



# Sandringham Soccer Club

## Supervision, Delivery and Collection of Children Policy

Last Updated April 2023

1. **Introduction** - To provide clear guidance to all involved in the Club regarding safe Supervision, delivery and collection of children, young and vulnerable people involved with Club activities such as training, games, events etc.
2. **Scope** - The scope of this policy applies to all children and young people attending programmes and games associated with Sandringham Soccer Club.
3. **Policy** - SANDRINGHAM SOCCER CLUB, its volunteers and staff are committed to:
  - Ensuring the safe delivery and collection of children and young people playing soccer
  - A parent/guardian or authorised nominee to preferably remain whilst training occurs. If this is not possible, this must be agreed to by the Coach or Team Manager.
  - A parent/guardian or authorised nominee must collect the child or young person. An authorised person does not include a parent who is prohibited by a court order from having contact with the child.
  - If the child requires medical, hospital or ambulance treatment, or there is another emergency (for example, an evacuation), then they must leave with a club coach, team manager, authorised nominee or administrator.
  - A parent/guardian or authorised nominee must provide verbal or written authorisation for the child to leave with another person to the Coach, team manager or administrator.
  - A child / participant will not be given into the care of any person other than a person who has authority to collect the child.
  - All persons delivering and collecting children are to be over 18 years of age unless parent has given verbal or written approval for a sibling or relative to collect to the coach or team manager.
  - When collecting children, parents/guardians must ensure the coach or team manager has been advised.
  - Ensuring children are adequately supervised at all times:
    - No child or young person to be left alone to wait for parents on their own.
    - Where possible, children to go to the bathroom in pairs.
  - Displaying an up to date list of the telephone numbers of Sandringham Soccer Club administration, President and Child Safety Officer, Child First, DHS Child Protection Service and the local police station.
  - Where the parent/guardian or authorised nominee is 15 mins late collecting their child and has not notified the coach or team manager, the coach or team manager is responsible for:
    - Contacting parents/guardians or nominee to request collection, and continuing trying.
    - Informing the Clubs admin if still waiting for 15 minutes and unable to contact parent/guardian/nominee.
    - Remain in a public area or with two club representatives.

- Contacting Child First or the local police if the parents/guardians or authorised nominees are unable to be contacted after 1 hour.
- For those families who have custody arrangements in place:
  - a copy of the custody papers must be provided to the Club Administrator and briefed into the relevant team coach and team manager.
  - A photograph maybe provided for reference. The court/parenting order to be followed.
  - If the (unauthorised) parent was to attempt to collect the child/young person, the relevant person would try and explain that they are in breach of the under and refuse access, if they become irate and irrational we would continue to try and delay the situation as long as practical and whilst safe to do so (and call the police on 000).
  - However if it becomes unsafe for all concerned, the relevant person would hand over the child so we do not compromise safety of the other child/young people. Someone would be calling 000 and the other parent and we would also try and get the registration number and make and model of the car to report to the police.