

GENERAL PRACTICE GUIDELINES – COLLECTION BY PARENTS / CARERS

Cumbernauld AAC will ensure that the start and finish times of training sessions and events are clearly communicated to children and their parents/carers, and that the arrangements for collection are clearly understood by everyone who needs to know.

Parents/carers who wish their children to go home unaccompanied, in accordance with their age and stage of development,, should give such consent in writing to the club.

Cumbernauld AAC will make parents/carers aware that they should not drop children off too early at training or events, as there may not be a responsible adult e.g. coach, from the club present at the venue or the venue may not be open yet. Cumbernauld AAC will advise parents/carers to always check that a responsible adult from the club is on site prior to leaving their children.

Cumbernauld AAC will emphasise the need to collect children promptly at the end of training or an event. Should a child be late to be picked up, all coaches have access to emergency contact details for the athletes in their squads and these will be used to contact parents/carers to identify the reason for delay and the time by which the child will be picked up. Cumbernauld AAC will provide a club contact number for parent/carers to let the club know if they are delayed for any reason (can I have your thoughts on how this might work or who it should be – coach, membership secretary, admin?)

Handling late collection

If parents/carers are late when picking up their child, the wellbeing of the child takes precedence, and he/she must not be left alone. Preferably 2 adults will remain at the venue with the child until they are collected.

Club leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished and to the point when they are collected, unless parents / carers have given their written consent that the child can go home unaccompanied. However, it is not the responsibility of club personnel to transport children home. If all attempts to contact an adult who is responsible for the child fail, the Club Welfare Officer and/or social work will be informed and advice taken. Keep in mind that such an incident, or repeated lateness by parents/carers, may indicate a wellbeing issue.

Where possible the club will endeavour to have more than one adult/leader to “close up” at the end of an activity. If an adult is left in sole charge of a child awaiting transportation, they will record any actions taken and inform the Club Welfare Officer as soon as possible, and the parents/carers on their arrival. An Incident Report Form will be completed and submitted to the Club Welfare Officer.