



LATE COLLECTION POLICY (adapted from England Hockey Guidance)

- It is the responsibility of the parent/carer to transport their young person(s) to and from the club.
- Parents/carers are expected to ensure their young person(s) is dropped off and picked up promptly from the venue.
- Parents/carers are expected to notify the relevant team captain/team manager if someone other than themselves is collecting their young person(s).
- The club will provide the parent/carer with information regarding the drop off and pick up time for each fixture, and notify the parent/carer of any changes.
- The club will provide the parent/carer with a contact number which may be used if the parent/carer will be late to collect their child/children.
- It is the responsibility of the parent/carer to ensure that all medical and emergency contact information for their young person(s) is up-to-date.
- U18s must not be left on their own at Wilberforce Road.

If a parent /carer are late the club will:

- Attempt to contact the parent/carer.
- Check the club contact number for any information regarding the young person.
- Wait with the young person at the club, with wherever possible, other club members or parents.
- Remind parents/carers of the policy relating to late collection.
- If parents/carers remain un-contactable the club will need to report the situation to the Local Authority (Social Services) or the Police.

Coaches/captains/volunteers should avoid:

- Taking the young person home or to any other location.
- Asking the young person to wait in a vehicle or the club with you alone.
- Sending the young person home with another person without permission.