



**PORT VALE FOOTBALL CLUB
LATE COLLECTION OF CHILDREN
POLICY & PROCEDURES
2024-25**

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Port Vale Football Club - Late Collection of Children Policy & Procedures
Season 2024-2025 (Review – July 2025) / Classification Status: External



Version Control

Document Title:	Late Collection of Children Policy Season - 2024/2025
Document Owner:	Port Vale Football Club – Jon Bloore – Head of Safeguarding
Reference:	July 2024 (Revised Policy)

Document Review

Last Reviewed	Position	Reason
March 2021	Review and update of Club/Academy/Foundation to one umbrella policy	Single policy covering all areas of business across the Club
August 2022	Review & Update Policy	Annual Review
12/04/2024	Rich Talbot (Head of Safeguarding)	Outdated Review
19/07/2024	Rich Talbot (Head of Safeguarding)	Annual Review

Version History

Version	Date Released	Originator	Authorised	Comments
1.0	August 2019	Chris Taylor	Board	Late Collection of Children Policy (New)
1.1	March 2021	Jon Bloore	Board	Late Collection of Children Policy
1.2	August 2022	Tim Bailey	Board	Late Collection of Children Policy
1.3	12/04/2024	Rich Talbot	Board	Updated Version
1.4	19/07/2024	Rich Talbot	Board	Updated Version
1.5	08/08/2024	Claire Halket	Board	Updated HoS with JB

1. Introduction

Statement

1.1 Port Vale Football Club (hereafter referred to as the Club) is committed to ensuring that we create a safe environment for everyone visiting or taking part in activities at the Club. The Club takes our responsibility to safeguard and promote the welfare of all children and young people very seriously. Our approach to any concerns will always be children and young people focused and their best interests will always be paramount when dealing with any incident. This policy sets out our commitment to safeguarding and provides a framework for



what to do if concerns arise about the welfare or protection of children and young people whilst at the Club.

Carol Shanahan (Chair and Co-Owner)

Scope

1.2 This policy is for use across the Club and is to be observed by all those working or volunteering and who may encounter children and young people, this to ensure best practice in safeguarding is promoted and adhered to.

Activities undertaken at the following departments/locations are under the remit of this policy including:

Port Vale Football Club and the Vale Park Stadium

Port Vale First Team

Port Vale Academy and Youth Development

Port Vale Foundation Trust

Port Vale Women's Team

Port Vale Retail Store

Any location visited by staff/volunteers in an official capacity.

The Club acknowledges and accepts it has a statutory obligation and responsibility for the wellbeing and safety of all children and young people who are under the care of the Club or are utilising the facilities. Every person working or volunteering at the Club has a "Duty of Care" to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The wellbeing of children and young people is paramount, all staff must make themselves aware of the Club's Safeguarding Children and Young People Policy.

Definitions

1.3

Children and Young People	This Policy relates to children and young people (defined as a person from birth until their 18th birthday). Young people refers to older or more experienced children who are more likely to be able to make decisions, this in line with the gillick competency test further information here . Children and young people from hereafter will be referred to as a 'Child' or 'Children'.
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Regulated Activity	<p>For the purpose of this policy, “Activity” will always refer to Regulated Activity.</p> <p>Regulated Activity means any activity or series of activities arranged for Children by, or in the name of the Club if it is carried out:</p> <ul style="list-style-type: none">• Frequently, meaning once a week or more, or• Overnight, meaning between 02:00 and 06:00 hours, or• Satisfies the "period condition", meaning four times or more in a 30-day period and• Provides the opportunity for contact with Children. <p>Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis. These activities therefore activate the required levels of Disclosure and Barring Service (<i>DBS</i>) criminal record checks that are associated with the various roles throughout the Club.</p> <p>Whether a position amounts to “regulated activity” will be considered by the Club to decide which checks are appropriate, this through guidance provided by the English Football League.</p>
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2. Late Collection of Children Statement

2.1 The Club recognises that on occasions the parent or legal guardian may be delayed and unable to collect their Child after they have attended at an activity or event.

2.2 The list of emergency numbers held by the Academy, Foundation and specific team coaches for the parent or legal guardian will be used in such situations. The parent or legal guardian should inform the appropriate member of staff (hereafter referred to as a Club Officer) if they are delayed. If they wish another parent or legal guardian to transport their child home then their consent must be given first before this is allowed to take place.

2.3 The Club Officers will never leave a Child alone unless they are aged over 16 years, and then only with the express permission of the parent or legal guardian. It is recognised that some young people aged 16 years and over will take themselves home so the Club Officer must assess situations as they arise in an appropriate manner. If this is the case, we would like the parent or legal guardian to inform the Club in advance that this will be the case to avoid any unnecessary alarm or confusion.

2.4 Until a Child is collected, to maintain the wellbeing of all concerned, two appropriate Club Officers will remain with the Child. At least one of the Club Officers will hold a valid Disclosure and Barring Service (*DBS*) certificate.



2.5 If parent or legal guardian arrives to collect a Child and the Club Officers are concerned at their ability to take appropriate care of the Child, (i.e., they are under the influence of alcohol or drugs to the level where they are unfit to drive and/or take care of their Child) the Club should gain advice from the Head of Safeguarding (hereafter referred as *HoS*). If the Child or Club Officer(s) are at risk of immediate harm then the Police should be contacted via “999”.

