

Club Drop-Off and Collection Policy

1. Purpose and Scope

This policy outlines the responsibilities of parents, guardians, carers, and club officials regarding the safe arrival and departure of children attending club-organised events, training sessions, and matches. It aims to ensure the safeguarding of all minor members and eliminate ambiguity regarding the club's legal duty of care.

2. Pre-Event Responsibility & Drop-Off Window

2.1 Responsibility Window: The Club's legal duty of care begins strictly at the scheduled start time of the formal event, provided that the child has been successfully handed over to a designated club official.

2.2 The 10-Minute Rule: Parents and guardians must not drop children off more than 10 minutes prior to the scheduled start time of the session. Club coaches and volunteers are often setting up equipment or conducting safety checks during this window and cannot provide active supervision.

2.3 No Unilateral Handover: Dropping a child off in a car park, outside a facility door, or leaving them unattended in a communal waiting area does **not** constitute a transfer of care. The child remains the sole legal and practical responsibility of the parent/guardian until a formal check-in occurs.

3. Formal Handover and Check-In

To officially transfer responsibility to the Club, the following protocol must be followed at the start of every session:

- **In-Person Check-In:** Parents of children under the age of 12 must escort their child to the designated registration point or directly to the lead coach.
- **Attendance Register:** The coach or team manager will record the child's arrival on the official session register. The duty of care is active only once this record is marked.

4. Post-Event Collection Protocols

4.1 Session Termination: The Club's duty of care ends precisely at the scheduled finish time of the event. Parents must be present at the designated collection area at least 5 minutes before the session finishes.

4.2 Shared/Communal Spaces: The club holds no supervisory responsibility for minor members in shared public spaces—including leisure centre foyers, public parks, open spectator areas, or changing rooms—once the formal session has concluded.

5. Late Collection and Emergency Procedures

If a parent or guardian is unexpectedly delayed, they must notify the team contact or lead coach immediately. In the event of an unnotified late collection, the club will execute the following steps:

1. Attempt to contact the primary parent/guardian via the provided emergency number.
2. Attempt to contact the secondary emergency contacts listed on the child's membership form if the primary contact is unreachable within 15 minutes.
3. Ensure two club officials or coaches remain with the child at the designated facility. No single adult will remain alone with a child, in compliance with safeguarding regulations.
4. If a child remains uncollected for more than 45 minutes without any communication or success in reaching an emergency contact, the club may be legally required to contact local children's social care services or the police.

6. Parental Acknowledgement

By enrolling a child as a minor member of the Club, parents and guardians explicitly agree to abide by these timings, hand-over requirements, and safety protocols.