



University of
St Andrews

Junior Saints late collection policy

Document type	Policy
Scope (applies to)	Saints Sport Staff, Parents/Carers
Applicability date	06/03/2024
Review / Expiry date	30/07/2027
Approved date	21/03/2024
Approver	Assistant Director
Document owner	Administration Manager
School / unit	Saints Sport
Document status	Live
Key terms	Extra-curricular services/Sports
Purpose	Ensure safeguarding process of late collection are followed correctly.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Introduction of Policy	Live	Assistant Director (Children's Services), Saints Sport	09/03/2023
1.1	Policy review – no changes	Live	Assistant Director (Children's Services), Saints Sport	24/02/2024
1.2	Policy review -Late collection fee update.	Live	Assistant Director (Children's Services), Saints Sport	01/05/2026

1. Statement

- 1.1. Saints Sport are committed to improving the life changes of children in our care. We acknowledge that the child's welfare and wellbeing are paramount and that we have a duty of care to implement effective policies and procedures for safeguarding our children.
- 1.2. It is the parents'/cares responsibility to inform Saints Sport Reception if they will be late collecting their children from any activity in where the child has been signed into the care of Saints Sport. If a child is not collected at the end of a session, and the parent or carer has not notified us that they will be delayed, we will implement the following procedures.
- 1.3. Saints Sport is responsible for ensuring that staff working with children and young people are competent and confident in carrying out their responsibilities for safeguarding and promoting children's wellbeing.

2. Purpose

- 2.1. To ensure safe collection for children and implement safeguarding procedures should a parent/guardian fail to collect their child(ren) from Saints Sports Sessions, Camps or Classes.
- 2.2. It is the duty of everyone working with children to safeguard the welfare and interests of the children. [Child protection](#) is the responsibility of everyone who works with children and families and having a skilled and competent workforce, along with relevant guidance and procedures, ensures that children can be protected. Everyone working with children and their families, including all professionals, volunteers, and members of the community, need to appreciate the important role that they play in being vigilant and providing robust support for child protection. Please refer to [National Guidance for Child Protection in Scotland 2021 Part 2A Roles and Responsibilities for child protection](#).

3. Scope/jurisdiction

- 3.1. Parents/Carers whose children attend any Session, Camp or Class at Saints Sport.
- 3.2. All staff leading, supporting, or facilitating Sessions, Camps or Classes at Saints Sport

4. Procedures – initial 30 minutes

- 4.1. If a child has not been collected by the parents/carer after the finish time of the Session, Camp or Class the lead coach will contact the parent/carer.
- 4.2. If there is no response from the parent/carer, messages will be left requesting that they contact Saints Sport immediately. The lead coach will then try to contact the emergency contacts listed on the child's registration form.
- 4.3. While waiting to be collected, the child will be supervised by at least one member of staff at the Saints Sport reception area.
- 4.4. When the parent or carer arrives, they will be reminded that they must call to notify us if they are delayed, and that late fees will be charged.

5. No contact from parent/carer after 30 minutes.

- 5.1. As per the [Child Protection Policy](#), if a member of the Saints Sport team has been unable to contact the child's parents/carers or emergency contact 30 minutes after the session end time, a member of the Children's Services Team or Head Coach will contact the local Social Care team for advice. **Fife Council, Children Protection Team:** 09:00am – 05:00pm: 03451 551 503. Out of Hours Emergency Social Work: 03451 550 099.
- 5.2. The child will remain in the care of at least one staff member, on the premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- 5.3. If it is not possible for the child to remain at the premises, a note will be left on the door informing the child's parent or carer where the child has been taken (e.g., into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.
- 5.4. This policy and procedure will be monitored by the Children Services Team, Saints Sport.

6. Late Collection Fees

- 6.1. We do not wish to charge customers extra money in the form of fees, but we will have to pass on the costs for retaining our staff beyond their finish time.
- 6.2. A charge of £7.00 per child per 10 minutes or part thereof after the session end time will be levied for all late collections. For the avoidance of doubt charges will start to accrue from the end of the relevant session.
- 6.3. Failure to pay may result in terminating a child's place in our session, camp or class as per [Terms and Conditions](#).
- 6.4. A failure or delay by Saints Sports or the University to charge any late collection fees shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict Saints Sports or the University's rights to charge late collection fees in the future.

7. Bibliography

- 7.1. [Saint Sport Terms and Conditions](#)
- 7.2. [Junior Saints Terms and Conditions](#)
- 7.3. [Saints Sport Child Protection Policy](#)

8. Contacts

8.1. Children's Services Team: e: juniorsaints@st-andrews.ac.uk t: 01334 46 2190

8.2. British Sign Language (BSL) users can contact us via the online BSL Video Relay Interpreting Service: <https://contactscotland-bsl.org>

8.3. Documents are available in alternative format upon request.

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