

Late Collection of Child Policy

This policy is applicable to the City of Leicester Swimming Club training sessions, events and competitions held at the home pools (Braunstone Leisure Centre and De Montfort University Leisure Centre) and at away venues.

The City of Leicester Swimming Club understands that occasionally there are times when the late collection of children is unavoidable, parents / guardians may be delayed or unable to collect their child from training or after an event on time. Parents / guardians should inform the appropriate City of Leicester Swimming Club officer or staff member if they are going to be delayed and come to an agreement on the best appropriate action eg: how long they are going to be or provide details of alternative arrangements for their child to be transported home.

If a parent / guardian arrives to collect a child and the City of Leicester Swimming Club officers or staff members are concerned at their ability to take appropriate care of the child (ie: the parent / guardian is considered to be under the influence of alcohol or drugs) they will seek advice from the police or Children's Social Care.

In the event that a child has not been collected at the expected time and no contact has been made by the parent / guardian the City of Leicester Swimming Club will:

- Use the emergency numbers it holds for the child to try to arrange for a nominated person to collect them.
- Ask the child if they have contact numbers for any other family members who may be able to help, in the event that there is no answer from the emergency numbers.
- Seek advice from the police or Children's Social Care or Multi Agency Safeguarding Hub (MASH) if there is no reply or response from the above contacts and after 20 minutes.
- If, in an emergency situation and it is necessary to transport the child to a place of safety, provide two DBS checked adults from the club to do this. The child will always be seated in the back of the car.
- Never leave the child alone unless the child is over 16 and the parent / guardian has previously agreed with the club that their child can make their own way to and from training or an event.
- Always ensure that two DBS checked adults remain with the child until they are collected.

The City of Leicester Swimming Club will not:

- Take the child home or to another location
- Ask the child to wait in a vehicle
- Send the child home with another person without the express permission of the parent / guardian

Parents / guardians who repeatedly fail to collect a child on time or who have not arrived after a reasonable period of time and have given no prior notice or informed the City of Leicester Swimming Club that they are going to be delayed, may be failing in their duty of care to their child.

The City of Leicester Swimming Club Welfare Officer and one other club officer or staff member will arrange to meet with the parent / guardian to discuss the matter. It may be that the parent / guardian can be assisted in arriving promptly eg: making arrangement with another parent / guardian.

If over the course of a few weeks there is no change, the City of Leicester Swimming Club Welfare Officer will contact either the Swim England Child Safeguarding Team, Children's Social Care or MASH Team for further advice.