

COLLECTION ARRANGEMENTS, INCLUDING LATE COLLECTIONS

Collection

Clubs need to consider the collection arrangements for their vulnerable members and, considering and answering the following questions will help clubs define their collection processes:

- Dose the club know what the collection plans are for each vulnerable member in their care – are they to be picked up and if so by who, is there anyone who is not allowed to pick the member up?
- Can the member leave and make their own way home?
- What is the process for letting the club know about a one off change to normal collection plans?
- Has the club clearly notified parents when the clubs duty of care finishes and when the parents re-starts, even if the parent is not present?

Late Collections

Can present the club and coaches/teachers/volunteers with particular difficulties. Parents/carers should be made aware of the clubs policy in regarding this issue.

The club should:

- Make sure members know what to do and who to go and speak to if they have not been collected
- Provide parents/carers with guidelines addressing the issue, outlining their responsibility and the consequences of late collections
- Have contact numbers for parents/carers and if possible be provided with an alternative contact number
- Remind parents/carers regularly and at least once per season to check and update the club of any changes to either their personal contact details or those of the emergency contacts provided

Parents/guardians should:

- Have a contact number for the club to inform them of emergencies and possible late collections
- Update the club as soon as there is a change to either their own contact details or those of the emergency contact

In the event of a late collection, coaches

Should:

- Attempt to contact the parent/carer, if they do not answer a phone call leave a voice message AND send a message
- Make contact with the Club Wellbeing & Protection Officer (WPO) to inform them of the situation or another club official if the WPO is unavailable
- Call the young person's emergency contact if the wait is prolonged and the committee has been unable to make contact with the parent/carer
- Wait with the young person, wherever possible do so in the company of other people
- Remind parents/carers of the policy in relation to late collections

Should not:

- Take the child to their own home or to any other location
- Ask the child to wait alone with them in their vehicle
- Send the child home with another person without parental permission

Parents should be informed that it is not the responsibility of the club to transport children if the parent/carer is delayed