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## HARTLEPOOL UNITED FOOTBALL CLUB

### LATE COLLECTION OF CHILDREN POLICY

#### Introduction

Late collection of children by parents presents Hartlepool United FC and its coaches with a potentially difficult situation.

It is important that everyone understands that the Club is committed to the welfare all children and young people who are part of our Academy, but it is not acceptable for parents and carers to be late without notifying a child's coach. All parents/carers will be expected to adhere to this policy to help with safeguarding your child.

Parents of players registered with Hartlepool United FC are asked to provide specific information which is stored safely including:

- Home address and telephone number of parents/ carers.
- Place of work, and telephone number.
- Mobile telephone number.
- Names and telephone numbers of adults who are authorised by the parents/carers to collect their child from training and games i.e., childminder, relative, neighbour.
- Information about any person who has been denied legal access to the child.
- Information about who has primary responsibility for the child.

If there are any changes to any of the above, we ask that a member of club staff (coach, academy administrator, Designated Safeguarding Officer) are notified immediately.

Parents/carers **MUST** phone their child's coach **as soon as they are aware** if there is any likelihood of late collection.

Players will not be allowed to leave the training area until a parent or carer is available under the age of 16.

#### Guidelines for Coaching Staff:

In the event of a parent/carer failing to collect a child at the agreed session finish time, the coach will wait with the child/young person at the sport facility, with other staff/volunteers or parents present if possible.

Coaching staff will keep a record of all calls, times and outcomes and provide these to the Designated Safeguarding Officer the following day.

The coach will then make all the necessary arrangements to attempt contact with the parent/guardian using emergency contact numbers.

Coaches and other Hartlepool United FC staff cannot take a child home on behalf of the parents or transport them to another named adult.

If all attempts fail, the coach will then contact the Club Designated Safeguarding Officer or their line manager for further guidance. Where possible, this will be done in an open environment with another coach in attendance.



If the child has not been collected after an hour, we will follow our Safeguarding Procedures and contact the Local Children's Services or Police. Both authorities will aim to find the parent/carer or relative and if unable to do so, the child will be placed into the care of the Local Authority. If the child must be taken to a police station or children's services office the coach will either transport the child, there with another member of staff or arrange for a taxi to take them both. The cost of this will be charged to the parents/carer.

**NB Under no circumstances will staff to go to look for the parent, nor take the child home with them.**

A full written report of the incident will be recorded by the relevant member of club staff.

Coaching Staff will:

- Never take the child home or to any other location other than if requested by the appropriate authority.  
**(Police or Children's Services only)**
- Never send the child home with another person without permission from a parent or carer.
- Never ask a child to wait in a vehicle or sport facility with you alone.
- Never spend time alone with children away from others.
- Never transport a child to or from an event or activity.
- Never send a child away from the facility alone.