

Creative Sports Coaching CIC

Collecting Children from activities Policy



Statement of intent

Creative Sports Coaching CIC is committed to ensuring the safety of all pupils when they leave any company activity. We appreciate that, for many families, arrangements need to be flexible, and it may be that several people care for participants once activities are completed. For this reason, we have set out clear procedures that all staff and parents must adhere to, to ensure the safeguarding and wellbeing of participants.

The aim of this policy is to:

- Keep participants safe.
- Ensure all staff members are aware of the correct procedures for the end of any activity.
- Make parents aware of the expectations regarding collecting children.
- Highlight the importance of parent-company communication.

Please note that this policy only applies to instances where pupils are collected from activities. Procedures relating to participants leaving activities independently and travelling to and from activities are not covered in this Policy.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 2002
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2023) 'Understanding and dealing with issues relating to parental responsibility'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy

Roles and responsibilities

The Designated Safeguarding Lead (DSL) will be responsible for:

- The overall implementation of this policy.
- Communicating this policy to all members of staff and parents.
- Ensuring effective procedures are in place for pupils travelling to and from activities.
- Liaising with parents to establish whether individual participants need extra assistance.
- Informing parents where their child has not turned up to an activity to coordinate an effective response.
- Ensuring arrangements for dedicated school transport are in place.

Staff will be responsible for:

- Ensuring all pupils are collected safely at the end of the activity.

- Being wary of suspicious behaviour at venue entrances.
- Monitoring the behaviour of participants as they leave the venue.
- Reporting any safeguarding concerns identified during the end of the activity to the DSL.

Parents will be responsible for:

- Adhering to the principles outlined in this policy.
- Ensuring their child is aware of, and adheres to, the established route for travelling to and from venues.
- Informing the DSL when their child has not returned home from activities.
- Communicating to the company if they are going to be late to collect their child.

Pupils will be responsible for:

- Behaving appropriately when travelling to and from activities.
- Making sure they arrive to activities on time.

General collection procedure

Parents will promptly collect participants at the end of the activity from the designated entrance/exit. Parents will be made aware of what is expected of their behaviour when they are collecting pupils, e.g. that the school premises are a smoke-free zone.

Staff members will supervise the entrance/exit until all participants have been collected, accounting for the company's late collection procedure. Sufficient staff to participant ratios will be met at all times during the collection process.

Parents will be advised to be mindful of where they are parking when collecting their children so as not to disrupt traffic or block access. Additionally, parents will not leave their vehicles idling whilst waiting to collect their children.

Participants will be allowed to travel home on their own as long as this arrangement is appropriate for their age and their parents are aware of this.

Staff members will not release a participant if it is felt that the parents are not in a fit state to ensure the participant's safety or if the participant shows signs of distress or anxiety. In these cases, the company's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

Participants will only be permitted to leave the premises with adults who are registered with the school as a person with collection responsibility.

After-school club collection procedure

Parents will follow the normal collection procedure, as outlined in the '[General collection procedure](#)' section of this policy, when picking up children from after-school clubs.

Where after-school club provision is provided by the company, it will be our responsibility to implement an appropriate process for the collection of participants, ensuring that they effectively identify and respond to safeguarding concerns.

Participants who have not been collected following an after-school club will be escorted to the school's after-school care club.

If parents are late to collect their children, which results in the pupils attending the after-school care club, parents will be charged in accordance with the school's Extended Services Policy.

Late collection procedure

Parents will notify the company at the first possible opportunity if they believe they will be late to collect their child.

The company will allow for a 15-minute window for late arrival. If a pupil has not been collected 15 minutes after the specified collection time, a staff member will escort them to the school's after-school care club before trying to contact the pupil's parents. Parents will be liable to pay the cost for this service.

If the pupil's parents cannot be reached via the contact details provided, emergency contacts will be contacted, and the school will continue to try and contact the parents. If the parents and emergency contacts cannot be contacted, the non-collection procedure will be followed as outlined in the '[Non-collection procedure](#)' section of this policy.

The company will hold at least one emergency contact for each participant and will have more than one where reasonably possible.

All staff members, including those in charge of after-school activities, will be aware of the school's internal procedure for late collection and will ensure that the situation is resolved whilst causing as little distress as possible to the pupil.

While awaiting collection, pupils will be supervised at all times, ensuring appropriate staffing ratios are met.

Where appropriate, a staff member will sensitively ask the pupil whether they are aware of any reason that could account for their parents being late.

6. Recurrence of late collection

The length and frequency of late collections will be monitored by the company. The company will keep a record of incidents where parents are late with no reasonable explanation.

Concerns regarding a pupil's safety and welfare associated with late collection will be dealt with in accordance with the school's Child Protection and Safeguarding Policy.

In the event of recurrence of late collection, where no reasonable explanation has been given, a letter will be sent home to the parents inviting them to a discussion about their circumstances.

Parents will be made aware of the arrangements that may be put in place if they continue to collect their child late, including the company's right to enforce a penalty charge.

Collecting a child on someone's behalf

The company will never release a participant into the care of another adult who is not a family member or named emergency contact without the consent of their parents.

The company **will not** accept a list of people who may collect the participant as a substitute to calling and informing the company directly of the change in collection.

Pupils may be collected from school by an older sibling if the sibling is aged 16 or older.

If parents wish for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, they will notify in writing.

In an emergency, verbal consent may be given for an agreed person to take their child home. This will be recorded, and a letter will be sent to the parents confirming that the arrangement was made at their request. Verbal consent will include a full physical description of the person, unless already known to the company.

A password may be requested to be used by both parties to ensure the identity of the person collecting the participant is the individual arranged by the parent.

Staff members who are unsure of an adult's identity will ask to see identification. If there is uncertainty about a person's identity following the checking of their identification, the following procedure will be followed:

- The pupil's parents will be contacted for further advice
- The DSL will be made aware of the situation
- If the participant's parents are not contactable, the standard procedure for uncollected participants will be followed

8. Non-collection procedure

The company will continue to try and contact the parents and named emergency contacts in the event of a non-collection. A detailed record of the action taken, and the calls made, will be kept.

Under no circumstances will staff members go and look for the parents. A staff member will supervise the pupil at all times.

If no contact has been made with the pupil's parents or emergency contacts, and no one has arrived to collect the child within an hour since the original collection the school's Child Protection and Safeguarding Policy will be followed and children's social care, and the police if appropriate, will be contacted.

A member of staff will stay with the pupil until children's social care arrives.

Once the situation has been resolved, the reason the circumstances arose will be established and noted, and steps to avoid recurrence will be taken by the company and parents.

9. Monitoring and review

Following an event of non-collection, the relevant procedures will be reviewed to ensure they were effective and will be amended where necessary.

This policy will be reviewed on an annual basis by the DSL.

Approved by: James Hatch, Director

James Hatch

Signed.....

Last reviewed: August 2024

Next review: August 2025

Any changes made to this policy will be communicated to all staff and parents.