

DROPPING OFF AND PICKING UP POLICY

Version control and review:

Title	Dropping off and picking up policy			
Description	Policy to ensure children are not left alone before or after sessions			
Created By	M Theedom, J May, ECB Safe Hands			
Date Created	20/12/2022			
Review Date	20/12/2025 (every 3 years)			
Version Number	Modified By	Modifications Made	Date Modified	Status
V1.0	M Theedom	Updated statement and version control	20/12/2022	Draft

Drop-off and Pick-up Policy

We are committed to providing a safe environment for children and young people to play cricket, part of this is ensuring that your child is not left alone before or after coaching sessions or matches. In aid of this, the following policy is in place:

Drop-off

- Please ensure that your child knows who will be picking them up at the end of the session.
- When dropping them off at the venue make sure that one of our coaches is present before leaving. It is dangerous to assume that a coach will arrive if they are not already present.
- The lead coach or manager for the session will arrive at the venue at least 10 minutes before the start of the session.
- You will receive emails from us to notify you of any changes to our session dates and times, or to remind you when sessions aren't running.
- You (not your child) are responsible for informing the lead coach or manager before the start of each session if any exemptions to this policy are required e.g. your child will be making their own way home, someone not registered as an emergency contact is picking your child up.

Pick-up

- At the end of the session, players must wait to be collected by a parent / guardian from the indoor centre, sports hall or main playing area at the venue. They must not wait in another part of the venue (e.g. reception, car park) unless accompanied by a coach.
- The lead coach or manager will not leave the venue until all players have been collected.
- In the event that the coach is unable to wait in the main playing area, they will wait with your child in the venue's reception or in a well lit area adjacent to the venue.
- If a child has not been collected 15 minutes after the end of the session, the coach will use the emergency contact details registered for the child to remind parents / guardians they are late.
- If a child still hasn't been collected 30 minutes after the end of the session, and attempts to get in touch with the child's emergency contacts have failed, the coach will contact the Police

Relevant Policies

This policy should be read in conjunction with the following policies:

- ECB Safeguarding Procedures
- Safe Hands Policies
- General Conduct Regulations

Review

This policy does not form part of an employee's contract of employment and the Company may amend it at any time. This policy reflects current legislation at the time of writing. Any changes to this legislation will take precedence.