

Drop-Off, Collection & Missing Child – Parent Guide

Arriving for Class

Please arrive approximately 5–10 minutes before the scheduled class and make sure your child is safely handed over. Coaches are responsible for children during the scheduled supervised session, not before the class has begun.

Collection

Please collect promptly. Tell us in advance if another authorised adult will collect your child. Staff may ask for clarification before releasing a child if the arrangement is unexpected or there is any concern.

Late Collection

If you are unexpectedly delayed, contact the club as soon as possible. Your child will remain supervised while reasonable attempts are made to contact you or another authorised contact.

If a Child Cannot Be Located

The club has a Missing Child Procedure. Staff will immediately alert the person in charge, supervise the remaining children, search the venue and check whether the child is with an authorised adult. Parents/carers and police will be contacted as appropriate. The incident will then be recorded and reviewed.

Help Us Keep Children Safe

Please keep contact and collection information up to date and tell staff about any relevant changes before class.