

Wallingford Netball Club

Drop off, Collection and Supervision Policy

Last Reviewed: 1 Aug 26



Purpose

1. This policy aims to ensure the safety and wellbeing of all children (defined as under 18s) attending Wallingford Netball Club (WNC) activities by clearly defining responsibilities during drop-off, sessions (including training and matches) and collection.

Responsibility for children (under 18s)

Before the session:

2. Parents and carers are responsible for their child until they are:
 - a. Physically present at the activity area and;
 - b. A coach (or designated club official) is aware of their arrival.
3. Children should not be left unattended before the session start time. Parents are responsible for children who wait in surrounding areas (e.g. car park, green space/parks adjacent to the activity area).
4. For children aged under 11, parents and carers must ensure direct handover to the coach or designated club official.

During the session:

5. Coaches and designated club officials are responsible for children from the official start time of the activity (once arrival of the child is acknowledged) until the end of the session as per timings published separately for training and matches.
6. Coaches will provide appropriate supervisions and ensure a safe environment in accordance with [England Netball Safeguarding Guidance](#) and [WNC's Safeguarding Policy](#).
7. A register will be taken at each session. Parents and carers must inform the coach if their child will leave early (this may be done verbally at the start of the session or in advance via the team WhatsApp). Children must not leave early without the coach's knowledge.

After the session:

8. Responsibility returns to the parents and carers at the official session end time and children must be collected promptly.
9. In line with UK Sport and England Netball, WNC operates under the following best practice arrangements:

Age	WNC policy	Comment
Under 11 years	Should be collected by a parent/carer or another authorised adult.	Walking home alone is generally not permitted unless exceptional arrangements have been agreed in writing and at the coach's discretion.
11-17 years	May leave training or matches unaccompanied with prior written parental consent. This agreement must consider the child's maturity, journey, time of day and any additional needs.	Parental consent will be captured on registration each season on Teamo. A coach will not normally prevent a child from leaving independently where agreement exists, however where they have an immediate concern (e.g. the child is distressed, unwell, or conditions make the journey unusually unsafe) the coach will act in the child's best interest and contact the parent/carer.

Late collection:

10. Parents and carers should notify the coach or designated club official via the team Whatsapp group or phone call wherever possible if they are going to be late and clarifying if they grant permission for another parent to collect their child in their absence.

11. Where a child remains otherwise uncollected at the end of a designated session time, at least 2 responsible adults will remain present if possible. The coach will remain with the child and attempt to contact the parent/carer after which they will contact the nominated emergency contact if necessary. The club Safeguarding Officer should be notified by the responsible adult in the event that only one person is able to remain, for this to be documented.

12. If a child is not collected after a reasonable time, after contact attempts have been made, WNC may follow Safeguarding procedures, including contacting appropriate authorities.

Toilet procedures (including facilities that are outside a venue in public/shared facilities).

13. Adults will not enter a toilet cubicle except in an emergency safeguarding or medical situation; coaches will carry a mobile phone in case of emergency.

14. Parents and carers should inform WNC of any child needing additional support.

15. Where toilets are located in shared public areas, the following measures will apply:

- a. Children under 16 will go to the toilet in pairs/small groups. Those 16 and over may go independently where the route is considered safe and risk assessed.
- b. The coach or other designated responsible adult may supervise from a suitable distance to ensure safety while respecting privacy.
- c. Coaches must be informed of any child who needs to leave the session for the toilet to for awareness and ensure they are accompanied in a pair as a minimum (for under 16s).
- d. Players must return directly to the session. If player(s) have not returned in a reasonable time, a coach will check on their welfare.

Communication and Safeguarding Concerns

16. This policy will be shared with parents/carers, coaches and volunteers and is published on the [WNC website](#).
17. Any safeguarding concerns should be reported to the [WNC Safeguarding Officer](#).