

SALTO Gymnastics Charitable Foundation

Late Collection of Children Policy



Purpose: To keep children safe and ensure clear, fair steps when a parent/guardian arrives late for collection.

1) Parent/Guardian Responsibilities

- If delayed, contact the club as soon as possible via the telephone 01582495953 or SPOND to their coach (Squads Only)
- Tell us who is authorised to collect if you cannot—provide full name/relationship and a contact number.
- Ensure the club has up-to-date emergency contacts at all times.

2) Club Commitments

- Keep a secure list of primary and emergency contacts.
- Ensure no child is left alone on site. Wherever possible, a minimum of two adults (staff/volunteers) remain until collection.
- Use normal safeguarding supervision (no waiting in a car or in an isolated area).
- Record late collections in a Late Collection Log (date, time, actions taken, persons present).

3) Immediate Actions When a Child Is Not Collected

- 0–10 minutes late: Supervise the child safely; attempt contact with the parent/guardian.
- 10–20 minutes late: Call emergency contacts; confirm who is collecting and an estimated arrival time.
- 20–30 minutes late: Escalate internally (Coach/Reception → Welfare Officer/Manager).
- 30 minutes late (or earlier if concerns arise): If we cannot reach any contact or there are welfare concerns, seek advice from Police or Children’s Social Care.

Continue supervision on site with two adults present until advised otherwise.

We will not:

- Take the child home or to another location.
- Leave the child with an unauthorised person.
- Wait alone with a child (single-adult supervision).

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4) Authorising an Alternative Collector

- We must receive parental permission (verbal or written) naming the collector.
- Staff will confirm the person's identity (e.g., password or ID where possible) before releasing the child.

5) Persistent Late Collection

- Repeated late collection (e.g., three occurrences in a term or any significant single delay) will trigger a meeting with the Welfare Officer/Manager to agree an improvement plan.
- Continued lateness may result in temporary suspension of attendance or termination of place if safeguarding or operational impact persists.

6) Concerns About a Collector's Fitness (e.g., suspected alcohol/drugs)

- If a collecting adult appears unfit to safely care for the child or unfit to drive, the child will not be released.
- Contact another authorised adult. If none is available, seek guidance from Police/Children's Social Care.

7) Communication with Families

- We will explain the steps taken, the time the child was collected, and any external advice sought.
- An incident note is filed for all late collections beyond 10 minutes (or earlier where there are concerns).