

Aim

This policy specifies the procedures to be followed when dropping off and collecting children from Glasgow Riderz sessions. These procedures ensure that children's safety is paramount at all times and no child is collected by a person whose identity is unknown by coaches.

Related Policies

None

Who is affected by this policy?

Coaches

Parents

Riderz

Guidelines for delivery and collection of your child are put in place for the safety and well-being of your child.

- On arrival Coaches and Parent Helpers to report to sign on and sign attendance sheet for appropriate group. Any shortages of Coaches identified rectified prior to session start.
- Coaches ensure they have master group list containing emergency contact information and medical information (disclosed by parents) in their rucksack. If another coach is covering then a spare list will be held at sign on.
- All Riderz need to be signed in on arrival. This is to be done by the parent and not the child and will include a parent signature. Parents also needed to advise who will be collecting them. The exception to this are Riderz over the age of 12 who may sign in and out on their own behalf.
- Sign in sheets are to be used in the case of an emergency to account for all Riderz in attendance on that particular date.
- Once signed in, Riderz are to be delivered to the appropriate group Coach and their membership card handed to the Coach before the parent or person responsible for the child leaves. Riderz over the age of 12, including those participating in the road ride, must also give their card to the Coach/ Ride Leader at the beginning of the session. This ensures that the Coach is aware that they have arrived and that they hold the relevant information for each participant they are responsible for.
- Parents are to advise their child's Coach if someone different is picking up their child, both verbally and on the sign in/out sheet. If someone else is picking up then please note that photo identification will need to be seen by the Coach.
- At the end of each session Riderz under the age of 12 will need to be signed out by their parent, Riderz over the age of 12 may sign themselves out. This will be done with the appropriate group Coach, on the same sheet as they were signed in on, and will allow Coaches to update parents on Riderz progress and any problems that may have been noted with bikes etc. At this point membership cards will be returned and Riderz are free to leave.
- Parents are requested to arrive to collect their Riderz by the stated session end time.

- Riderz over the age of 14 on the road ride may leave the ride on the way home if the planned route is passing close to their home. This may only be permitted if they arrived under their own power or they have parental consent. This must be discussed with the ride leaders and clearly noted on the register at the beginning of the ride. The Riderz leaving early must communicate to the ride leader when they are leaving the ride and must not just drop off the back.

Late Collection of Children

Instruction to parents:

- Please remember that our Coaches are all volunteers and have families to go home to. If you are late to collect your child, two volunteer Coaches/ Parent Helpers have to stay behind and therefore will both be late.
- If you know that you are going to be late, please notify us and make arrangements for someone else to collect your child.
- If you have not arrived within 15 minutes of the sessions scheduled end time, you will be contacted on the emergency number you have provided to the Club. If within 30 minutes of the scheduled end time we are unable to contact you and your child has not been collected, we will call alternative contacts if we have them to organise the collection of your child.
- If within an hour neither you nor any of your authorised contacts are available or contactable, we may need to take your child to the police station for you to collect. You will be notified, in voicemail, on the phone number using emergency contact information provided by you.

Instructions for Coaches:

- If there are Riderz still present at the session upon closing, a minimum of two people must remain one Coach plus another Coach or Parent Helper.
- After 15 minutes call Riderz emergency contact.
- If no response wait and call 15 minutes later. If there is an alternative number available call this.
- If no response notify Club Welfare Officer that there's a late collection and unable to contact parents
- Cycle through contact numbers every 15 minutes.
- After an hour if still unable to contact anyone notify Club Welfare Officer and take the child to the nearest Police Station as a place of safety.
- Voicemail messages should be left on all contact numbers that the Club has advising parents which Police Station, the address, phone number and contact name at the Station.