



KCC Pick up/Drop off Policy

Introduction

The following policy should be read by all parents/guardians and coaches and team managers in conjunction with the Transporting Children Policy. It covers all junior events, matches, training and festivals both home and away.

It is not uncommon for parents/guardians to leave their child(ren) during sessions or matches. Although we encourage parents/guardians to remain on site, we realise that this is not always practical for the parent/guardian. In these cases, the following policy is to be adhered to by the coach/team manager and the parent/guardian.

Club Policy

- If a parent/guardian cannot remain on site, the coach is to be informed. The coach is to ensure that the parent/guardian is made aware of the collection time. All children up to and including the U11 age group must be accompanied by the parent/guardian to the coach to enable the coach to register them.
- The coach/team manager must keep a register of the children attending the session.
- At the end of the session/match, coaches are to ensure parents/guardians collect their children.
- Children are not permitted to go to the car of another parent/guardian unless permission has been received in advance by the coach/team manager.
- Children must be collected by parents/guardians. Any other arrangement must be notified in writing to the coach prior to training/match/event. This can be via email or Spond to KCC.

- Children in the U15 and U13 age groups cannot leave a training session/match/event unaccompanied unless written permission has been received from the parent/guardian.
- No child in the U11 age group or below is permitted to leave a training session/match/event unaccompanied.
- **Late Collection.** In the event of late collection of a child(ren), under no circumstances is a child(ren) to be left unaccompanied. The coach/team manager or suitable club official at training sessions and one other adult should remain at the ground.
- **20 Minutes Late.** In the event a child(ren) has not been collected 20 minutes after the end of the session, the coach is to contact the parent/guardian using the information on file. If there is no response, a message is to be left and the details of the emergency contact will be used. While waiting for the child(ren) to be collected, the coach and one other adult will remain onsite and the incident is to be reported to the CSO.
- **60 Minutes Late.** In the event that a child(ren) has not been collected 60 minutes after the end of the session, and contact has not been made with either the parent/guardian or emergency contact, the coach is to contact the police for advice. The child is to remain at the site with the coach and one other adult until the child(ren) is in the care of the police or police designated care team. A further message is to be left on the parent/guardian's and emergency contact's number explaining events. The incident is to be reported to the CSO.

Persistent lateness is to be reported to the CSO and may affect selection for events.

KW March 2025

Review: March 2026