

TEAM **K** EANE

Policy for Child Arrival and Departure

Author/ Reviewer Responsible	TK Administrator
Authorised date	29 th March 2021
Date of Last Review	N/A
Date of next Planned Policy Review	29 th March 2022 or As Required

Please note this policy only relates to children that are stated as NOT permitted to leave the BH alone on their registration & declaration forms.

Team Keane and its coaches take child welfare and safety very seriously and as a consequence have put in place the following measures to support parents & guardians to ensure the safety of their children at our club who are not permitted to make their own way home.

Please be reminded that it is the guardian's responsibility to make sure arrangements have been made to ensure their child is safely dropped off & picked up on time from the site of their activities, by a person they trust and of the legal age to be able to be responsible for a child.

Team Keane cannot be held accountable for any incidents which result from a failure to meet these requirements or to follow the policy guidelines set out below.

- At the end of each day the last Lead coach at the club will conduct a sweep of the premise including the toilets and the changing rooms to check that no juniors are still waiting to be collected. If anyone is still on the premise the coach will then call their guardian to ascertain the arrangements for collection.
- Please note that from 7am till 4pm at the weekend the coaches are generally working sessions 'back to back' and will not be able to check for or mind any uncollected children, so it is imperative that you give your child VERY clear instructions to wait inside the gated area for collection should you be delayed and to under no circumstances attempt to make their own way home or leave the premise if they are not permitted to.
- **NO** children are to be dropped off or picked up on the High Street or Ferry Lane. This is a public street, and we cannot guarantee the safety of your child if they are waiting there or on the public areas of the Wharf.
- If a child remains on site later than 15 minutes after the end of the last session of the day and the coach is required to stay with them until they are picked up then guardian will be liable to pay a late pickup fee of £1 for every minute the coach is detained, plus any additional travel costs that the coach may incur as a result.

Please could you kindly make a note of your child's lead coach and their contact details. If you are unable to pick up your child on time then please message them advising the child's name & approximate delay period (they will be coaching so cannot necessarily answer a call), please also then message to confirm when the child has been picked up in the case that the coach is with another group or back out on the water coaching.

Please note that neither the Welfare Officer or Paul & Miranda Keane (unless stated as your child's lead coach) are not to be regarded as the first point of contact in an emergency and you should seek to call or message their lead coach to avoid any delay in the safeguarding your child.

Please note that your coaches contact details are available on 'Wall' in the communicate section of your 'Fitclub' account. These are the coaches personal contact numbers, so we respectfully ask that you only messages if of an urgent nature. If you want to check up on the progress of your child, please either email the coach on the address provided or even better listen to the session debrief & feedback at the end of the session with the coach.

Drop Off: All Children who are not permitted to make their own way to the site of their activities and are to be escorted by their guardian to the meeting point and to wait until the child has been registered as present at the session by the lead coach.

Meeting Point: This is at the entrance gates to the boating site.

Please note that if you are later than 5min past the start of the session your child may lose their seat in their crew and there is a chance they may not be able to go out if they cannot safely be put in a suitable craft for their ability. Sessions start times cannot be delayed as this causes an impact to further sessions scheduled for later in the day as well as the other participants in the group.

We ask that guardians of late children STAY ON SITE so they are sure it is confirmed that their child is in a crew or can participate in the session in another way.

Pick-up: Children are to be collected from the site entrance gates

Thank you for your time to read this through and for your support to keep all the juniors that attend Team Keane activities Safe.

Should you have any further concerns please contact either our Welfare Officer, Alan Kunna at welfare@teamkeane.com or the club secretary Miranda Keane at Miranda@teamkeane.com