



Late Collection of Children Policy

To whom does this policy apply?

- This policy is applicable to all individuals in charge of Pentathlon GB events including competitions, teams, clubs and training camps (day and residential).

Beforehand:

- Make sure you have contact details to hand for the local Police and local authority Children's Services Duty Officer.
- Make sure all parent/carers have a contact number for you should it be necessary for them to contact you in an emergency.
- Make sure parents/carers know in advance where and when they will be expected to pick up their children and what will happen if they are not there.
- For children in your care make sure you have a contact telephone number for their parent/carer from the information sheet completed on agreeing for their child to take part in the event, belong to the team, entrust the member of staff to assume loco parentis, etc.

In the event of a parent/carer being delayed or otherwise unable to collect their child from training or after an event:

- Attempt to contact the parent/carer using the emergency contact details supplied.
- If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
- If the emergency contact has already been in touch seek their guidance on what they would like you to do. The parent/carer must give consent if they wish another parent to transport their child home.
- Never leave a child or young person alone unless they are over 16 years old and then only with parent's express permission.
- Remain with the child with at least one other adult.
- If no one nominated is available to collect the child, and the parent has still not contacted you after a reasonable period of time, consult the Police or Local Authority Children's Services duty officer for advice on next action to take.
- If a parent arrives to collect a child you are concerned about their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) seek immediate advice from the Police or Local Authority Children's Services duty officer.

Do Not:

- Take the child home or to another location.
- Ask the child to wait in a vehicle or the club with them alone.
- Send the child home with another person without permission.

After the Event:

- If a parent/carer fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, contact the Regional Welfare Officer to meet with them and discuss the matter.
- If there is no change, the Regional Welfare Officer should either contact the Pentathlon GB S&WLO / the local authority Children's services.

Useful contact numbers:

- Pentathlon GB Safeguarding and Welfare Lead Officer: Richard Cox Tel: 01928 733283 or 07985 854393
Email: safeguarding@pentathlongb.org or richard.cox@zen.co.uk
- You can also contact **NSPCC Helpline 0808 800 500** with any concerns; or
- **Childline on 0800 1111** for any concerns relating to children