



POLICY FOR LATE COLLECTION

Haringey Heat Basketball has a late collection procedure as outlined below.

Club's procedure:

Please ring the staff contact number below if there is any likelihood of late collection.

Staff Contact Name and Phone Number:

Coaches may not be able to answer their phone during training/games but please leave a message.

There will be space in Section 1 of the Registration Form to provide an alternative contact name and number which will be used if you cannot be reached on your usual number.

*In cases of late collection, **staff will:***

- *attempt to contact the parents on their contact numbers;*
- *use the alternative contact name/number if possible;*
- *wait with the child at the sport facility, with other staff or parents present if possible;*
- *if the child is not collected within 30 minutes of the end of the session, the staff member should speak to the Club Welfare Officer to decide whether it is necessary to contact Children's Social Care, for example, where the staff member has not been able to make contact with a parent/guardian;*
- *remind parents of the policy relating to late collection.*

*In cases of late collection, **staff will not:***

- *take the child home or to any other location without speaking to their parents;*
- *send the child home with another person without permission from a parent;*
- *leave the child on their own;*
- *ask the child to wait in a vehicle or sport facility with you alone.*

