

## TTW LATE COLLECTION OF CHILDREN POLICY

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	1 <sup>st</sup> July 2020
1.1	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021
1.2	Edit acceptance and adoption text	Live	21 <sup>st</sup> July 2022

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to ensure guidance on actions to be taken by staff or volunteers when Children or Adults at Risk are not collected on time.

There are some circumstances beyond the control of the parent or carer, that may make it impossible to collect their child on time on occasions. Late collection of Children or Adults at Risk can be challenging for staff or volunteers to manage.

Whilst it is not the responsibility of staff or volunteers to transport Children or Adults at Risk home on behalf of parents or carers who have been delayed, the following measures should be adopted to ensure Children or Adults at Risk are safeguarded:

For all children:

- Ensure parents or carers have completed the Child Information and Parental Consent Form.
- Provide parents or carers with a contact number for the venue you are at, in case there is a likelihood of late collection.

When a child is late being collected:

- Attempt to contact the child's parents or carers.
- Do not send the Child or Adult at Risk home with another person without the permission of the parent or carer.
- Ensure that two adults remain with the Child or Adult at Risk until the parent or carer arrives.
- If appropriate remind the parent or carer of the need to collect their Child or Adult at Risk on time.

If there is a pattern of late collection for a Child or Adult at Risk, you should consider if there are Safeguarding concerns and if you believe there maybe, follow the relevant Procedures.

### Important:

Please save a copy of this document onto your device, complete the information below and email a copy of the 'signed' document to [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

By 'ticking this box, I confirm that I have read, understand and fully adopt the TTW Late Collection of Children policy.

Name:

Signed on behalf of: