



# Port Vale Football Club

## Late Collection of Children Policy

### Version control

Document Title:	Late Collection of Children Policy 2021/2022
Document Owner:	Port Vale Football Club – Jon Bloore
Reference:	Mar 2021

### Document review

Last reviewed	Position
Mar 2021	Review and update of Club/Academy and Foundation policy to one umbrella policy.

### Version history

Version	Date Released	Originator	Authorised	Comments
1.1	Aug 2019	Chris Taylor	Board	Late Collection of Children Policy
1.2	Mar 2021	Jon Bloore	Board	Late Collection of Children Policy

## **1. The purpose and Scope of this Policy statement**

This Policy is for use across the club and is to be observed by all those who work with children, young persons, and families as part of its football and educational programmes. The Policy exists to ensure that best practice is promoted and adhered to.

Activities undertaken at the following locations/departments are under the remit of this policy which include:

- Port Vale Football club and the Vale Park Stadium
- Port Vale Foundation Trust
- Port Vale First Team
- Port Vale Academy and youth development
- Port Vale ladies Football team
- Port Vale Retail Store.

### **Late Collection of Children Statement**

Port Vale Football Club recognises that on occasions, the parent/guardian may be delayed and unable to collect their child from training or after an event.

The list of emergency numbers held by the Academy, Foundation and specific team coaches for the parent/guardian will be used in such situations. The parent/guardian should inform the appropriate club officer if they are delayed. If they wish another parent/guardian to transport their child home, parental/guardian consent must be given first before this will be allowed.

The club officers will never leave a child or young person alone unless they are over 16, and then only with the parent/guardian's permission. It is recognised some young people aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. If this is the case, we would like the parent /guardian to inform the club in advance that this will be the case to avoid confusion or unnecessary alarm.

Until a child is collected, to maintain the wellbeing of all concerned, two appropriate club officers will remain with the player. If a parent/guardian arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child, (i.e. they are under the influence of alcohol or drugs to the level where they are unfit to drive, and /or take care of their child) the club should gain advice from the Designated Safeguarding Officer. In these circumstances, the club may contact the local Police and children's safeguarding teams.

**Expectations when there is a late collection of a child or Young Person.**

**What Club coaches and officers will do in this situation:**

- We will attempt to contact the parent/guardian from the personal details we hold on file from registration at the start of the season.
- We will attempt to contact the emergency contact person nominated to arrange for the player to be collected.
- If there is no reply from the emergency contact, we will ask the child if there is another family member who may be contacted to arrange for the player to be collected.
- We will wait with the young person(s) at the club with at least one other official / coach / teacher / volunteer or parent.
- If no one is reachable, and the parent/guardian has still not contacted the club officers after a reasonable period we may contact the local Police or Local Children's Safeguarding Team to discuss the best course of action.
- We will remind parent/guardian/carers about the policy relating to late collection.
- Club drivers will not leave a child alone if it is obvious that no responsible adult is at home.
- We will report any appropriate concerns to the Designated Safeguarding Officer and or any relevant authority.

**What Club coaches and officers will not do in this situation:**

- Will Not take the child home or to another location.
- Will not ask the child to wait in a vehicle or the club with them alone.
- Will not send the child home with another person without permission.

**Persistent failure to collect a child or young person on time.**

If a parent/carer/guardian fails to collect their child or young person on several occasions and offers no reasonable explanation for the delays this will be raised as a safeguarding concern. The club Designated Safeguarding Officer and another club officer will arrange a meeting with the family to discuss the matter to rectify the situation.

**Board Authority and Acceptance of this Policy**

**Signed by:**

**Name Board member..... Date:.....**

**SSM..... Date: .....**

**This policy will be reviewed on an annual basis or following learning outcomes as a result of a significant incident or when legislation / statutory guidance changes by the Designated Safeguarding Lead.**