

TGS CrossFit

Chilton Polden, Bridgwater, Somerset
www.goatshedfitness.com

Uncollected Child Procedure

Purpose

TGS CrossFit is committed to ensuring the safety and wellbeing of all children attending our fitness classes. This procedure outlines the actions to be taken if a child is not collected by their parent, guardian, or authorised adult at the end of a scheduled session.

Collection Arrangements

Parents and guardians are responsible for ensuring children are collected promptly at the end of each class. Emergency contact details must be provided and kept up to date. Children will only be released to a parent, guardian, authorised adult, or another individual where prior arrangements have been communicated to TGS CrossFit.

Up to 10 Minutes After Class

The child will remain under supervision, be reassured and kept calm, and the parent or guardian will be contacted using the details held on file.

10 to 20 Minutes After Class

If contact cannot be established, emergency contacts listed on the registration form will be contacted. Staff will continue to supervise the child in a safe area within the gym.

More Than 20 Minutes After Class

If no contact has been made with a parent, guardian, or emergency contact after reasonable attempts, the Designated Safeguarding Lead (DSL) or most senior staff member present will be informed. Consideration will be given to contacting Children's Social Care or the Police for advice.

Exceptional Circumstances

If staff have concerns that a child may be at immediate risk of harm, abandonment, or neglect, the Police and/or Children's Social Care may be contacted immediately. All actions taken will be recorded.

Supervision Requirements

The child must remain supervised at all times. At least two adults should remain on site where reasonably practicable. Staff should not transport a child home in their personal vehicle or take a child to another location.

Record Keeping

Any incident involving an uncollected child must be recorded, including the child's name, date and time, attempts made to contact parents or emergency contacts, actions taken, names of staff involved, and the outcome.

Review

This procedure will be reviewed and updated as necessary to reflect changes in legislation, safeguarding guidance, operational requirements, or the activities delivered by TGS CrossFit.

Last Reviewed: _____

Reviewed By: _____

Next Review Due: As Required