfare Officer/ Child Wellbeing and Protection Officer and parents/carers as soon as possible.