



## **BAB Child Safeguarding Policy & Guidance**

as it applies to

### **Child Transport, Late Collection & Missing Child - Responsibilities**

#### **Policy Statement**

*In accordance with Clause 12.1 of the Constitution, the BAB's Child Safeguarding & Protection Policy is mandatory for all Member Associations, including their Clubs and individual members providing services for children and young persons – that is, those under the age of 18.*

#### **Child Transport**

The general responsibilities relating to transporting children in connection with all Aikido activities is as follows:

- Parents and Carers are responsible for the safe delivery and collection of their child to any training or competitive event, except when the Club have organised transport in respect of the team.
- It is not the responsibility of the Coach or other Aikido Club members to transport or arrange transport for Club members to and from any event. Arrangements made between parents to transport the children of other Club members are at the sole discretion of the parents concerned.
- When transport is provided by the Club in the form of a mini bus or coach the Club should ensure consent is obtained by the parent or carer for the child to be transported by coach; the consent form should also include consent to emergency treatment.

The organising Coach should provide parents and carers with written details of:

- Where competitors should be dropped off and met before and after the event.
- The expected time of arrival at the collection point and the expected time of arrival back.
- A contact phone number for parents to use if they are unavoidably delayed in collecting of their child or to arrange suitable alternative plans for collection.

The organising Coach should ensure that:

- Relevant forms have been completed and signed by parents, as outlined in above.
- Details of the parents' contact phone numbers have been obtained for the event if it differs from the information held by the Club.
- The parents/guardians are aware of the Club Late Collection Policy.

Coaches and Club officers unrelated to a member under 18 years of age should not transport them alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm. If, in such an emergency situation, a child has to be transported without a relative present two should be present and the child should always be placed in the back seat with the adults in the front. If possible parental/guardian/carer consent should be obtained in advance.



## Late Collection of Children

On occasion parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate Club officer if they are delayed with a clear guidance on what the Club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The Club officers must never leave a child alone unless they are over 16 and then only with parents' permission. It is recognised some young persons aged 16 and over will take themselves home so the Club officer must assess situations as they arise in an appropriate manner. When a child is NOT collected, to maintain the wellbeing of all concerned two appropriate Club officers or parents must remain with the child.

The Club should:

1. Attempt to contact the parent/carer – from the information sheet completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted
4. Wait with the child/children at the Club with at least one other Official/Coach/teacher/volunteers or parents.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents/carers of the policy relating to late collection.

The Club Coaches/teachers and/or officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the Club with them alone.
- Sending the child home with another person without permission.

If a parent/carer persistently fails to collect their child with no contact or reasonable reason for the delay, the Club Welfare Officer and another Club officer should arrange to meet with them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly. If there is no change the Club welfare officer should either contact the Children's team at the local social services or seek advice from their Association CPO or the BAB Lead CPO

## What to do when a Child goes Missing

If a child for whom your Club has responsibility goes missing, the following guidelines clarify actions that should be taken.

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the Club grounds.



- Request all those searching to report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the child as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police.
- **A report should go to the police no later than 30 minutes after the child's disappearance is noted even if the search is not complete.**
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the child is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the Club Welfare Officer who will inform the Association CPO and the BAB Lead CPO