Late collection

Late collections can present Clubs/Schools/Academies and instructors with a difficult situation. Every Club/School/Academy is advised to develop and publicise their own policy on the late collection of children and/or adults at risk.

Clubs/Schools/Academies and/or instructors should make it clear that it is not their responsibility to transport children and/or adults at risk home on behalf of parents/carers/guardians who have been delayed. Clubs/Schools/Academies should have parent/carer/guardian contact details and request details of an alternative contact, as well as providing a contact number for parent/carer/guardian to use during an activity to inform Clubs/Schools/Academies of emergencies and possible late collections.

Clubs/Schools/academies should provide a timetable of activities at the beginning of the Martial Arts School/Academy year and notify parents/carers/guardians of any changes to this timetable in writing as soon as possible.

All staff/volunteers in a School/Academy should be informed they should:

- attempt to contact the parents/carers/guardians in the event of late collection;
- check the School contact for the alternative number;
- attempt to get in touch with the alternative contact;
- wait with the child or adult at risk at risk at the School or other facility with other staff/volunteers or parents if possible;
- remind parents/carers/guardians of the policy relating to late collection.

Staff/volunteers should not:

- take the child or adult at risk home or to any other location;
- ask the child or adult at risk to wait in a vehicle or School/Academy facility with you alone;
- send the child or adult at risk home with another person without parental permission;
- leave the child or adult at risk on their own.