

Collection and Departure Policy

1. Purpose

This policy outlines the procedures for the safe collection and departure of children attending North Birmingham Community Gymnastics.

The safety and welfare of all children is our **paramount priority**. This policy ensures that all children are collected safely and that appropriate action is taken if a child is not collected on time.

2. Responsibilities

The Club will:

- Ensure all children are supervised until safely collected
- Maintain up-to-date contact details for parents/carers and emergency contacts
- Follow safeguarding procedures at all times
- Keep accurate records of late or non-collection incidents

Parents/Carers will:

- Ensure children are collected promptly at the end of each session
- Provide at least one emergency contact
- Inform the club of any changes to collection arrangements
- Notify the club as soon as possible if they are delayed

3. Collection Arrangements

- Children must be collected by a parent/carer unless **prior verbal consent** has been provided for:
 - An alternative named collector
- The club must be informed in advance of:
 - Who is collecting the child
 - Any changes to usual arrangements
- Identification may be requested where necessary.
- Children will **never be released to an unauthorised person**.
- Children must be collected by a parent/carer unless **prior written consent** has been provided for:
 - Independent travel (for older children deemed appropriate)

4. Independent Travel

Children may only leave the club unaccompanied if:

- Written parental consent has been provided
- The club has assessed the child as suitable to do so

5. Late Collection Procedure

If a child is not collected at the agreed time:

0–15 minutes after session end

- Child remains supervised by staff
- Attempts made to contact parent/carers

15–60 minutes

- Continued attempts to contact parent/carers and emergency contacts
- Manager on Duty or Designated Safeguarding Lead (DSL) informed
- Child reassured and supervised in a safe area

After 60 minutes

- If no contact has been made, the club will contact:
Children's Advice and Support Service (CASS): 0121 303 1888

After 90 minutes

- If no suitable arrangements are made, Children's Social Care may assume responsibility for the child

Out of hours

- Contact the **Emergency Duty Team (EDT): 0121 464 9001**

6. Safeguarding Procedures

- At least **two members of staff** will remain with the child at all times
- Children will **never be left alone**
- Staff will act in accordance with the club's safeguarding policy
- Any concerns about a child's welfare will be reported and recorded

Staff must not:

- Take a child home in a personal vehicle unless authorised and risk assessed
- Leave a child with an unknown or unauthorised person

7. Persistent Late Collection

Repeated late collection may result in:

- A formal discussion with parents/carers
- Written warning
- Review of the child's place at the club

8. Record Keeping

The club will record:

- Time of late collection
- Actions taken
- Attempts to contact parents/carers
- Outcome of the incident

These records will be kept securely in line with data protection requirements.

9. Data Protection

All personal information will be:

- Stored securely
- Used only for safeguarding and operational purposes
- Managed in accordance with UK GDPR and data protection laws

10. Supporting the Child

During any delay:

- Children will be supervised in a safe, calm environment
- Staff will offer reassurance and emotional support
- The child's dignity and privacy will be respected at all times

11. Parent Communication

- This policy will be shared with all parents/carers
- Any updates to this policy will be communicated in writing

12. Policy Review

This policy will be reviewed annually or sooner if required.

Version	Date Approved	Approved By	Next Review
1.0	03/08/2021	Louise Combella - Manager	Aug 2022
1.0	10/08/2022	Louise Combella – Manager	Aug 2023
1.0	01/06/2023	Louise Combella – Manager	June 2024
1.0	06/06/2024	Louise Combella – Manager	June 2025
1.0	10/06/2025	Louise Combella – Manager	June 2026

Version	Date Approved	Summary of Changes
2.0	10/04/2026	<i>Improvements to structure for ease of use</i> <i>Changes to whole document to make it less generic and more specific to the club's needs.</i> <i>Inclusion of a statement regarding data protection and confidentiality.</i> <i>Introduction of quick user-friendly instructions for staff.</i> <i>Simplification of timescales.</i> <i>Inclusion of explicit safeguarding statements</i>

Signed: Louise Combella Senior Manager Date: 10/04/2026