3. Expectations where there is a late collection of a Child

3.1 A parent or legal guardian will in this situation contact the relevant Club Officer to inform them of the following:

- The reason why they have failed to collect their Child
- An estimated time of collection of their Child
- The name of the person who will be collecting their Child if not themselves

Please note that the Club will only discuss the relevant Child with the parent or legal guardian who appears on the official record of the Child. In the event of a match day the Safety Officer will assess the situation and where necessary notify the appropriate authorities.

3.2 What Club Officers will do in this situation:

- We will attempt to contact the parent or legal guardian from the personal details that we hold on file.
- We will attempt to contact the emergency contact person nominated (if available) to arrange for the Child to be collected if the parent or legal guardian cannot be contacted.
- If there is no reply from the emergency contact we will ask the Child if there is another family member who may be contacted to arrange for them to be collected.
- We will wait at the Club with at least one further Club Officer, volunteer or other parent.
- If no one is reachable and the parent or legal guardian have still not contacted the Club Officer after a reasonable period of time (one hour) we may contact the Police or Local Authority Children’s Social Care to discuss the best course of action.
- Provide the Child with emotional support
- Remind parent and legal guardian about the policy relating to late collection.
- We will not leave a Child alone if it is obvious that no responsible adult is at home (Club Driver).
- Report any appropriate concerns to the *HoS* and or any other relevant authority.
- Report the incident upon the club safeguarding recording platform “MyConcern” at the earliest opportunity. If the Club Officer does not have access to this platform they are to email the details to safeguarding@port-vale.co.uk.



4. Repeated Incidents of Late Collection of a Child

4.1 If a parent or legal guardian fails to collect their Child on several occasions without a reasonable explanation for the delays this will be raised as a safeguarding concern. The HoS or Departmental Designated Safeguarding Officer (DSO) and/or another Club Officer will arrange a meeting with the family to discuss the matter in order to seek a resolution to the concern.

4.2 The parent or legal guardian will be asked by the Club to review their collection arrangements or alternatively if this is not possible the Club shall reserve the right to prevent the Child from participating in future activities and events.

5. Guidance to Club Officers

5.1 The following guidance should be adhered to at all times by Club Officers:

- If you are alone please contact a colleague and ask them to join you at the location
- Should a colleague not be able to attend try to ensure that you are situated in an area covered by CCTV.
- **Under no circumstances should you provide a lift in a car to the Child**
- The exception to this is if you are joined by a colleague and both of you are DBS suitably qualified, both of you may travel with the Child but this must be in accordance with the Port Vale Football Club Transport Policy.

6. Associated Policies

Other associated policies linked directly or indirectly to this Policy include:

- Safeguarding Children and Young People Policy & Procedures 2024-25
- Child Friendly Safeguarding Children Policy & Procedures 2024-25
- Children attending a Football Match Policy & Procedures 2024-25
- Transport Policy & Procedures 2024-25

7. Key Contacts

7.1 Please see [Appendix A](#) and [B](#) for key contacts both internally and externally.



[Appendix A – INTERNAL CONTACT DETAILS](#)

List of Internal Contacts

Senior Safeguarding Manager (SSM)(Board Representative)

Claire Halket (Director of People & Operations)

(E): claire.halket@port-vale.co.uk / (M): 01782 655800

Head of Safeguarding & Lead Disclosure Officer

Jon Bloore

(E): jon.bloore@port-vale.co.uk / (M): 07703 753688

Safeguarding Team

Concerns / General Enquiries

(E): safeguarding@port-vale.co.uk / (T): 01782 655830

Port Vale Academy Designated Safeguarding Officers

Daniel Lloyd (Head of Academy Coach & Player Development (14-18 years) YDP Lead)

(E) daniel.lloyd@port-vale.co.uk / (T): 01782 655830

Megan Walters (Player Care Lead)

(E): megan.walters@port-vale.co.uk / (M): 07802 796664

Port Vale Foundation Designated Safeguarding Officer

Will Turner (Head of Community)

(E): will.turner@port-vale.co.uk / (M): 01782 757066



Appendix B – EXTERNAL CONTACTS & RESOURCE DETAILS

List of External Contacts & Resources

Stoke on Trent Safeguarding Children Partnership (*Stoke on Trent Only*)

Childrens Advice and Duty Service (CHaD)

If you suspect a Child or Young Person is at risk of significant harm.

(T): 01782 235100 (Monday – Friday 08:30 to 18:00 Hours).

Out of Hours

Emergency Duty Team (EDT)

(T): 01782 234234

(W): www.safeguardingchildren.stoke.gov.uk

Staffordshire Childrens Advice and Support Service (SCAS)

This service does not cover Stoke on Trent (Refer to CHaD above).

If you suspect a Child or Young Person is at risk of significant harm.

(T): 0300 111 8007 (Monday – Thursday – 08:30 to 17:00 Hours & Friday – 08:30 to 16:30 Hours)

Out of Hours

Emergency Duty Service

(T): 0345 604 2886 / (E) eds.team.manager@staffordshire.gov.uk

Staffordshire Police

(T): 999 Emergency / (T): 101 Non-Emergency / (W): www.staffordshire.police.uk (Live Chat)



Authority from Port Vale Board and Acceptance of Policy

Senior Safeguarding Manager (Board Member):	Claire Halket
Signature:	<i>Claire Halket</i>
Date:	19/07/2024 (Annual Review)

Chief Executive Officer (Board Member):	Matt Hancock
Signature:	<i>Matt Hancock</i>
Date:	19/07/2024 (Annual Review)



This policy will be reviewed by the Head of Safeguarding regularly and annually or following learning outcomes as a result of a significant incident or when legislation or statutory guidance changes are implemented.