



LATE COLLECTION OF CHILDREN POLICY

based on Swim England Guidance (Wavepower 2020-2023)

Occasionally, parents may be delayed or unable to collect their child from training or after an event on time. The list of emergency numbers for the parents is to be used in such situations.

Parents should be asked to inform the appropriate Club officer if they are going to be delayed, with clear guidance on what the Club will be required to do, e.g. the parent must give consent if they wish for another parent to transport their child home.

The Club officers must never leave a child or young person alone unless they are over 16, and then only with parental consent. It is recognised that some young people aged 16 and over will take themselves home, so the Club officer must assess each situation as they arise in an appropriate manner.

Until a child is collected, to maintain the wellbeing of all concerned, two appropriate Club officers or parents must remain with the member.

Parents who persistently 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 Club that they are delayed, may be failing in their duty of care to their child. The Club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect them. If the nominated person(s) is unavailable to collect the child, and the parent has still not contacted the Club after a reasonable period of time, the Club should consult the police or Children's Services/MASH for advice on action to take.

If a parent arrives to collect a child and the Club officers are concerned at their ability to take appropriate care of the child (i.e. 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 should gain advice from the police or Children's Services.

The Club should:

1. Attempt to contact the parent/carer from the information completed on joining/ renewing membership.
2. Attempt to contact the emergency contact or nominated person.
3. If there is no reply from the parent, emergency contact or nominated person, ask the child if there is another family member who may be contacted.
4. Wait with the young person at the Club with at least one other responsible adult, e.g. an official, coach, teacher, volunteer or parent.
5. If unable to reach someone, contact the local police to enquire about the best course of action.
6. Remind parents/carers of the policy relating to late collection.

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Legal solutions that fit

The Club's coaches and Officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle.
- Waiting with the child at the Club on their own.
- Sending the child home with another person without permission.

Persistent failure to collect a young person on time:

If a parent/carer fails to collect their child or young person on several occasions, with no contact from them or reasonable explanation for the delay, the Club's Welfare Officer and another Club officer should arrange to meet with them and discuss the matter. It may be that the parent/carer can be assisted in arriving promptly.

If over the next few weeks there is no change, the Club's Welfare Officer should either contact the Swim England Child Safeguarding Team, Children Service's or MASH team for further advice.

Approved – September 2023