

# Greenwich Royals Swimming Club: Drop off and late collection of children



*Incorporating SwimEngland's relevant policy,  
as set out in Wavepower 2020-2023*

## 1 Objective

- 1.1 Greenwich Royals Swimming Club (GRSC) is committed to a club environment in which all children participating in its activities have a safe and positive experience and are not at risk as a result of them taking part in club activities. A child is defined as any person under the age of 18.

## 2 Policy

- 2.1 The safety and wellbeing of each swimmer is of primary concern for all at the club. This policy aims to outline the responsibilities of all members;
- parents/ guardians remain responsible for the safety and welfare of their own children when not poolside;
  - coaches/ teachers and poolside staff are responsible for a swimmer's safety and welfare when they are poolside.

### Drop off

- 2.2 Parents/ guardians (or a parent nominated as a responsible adult) of all members 14yrs or under should accompany their child(ren) to the pool facility, ensuring they arrive safely and go straight into the changing rooms.
- 2.3 Parents/ guardians who are not staying to watch the session should ensure their swimmer is on poolside and that a coach/ teacher is present before leaving the complex. We ask that parents with swimmers who are 14yrs or under do not drop their child(ren) off in centre car parks or outside the entrances.

### During sessions

- 2.4 Where possible, we encourage parents/ guardians of younger swimmers to stay and watch their child(ren) during sessions. This allows parents/ guardians to support their swimmer as they develop their skills but it also means they are available if their swimmer becomes ill or distressed during a session.
- 2.5 If a child has to get out of a session early due to illness, they will be asked to remain on poolside until their parent arrives.

- 2.6 Parents/guardians who do not stay during a training session must be contactable by phone.

### Collection

- 2.7 Parents/ guardians of all swimmers aged 14yrs or under should collect their child from inside the pool facility and are expected to arrive before the session is due to finish. If a session finishes early the coach/ teacher will supervise swimmers until the published session finish time.
- 2.8 Parents/ guardians of GRSC members and swimmers should be aware that:
- (a) The emergency numbers provided on the GRSC Membership form will be used to contact the parent of a swimmer, should there be no responsible adult on hand to collect a child after any club activity, including training sessions, galas or open meets.
  - (b) If parents are delayed they will be asked to give an appropriate club representative clear guidance on what GRSC will be required to do e.g. the parent must give consent if they wish another parent to transport their child home.
  - (c) GRSC representatives (such as coaches, teachers or committee members) will not leave a child alone unless they are over 16 years old - and then only with parent's permission. It is recognised that some young people aged 16 and over will take themselves home so the club representative will assess situations as they arise and respond in an appropriate manner.
  - (d) Until a child is collected, to maintain the wellbeing of all concerned, two appropriate adults (committee members, coaches/ teachers or parents) will remain with the swimmer.
  - (e) Parents who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the club they are delayed, may be failing in their duty of care to their child. In certain circumstances the club will consult the police or Local Authority Safeguarding Team duty officer for advice on action to take.
  - (f) If no one nominated is available to collect the swimmer, and the parent has still not contacted GRSC representatives after a reasonable period of time, the club representatives involved will consult the police or Local Authority Safeguarding Team duty officer for advice on action to take.
  - (g) If a parent arrives to collect a child and the club representatives are concerned at the parent's ability to take appropriate care of the child (e.g. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club will gain advice from the police or Local Authority Safeguarding Team duty officer.

### 3 Procedures

#### 3.1 The Club will:

- (a) attempt to contact the Parent/ guardian from the membership form which was completed on joining the club.
- (b) attempt to contact the emergency contact person nominated.
- (c) wait with the child at the facility with at least one other club member, coach/ teacher, or parent.
- (d) if no one is contactable, contact the local police or Local Authority Safeguarding Team duty officer for advice on best course of action.
- (e) remind parents/ guardians of the policy relating to late collection.

#### 3.2 The Club's coaches, teachers and Committee Members will avoid:

- (a) taking the child home or to another location.
- (b) asking the child to wait with them alone either in a vehicle or in the club's facilities.
- (c) sending the child home with another person without permission.

### 4 Persistent failure to collect a child on time

4.1 If a parent fails to collect their child on several occasions, with no contact from them or reasonable explanation for the delay, the club's Welfare Officer and an Executive Officer (the Chair, Secretary or Treasurer) will arrange to meet with them and discuss the matter.

4.2 If, over a period of a few weeks, there is no change, the Welfare Officer will consult either the Swim England Child Safeguarding Team, Children Service's or MASH team for further advice and if it is the best interests of the child's welfare, membership might be suspended.

**The Committee of GRSC will review this policy at regular intervals to ensure it is remains effective.**