

Picking Up and Dropping off Guideline and Approval Form

Safeguarding Children and Young People

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after visiting the club.

What we will do:

- Make sure parents/guardians and children know the time of practice and carnivals and when they can expect to collect their children
- Request coaches and other sporting personnel to arrive scheduled practice or carnival times.
- Give coaches a register of parents/guardian emergency contact numbers and make sure they have access to a phone
- Ensure that if parents/guardians are late, coaches will try to make contact with them and:
 - Ask the second to last child and their parent/guardian to wait with the coach/club member and the child
 - Get the parents/guardians to collect their children from the clubhouse (e.g. if there is a clubhouse where other people will be)
 - Avoid transporting children to their homes unless permission has been given by the parents/guardians

What we ask parents/guardians to do:

- Pick your children up on time or make other arrangements
- Inform the coach about any changes in arrangements for picking up your child.
- Complete the below transport approval form if arrangements have been made to pick up or drop off your child

Transportation approval form

I, (Parent/Guardian)

Of (Child's full name)

hereby give permission for (coach or other adult's name).....

to be responsible for the transport of my child, subject to the following conditions

.....

When : (select one)

For a one off, please specify date

For an extended period of time (e.g. every Wednesday after training), please specify

.....



Mode of Transport: (select one or more)

Car (coach or authorised club member) – please specify:

Public Transport. Please specify what your understanding of this this:

Other, please specify

Locations of the start and end of journey:

Reason for journey:

Parent / Guardian Name:

Parent / Guardian Contact Number:

Parent/ Guardian Signature

Date:

Approval

Club Committee Member Name

Club Committee Member Signature

Date Approved

