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**Collection of Children Policy**

Parents/Carers are requested to enter the premises via the entrance nearest to the area where the session is taking place. Access to other areas of the premises may be restricted or prohibited.

Parents/Carers must ensure they signtheir child/children out on the session register

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Parents/Carers are requested to leave the premises by the same route.

Children should be picked up at the correct time. If parents/carers are going to be late, they should make arrangements to contact the Head Coach or Lead Practitioner as soon as they are aware of a potential delay. Parents/Carers must, in any case, arrive, or make arrangements for another responsible adult to arrive, to pick up their children within the half hour following the end of a session. Outside of this time, Innov8 Sportz staff will have no option remaining other than to contact local Police and Social Services in order for any children remaining on site to be cared for.

Staff will not allow children to leave the premises on their own, unless this has been agreed by the Parent/Carer in writing.

Staff will not allow children to leave the premises with a Parent/Carer or other nominated individual who is under the influence of alcohol or illegal substances.

In the event that any Parent/Carer appears incapacitated on pick up, Innov8 Sportz staff will attempt to use the emergency contact details held to make provision for another adult to pick up and, if this is not possible, will have no option remaining other than to contact local Police and Social Services in order for the child to be cared for.

If your child is to be collected by another adult, it is the parents’ reasonability to ensure staff are notified prior to the commencement of the session. Innov8 Sportz reserves the right to refuse collection by another adult if we have not been made aware they are collecting your child. Parents must also make us aware if there is anyone NOT allowed to collect a child from a session, this must be declared in writing on the Consent Form when registering.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 15 April 2014 and has been reviewed in August 2015 and is due for further review August 2016.**