



PATHWAY UNCOLLECTED CHILD PROCEDURE

YORKSHIRE CRICKET

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1. PRELIMINARY

1.1 Purpose

The purpose of the Pathway Uncollected Child Procedure (the **Procedure**) is to ensure all coaches and staff involved in the Yorkshire Cricket Pathway know how to respond when a player (child) is not collected from training, matches or other Pathway activities by their expected time.

Yorkshire Cricket's priority is the child's safety and wellbeing. Any uncollected child must remain under the supervision of appropriately vetted, trained and experienced Pathway coaches or staff - preferably individuals known to the player - until collected by an *authorised adult* or responsibility is formally transferred to a statutory agency.

Families will be made aware of this Procedure so that, in the event of delay or emergency, they are reassured that their child will be properly cared for.

1.2 Objectives

This Procedure aims to:

- Ensure Pathway coaches and staff manage uncollected child situations in line with their safeguarding responsibilities;
- Prevent abuse or neglect, wherever possible; and
- Reduce the risk of harm to all children involved in Pathway activities.

1.3 Scope

This Procedure applies to all Pathway coaches, support staff and volunteers working with players under 18. It applies to all Pathway-related activities, including training sessions, matches, tours and events, regardless of location or time.

This Procedure does **not** apply to players aged 14 or over who have written parental consent to leave Pathway activities unaccompanied. Consent must be submitted to the Lead Coach and Safeguarding Team prior to the activity and renewed for each new event.

2. DEFINITIONS

Authorised adult	A parent, carer, relative or family-approved individual authorised to collect the player.
Child/Children	refers to persons under the age of 18; also referred to as Young People. <i>(The Children's Act 1989 & 2004)</i>

Safeguarding	<p>is defined as:</p> <ul style="list-style-type: none"> - providing help and support to meet the needs of children as soon as problems emerge; - protecting children from maltreatment, whether that is within or outside the home, including online; - preventing impairment of children’s mental and physical health or development; - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; - promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children; and - taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework. <p><i>(Working Together to Safeguard Children, 2023)</i></p>
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3. INFORMATION REQUIRED FROM FAMILIES

Before a player participates in Pathway activities, families must provide:

Parent/Carer details:

- Name and relationship to player
- Home address
- Contact numbers (home, mobile, work)
- Workplace name, address, and telephone (if applicable)

At least two Authorised adults:

- Name and relationship to player
- Address and contact numbers

Families must also share:

- ✓ Details of anyone prohibited from having contact with the child; and
- ✓ Any new welfare or safeguarding concerns.

If parents are not available or their contact details temporarily change, they must inform the Lead Coach and/or the relevant Pathway Operations Manager.

If another person is collecting the player, written confirmation must be provided (including name, address and phone number). The coach will verify their identity (e.g., via ID and agreed password) when collecting the child.

4. PROCEDURE

If a player is not collected at the agreed time:

1. *Initial Contact* | The Lead Coach or Team Manager will attempt to contact the family by phone to arrange immediate collection;
2. *Supervision* | The player will remain in a safe environment, supervised by at least two coaches and/or Pathway staff and reassured to minimise distress;
3. *Escalation* | If the family cannot be reached, the Lead Coach will contact the Safeguarding Team for support;
4. *Alternative Contacts* | The Safeguarding Team or Lead Coach will attempt to contact all listed Authorised adults;
5. *External Involvement* | If there is no response within **30 minutes** of the expected collection time, the Safeguarding Team will contact Police (101) to report a potential safeguarding concern;
6. *Ongoing Care* | Staff will continue efforts to contact the family or authorised adults while following Police and Safeguarding Team guidance; and
7. *Recording* | A full written report must be completed by the Lead Coach or Team Manager and submitted to the Safeguarding Team within 24 hours.

Under no circumstances should Pathway coaches or staff:

- ✗ Leave the player unsupervised or with only one coach/ member of staff;
- ✗ Allow the player to leave unaccompanied without consent;
- ✗ Transport the player home themselves;
- ✗ Take the player to their own home or elsewhere; or
- ✗ Release the player to anyone not formally authorised.

5. KEY CONTACTS

SAFEGUARDING TEAM			
Joy Walker	Head of Safe & Fair Cricket	joy.walker@yorkshireccc.com	07512 312212
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Amendments	
Relevant legislation / codes	The Human Rights Act 1998 The Data Protection Act 2018 General Data Protection Regulations 2018 Keeping Children Safe in Education 2024 The Care Act 2014 Mental Capacity Act 2005 Working Together to Safeguard Children 2018 The Children's Act 1989 and 2004
Related policies / documents	Coach Expectations Communications Protocol Family Code of Conduct Player Code of Conduct Participant Enrolment Form Safeguarding Policy Safeguarding Reporting Management Procedures