



Late Collection Policy

The Actor's Training Academy (hereby referred to as TATA) is committed to ensuring the safe and timely collection of all participants at the end of sessions. We understand that occasional delays may occur. However, it is essential that clear procedures are followed when a participant is not collected on time. This policy applies to all sessions delivered by TATA, including those held in community venues and school-based settings.

End of Session Collection

Parents and carers are expected to collect participants promptly at the stated end time of each session. Staff are responsible for participants during session time and for a reasonable handover period immediately after the session ends.

If You Are Running Late

If a parent or carer is running late, they must contact 07568 502660 or, if at a school setting, the school contact as soon as possible to inform staff of the delay. Where possible, participants will remain under appropriate supervision until collection is completed.

Repeated or frequent late collection may be addressed directly with parents or carers.

Late Collection Procedure

If a participant is not collected at the end of a session:

1. Staff will remain with the participant in a safe and supervised environment
2. Attempts will be made to contact parents or carers using the details provided
3. If contact is made, an estimated collection time will be agreed
4. If no contact is made or delay continues, the situation will be escalated in line with safeguarding procedures and/or the Uncollected Children Policy

Late Collection in School-Based Sessions

Where sessions take place in schools or as part of an extracurricular programme on school premises, participants remain within the school's safeguarding and supervision arrangements once the session has ended and collection is delayed.

If a participant is not collected at the end of the session, they will be handed over to designated school staff and will follow the school's established supervision procedures until collection takes place. TATA

will ensure that relevant information is communicated to school staff to support safe and appropriate supervision during this time.

Persistent Late Collection

Repeated late collection may result in:

- A discussion with parents or carers
- A review of participation arrangements
- Implementation of agreed support strategies
- Possible withdrawal of a place if issues continue

This is to ensure the wellbeing of participants and the effective running of sessions.

Safeguarding

The safety and wellbeing of participants is our highest priority.

Where a child remains uncollected beyond a reasonable timeframe or cannot be safely handed over, safeguarding procedures may be followed in line with our Missing Child and Uncollected Children Policies.

Policy Links

This policy should be read alongside:

- Missing Child Policy
- Uncollected Children Policy
- Safeguarding and Child Protection Policy

Together, these policies form our end-of-session safeguarding framework.

This policy was adopted by: The Actor's Training Academy	Date: 1 st July 2026
To be reviewed: 1 st July 2027	Signed: GWELFARE