

PENTATHLON GB⁺

Guidance: Drop off and collection of Children and Young People

Pentathlon GB recognises the need to promote the welfare and interest of children in all circumstances. A child is anyone aged under 18 years of age.

It is important to have drop-off and collection arrangements to ensure children's safety at sports events, activities, and competitions. Parents and carers should understand when they are responsible for their child's care, communicate this with coaches, and know who is responsible during non-participation times.

Clubs/Hubs should work with parents and athletes to inform them of what the expectations are regarding dropping off and collecting their children from Pentathlon GB activities.

Parents and Carers	Clubs/Hubs and event organisers
<ul style="list-style-type: none">• Know your responsibilities: Be aware of when you are responsible for your child's care during events, training, and competitions.• Communicate with care providers: Talk to coaches, organisers, and chaperones to understand drop-off and collection arrangements and who is responsible for your child during breaks.• Provide emergency contact and medical information: Ensure organisers have your emergency contact details and your child's medical information.• Designate a designated pick-up person: If someone other than yourself will be picking up your child, inform the organisers in advance.	<ul style="list-style-type: none">• Clearly communicate drop-off and collection procedures: Ensure parents understand where and when they should drop off and collect their children. Minimum of two responsible adults at drop off and collection so no one is by themselves with a child.• Ensure parents are aware of responsibilities: Make parents aware of their responsibilities, including whether they need to remain with their children.• Collect emergency contact and medical information: Request and keep records of emergency contact details and medical information.• Have a clear procedure for dealing with late pick-ups: Develop a plan for when parents or designated pick-up persons are delayed.

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Late Collection

Parents or carers should be informed that it is not the responsibility of the club to transport children or young people to their homes in the event of them being delayed.

Staff and volunteers should:

- Attempt to contact the parent or carer in the event of late collection.
- Check with the club contact for any information regarding the child or young person.
- Contact the alternative contact name/number given on the registration form and/or consent form.
- Wait with the child or young person at the agreed collection point with another responsible adult.
- Remind parents and carers of the policy relating to late collection.

Staff and volunteers should not:

- Take the child or young person or to any other location.
- Ask the child or young person to wait in a vehicle or venue with them alone.
- Send the child or young person home with another person without parent or carer permission.

If you have any questions, please contact the [Safeguarding and Welfare Lead](#)