



[NON-COLLECTION OF A CHILD PROCEDURE]

Date of revision: Friday, November 4th 2016



Westbury Harriers

Non-collection of a child procedure

It is not mandatory for a parent/guardian to remain on the premises during club sessions but they must be contactable during the training session. All Reception Group children (7-11 years) must be dropped off and registered into an allocated group by a parent/guardian. They must also be collected and signed out by a recognised adult at the conclusion of each session. Children aged 11 and over are free to join and leave junior sessions without a parent/guardian signing them in/out but club coaches must be assured that all are accounted for before leaving the premises where the session is taking place.

In the event that the parent/guardian is not there to collect the child (aged 7-11) at 20.15 or if the child exhibits distress before that time, the following procedure must be followed:

1. Ensuring the other children at the session are looked after appropriately, two adults (a club coach, official + 1 other) should approach the child, making sure not to frighten or alarm him/her.
2. They should find out the child's name and age and use the contact details held by the club officials to telephone the parent/guardian.
3. In the meantime, two adults should stay with the child, while another volunteer searches the immediate vicinity for the parent.
4. If, after 20 minutes, the parent cannot be located or contacted by telephone the police should be called.
5. At no time should the child be left unaccompanied, and the volunteers should remain with the child until the police arrive.
6. The volunteers should assist the police with their activities at all times.
7. An Incident Report form via England Athletics online portal should be completed by the relevant club coach within 3 days of the incident. The club welfare officer should also be informed of all details.
8. Repeated incidents of non-collection should be addressed by the club coach, in consultation with the club welfare officer. Possible outcomes are a warning to the parent, or suspension of the child from club training sessions.



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REVISION HISTORY

Revision Number	Revision description	Revision Date
1	Initial revision agreed at November 2016 committee meeting	4.11.2016