



Late Collection of Child Procedure

At Redgate Sports we understand that occasionally there are times when the late collection of children is unavoidable, parents/carers may be delayed or unable to collect their child from a Redgate Sports session.

Parents/carers should inform the appropriate Redgate Sports coach or staff member if they are going to be delayed and come to an agreement on the best appropriate action eg: how long they are going to be or provide details of alternative arrangements for their child to be transported home.

If a parent/carer arrives to collect a child and the Redgate Sports coach or staff members are concerned about their ability to take appropriate care of the child (ie: they are considered to be under the influence of alcohol or drugs) they will seek advice from Redgate Sports Management Team, who in turn may contact police or Children's Social Care.

In the event that a child has not been collected at the expected time and no contact has been made by the parent/carer we will:

- Use the emergency numbers it holds for the child to try to arrange for a nominated person to collect them.
- Ask the child if they have contact numbers for any other family members who may be able to help, in the event that there is no answer from the emergency numbers.
- Seek advice from Dan Thorp if no arrangements have been made within 30 minutes.
- Never leave the child alone.
- Wait with the child in a public area.
- In an emergency situation where it is necessary to move the child to a place of safety, allow a Redgate Sports coach to transport the child according to the Redgate Sports Transport Policy requirements.
- Cancel the next session and any associated transport so that the coach can wait with the child.

Commented [DT1]: Couple of comments below - very good though

Commented [DT2]: Perhaps add Redgate Sports management team in here... big ask on coaches to ring police etc in that situation I think

Commented [SK3]: I've simplified this - if we are expecting a pick up we wouldn't allow the child to leave by themselves whatever the arrangement, so this is much clearer

Commented [SK4]: Again I've simplified this to take into account that we may be lone working, 2 x DBS adults waiting is best practice but not always doable, so I've taken out the complication

- Record all information regarding late collections.

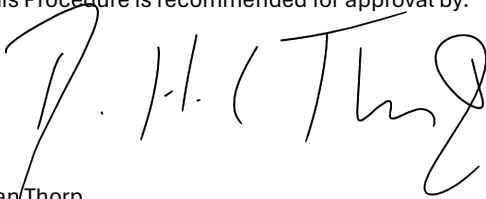
We will not:

- Take the child home or to another location unless agreed with the parent/carer in advance.
- Ask the child to wait in a vehicle.
- Send the child home with another person without the express permission of the parent/carer.

Parents/carers who repeatedly fail to collect a child on time or who have not arrived after a reasonable period of time and have given no prior notice or informed Redgate Sports that they are going to be delayed, may be failing in their duty of care to their child.

The Redgate Sports Welfare Officer will attempt to resolve the matter with the parents/carers and school / Children's Social Care. It may be that Redgate Sports can assist with arrangements.

This Procedure is recommended for approval by:



Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 13.06.2025

PROCEDURE REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Missing Child				