



BTTC Drop Off and Collection of Children Under 9 Years Old Policy

The children's safety is paramount to all other issues. Any actions carried out by a member of staff will reflect the significance of this fact at all times.

Initial Registration

- When a child under 9 years old is first registered at BTTC the registration form must be completed by the parent/carer detailing those adults who have parental responsibility found any other responsible adults (over 16 years old) who are authorised to collect the child.
- This must be updated by the parent/carer if there are any changes to these arrangements and staff must be kept informed. Parents/carers must inform the staff who will normally be collecting the child and always inform them if someone else is going to collect the child, giving them a description.
- Confidential details of anyone who specifically does **not** have permission to collect the child must also be taken and given to the safeguarding lead.

Arrival procedures

- Children must be handed into the care of a member of the staff team, inside the building
- Before the parent/carer departs they will be asked who will be collecting the child at the end of the session
- The child's presence must be immediately signed in to the register with the name of the collector noted down

Collection procedures

- When a nominated adult collects a child at the end of a session, the child together with the collector, must inform a member of staff. The member of staff will then note down on the session register that the child has been collected.
- If a known person arrives to collect a child but is not the normal person who collects and you have not been informed that they are collecting the child that day, then a member of staff must first contact the parents to check the child can be released, ensuring they give a description of the collector.
- If an unknown or unauthorised person arrives to collect a child then under no circumstances must the child be released to them. Contact the parents/carers immediately to inform them that you cannot release the child.
- If a known person arrives to collect a child but is not in a state which you deem suitable to care for a child (e.g. acting violently or under the influence of alcohol or drugs) then you must not release them. Call another authorised person to come and collect the child.
- In the event of parental disputes that have not been through the courts (where both parents had registered their child on the original contract); the Club cannot prevent the child from being collected by either parent as long as they are both known. The other parent must be contacted to inform them that their child has been collected. A Working in Partnership meeting should be held with both parents to come to mutual arrangement. The child's best interest and welfare are of paramount importance and every effort should be made to avoid distressing scenes in front of the child.
- In the event of parental disputes that have been through the courts (where only one parent had registered their child); the other parent cannot be allowed to collect the child without the authorisation from the parent who has signed the contract

Late collection

- After 15 minutes contact with the parent will be made to find out why they are delayed
- If they are not available try to contact the other nominated adults authorised to collect