



Arrival, Collection and Supervision Policy

Fencing • Character • Excellence

Together we show up, give our best, support others and keep improving.

Organisation	Cambridge Sword Ltd
Policy title	Arrival, Collection and Supervision Policy
Policy number	09
Version	V4
Policy owner	Club Manager and session leads
Created	Drawn from existing Cambridge Sword policies and procedures
Updated draft	August 2026
Next review	August 2027, or sooner if guidance, law, club practice or safeguarding requirements change

At a glance

- Parents/carers are responsible for children until they are handed over to the session coach and once they are released after the session.
- Children should not arrive early unless supervised by their parent/carer or another responsible adult.
- Fencers must not leave a session until the coach has released them.
- Permission for a child to leave unaccompanied should be recorded at booking or agreed in writing.
- Late collection or emergency changes should be communicated as soon as possible.

Purpose

This policy sets out expectations for safe arrival, collection and supervision at Cambridge Sword sessions, school clubs, camps and events.

Arrival

Children should arrive at the stated time, not early, unless a parent/carer or agreed adult is supervising them.

Parents/carers remain responsible for children until the session coach or responsible adult is present and ready to take responsibility.

If a coach is delayed, parents/carers should stay with the child until the session can safely begin.

During sessions

The lead coach is responsible for session supervision once children have been handed over and the session has started.

Children should remain within the agreed activity area unless given permission to leave for a toilet break, parent/carer handover or another agreed reason.

Coaches should maintain appropriate supervision ratios and should not leave children unsupervised.

Collection

Children must stay until the coach finishes and releases the group.

Where a check-out process or register is used, fencers should not leave until the coach has acknowledged that they are leaving.

Parents/carers should collect children promptly at the advertised finish time.

Leaving unaccompanied

A child may only leave unaccompanied where the parent/carers has given clear permission through booking information or written communication.

The club may refuse unaccompanied departure where it considers this unsafe because of age, venue, weather, darkness, travel disruption or welfare concerns.

Late collection and emergency changes

Parents/carers should contact the session coach or club contact as soon as possible if they will be late.

Repeated late collection may be followed up with the parent/carers and may affect whether a child can attend future sessions.

Supervision ratios and handover arrangements

Supervision arrangements should take account of the number of active fencers, the type of activity, venue layout and any known participant needs.

The normal maximum supervision ratio for active coaching is one coach to twelve actively participating fencers (1:12). Other responsible adults may help with general supervision, handover, kit, waiting areas or smooth running, but the lead coach remains responsible for coaching decisions and safe activity management.

Where groups are larger than the active coaching ratio, fencers should be split into relays, waiting areas or non-weapon activities unless the Head Coach has expressly approved a different arrangement in advance.

Related policies and guidance

This document should be read alongside:

- Safeguarding and Welfare Policy
- Health and Safety Policy
- Fencer Code of Conduct
- Parent/Carers Code of Conduct
- WhatsApp and Digital Messaging Policy
- Complaints and Concerns Procedure

Review

This document will be reviewed annually, or sooner if there is a safeguarding concern, complaint, incident, near miss, change in club practice, change in guidance, or change in relevant law or governing body requirements.

Approval and review record

Prepared by	Emily Lucas, Operations Manager	Date	August 2026
Reviewed by	Sarah Paveley, Club Director / Head Coach	Date	
Reviewed by	Hannah Jones, Welfare Officer	Date	
Next review due	August 2027, or sooner if required	Date	