



Advice on good practice where a Parent does not arrive to collect their child

The following information provides guidance for clubs on how to respond where a parent, for whatever reason, does not arrive at the required time to collect their child.

All parents must be advised that in the event that they are delayed for any reason, they must:

- Contact the Squad Manager/Event Organiser at the earliest opportunity
- Provide clear guidance on what they wish the Squad Manager/Event Organiser to do e.g. consent for another parent to transport their child home.

The Squad Manager/Event Organiser must:

- Maintain a list of parent/guardian contact details and emergency numbers
- Never leave a child or young person alone unless she/he is over 16 and then only with parent/guardian permission
- Carry out appropriate assessments of situations as they arise, acknowledging that some young people can go home alone if their parent/guardian is delayed, providing the parent/guardian has given permission

The Coach/Squad Manager/Event Organiser must not:

- Take the child to their (the coaches) home
- Take the child to another location without permission
- Send the child home with another person without permission.

If the parent/guardian is considered by the club as being unduly late, the coach should:

- Attempt to contact the parent
- Attempt to contact the emergency contact person nominated. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
- Wait with the young person(s) at the club with at least one other official/coach/teacher/volunteer or parent.
- Respond to any instructions received from the parent
- If no-one can be reached, contact the local police or Children's Social Work Services to enquire about the best course of action.

Persistent Failure to Collect a Child/Young Person on Time

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing to provide adequate care for their child.

If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the CPC and another club official should arrange to meet with the parent to discuss the matter. If this continues to be the norm, the CPC should contact Social Work or Children 1st for advice.

If a parent/guardian arrives to collect a child and you have concerns that he/she may be under the influence of alcohol or drugs and is in no fit state to care for the child you must inform the police without delay.