



# **Child Supervision & Late Collection Policy**

**Club Name:** UKCKMA

**Policy Last Reviewed:** 15/01/2025

## **1. Introduction**

UKCKMA is committed to safeguarding the welfare of all children in our care. This policy outlines our approach to supervising children before, during, and after training sessions, and provides a clear procedure for handling situations where a child is not collected on time.

## **2. Supervision of Children**

All children under the age of 18 attending UKCKMA must be supervised at all times. Our club has a duty of care to ensure that children remain safe and well while they are in our care. This includes:

- Providing appropriate supervision before, during, and after classes.
- Ensuring children are only released to a known parent, guardian, or pre-approved adult.
- Following safeguarding procedures to protect all children in our care.

## **3. Arrival & Drop-Off**

Parents/guardians must ensure that:

- Children arrive at the club no earlier than 10 minutes before the session starts.
- Children are accompanied to the venue and checked in with an instructor or club official.
- Young children are not left unsupervised before a class begins.
- Any changes to the usual drop-off arrangements are communicated in advance.

## **4. Collection of Children**

Parents/guardians must ensure that:

- Children are collected promptly at the end of the session.
- The club is informed in advance if someone other than the usual parent/guardian is collecting the child.
- Children under the age of 16 are not permitted to leave the venue unaccompanied.

Children over the age of 16 may leave unaccompanied only if written permission has been provided by a parent/guardian.

## **5. Late Collection Procedure**

If a child is not collected on time, the following steps will be taken:



- Two members of staff will remain with the child at all times.
- The parent/guardian will be contacted using the emergency contact details provided.
- If the parent/guardian is unreachable, the club will attempt to contact the alternative emergency contact.
- If no contact can be made within 5 minutes, and there are safeguarding concerns, the club will follow child protection procedures and may contact the local authority safeguarding team or the police.
- Under no circumstances will a child be left alone or allowed to leave the venue with an unauthorised person.

## **6. Charges for Late Collection**

Persistent late collection disrupts the operation of the club and places an additional burden on staff. If a child is collected late on more than 3 occasions, the club reserves the right to impose a late collection fee of £2.50 per 15 minutes to cover staff supervision costs.

## **7. Safeguarding & Child Welfare**

Late collection can be a safeguarding concern if a parent or guardian is repeatedly late or unreachable. If the club has any concerns regarding a child's welfare, we will follow our **Safeguarding Policy** and may escalate concerns to the relevant safeguarding authority.

## **8. Responsibilities of Parents & Guardians**

Parents/guardians are responsible for:

- Ensuring their child is dropped off and collected on time.
- Informing the club in advance if they are delayed.
- Providing up-to-date emergency contact details.
- Ensuring alternative collection arrangements are pre-approved by the club.

## **9. Contact Information**

If you are delayed or need to update collection arrangements, please contact the club immediately at:

- **Club Email:** [info@ukckma.co.uk](mailto:info@ukckma.co.uk)

## **10. Policy Review**

This policy will be reviewed annually or sooner if required to ensure compliance with best safeguarding practices.

**Approved by:** Alan Lufflum

**Position:** Chief Instructor

**Date:** 01/01/2025