



## Collection

Safeguarding at Kanga Sports Ltd is paramount and for the collection of children we have an unnegotiable policy in order to uphold our child protection contract.

### Collection of children

1. Only named individuals can collect children from Kanga Sports without prior consent from their parents /careers.
2. Whoever drops the children off must sign them via a paper register each day.
3. All children must be signed out each day.
4. Any new medical conditions must be disclosed when dropping the children off along with relevant medicine
5. All children must be dropped off wearing appropriate clothes for all possible weather conditions.
6. All children must be collected by someone over the age of 18 unless a prior agreement has been made with Kanga Sports management.
7. We encourage all parents/careers to provide pictures of all family members who may pick up their children to help staff identify anyone who maybe collecting their child.

### **Appropriate Adult for the collection of children**

- 1. Kanga Sports staff will refuse collection to anyone who they believe hasn't been instructed to collect the child.**
- 2. Anyone who staff believe to be under the influence of drugs or alcohol will be refused collection and the child will remain under the care of Kanga Sports staff until an appropriate person can collect.**
- 3. Any abuse to staff will not be tolerated and anyone doing this will be asked to leave the premises and the police will be called if anyone refuses the request.**

### **Late collection of children**

#### **Kanga Sports late policy**

**If you know you are going to be late you must contact us on the number provided and inform us about this and when you expect to arrive. Kanga Sports will then implement the follow late penalties which will come into force after 6pm Monday to Friday.**

**0-15 minutes late - £8**

**Anything over 15 minutes £20**

**Kanga Sports Ltd**