



**Portsmouth Northsea Swimming Club  
Drop Off and Collection of Swimmers Policy  
Sept 2021**

The safety and well-being of each swimmer is the Club's priority. This policy aims to outline the responsibilities of parents and coaches before, during and after training sessions.

- Parents remain responsible for the safety and welfare of their own children when not poolside or land/training.
- The coaching and poolside staff are responsible for swimmers' safety and welfare when they are poolside or in club organised land training sessions.

### **Drop-off**

**Until the swimmer is poolside the responsibility for swimmers' safety and welfare lies with parents.**

PNSC recommends that parents (or a parent nominated responsible adult) of all swimmers under the age of 13 should accompany their children into the pool/land training facility to ensure they arrive safely and go straight into the changing rooms or to the land training venue. We ask that parents with swimmers under the age of 13 do not drop their child/children off at the roadside or leave them in the car park.

Parents of swimmers under 13 that are not staying to watch the session should ensure their swimmer is on poolside or accompanied to the appropriate land training venue and to ensure that a coach is present before leaving the complex.

The only exception for this is at HMS Temeraire where parents/guardians are not allowed on site. In this instance the parent/guardian should ensure that the swimmer has gone through the security gate and has been seen by the security guard. HMS Temeraire is a secure Naval facility and only those with access passes are allowed on site.

### **During Sessions**

The coaches are responsible for swimmers when they are on poolside or in the land training venue where they will ensure their safety and welfare.

All Parents are welcome to stay and watch their child/children and we would encourage parents of younger children to do so. Not only is this in the interest of the welfare of the children in the event that they become ill or distressed, but it also allows parents to support their swimmers as they develop their skills.

**Parents are not allowed poolside** and must stay in the designated spectator area (note the designated spectator area is poolside for St Edmunds). There is no access for parents to the HMS Temeraire site. Should you wish to speak to your Coach the best option is to email and make an appointment in advance. Otherwise, you must wait until they come off poolside at the end of the session and ask to speak to them.

## Collection

When the swimmer leaves poolside (or land training), responsibility for child's/children's safety and welfare lies with parents.

We ask that parents of all swimmers under the age of 13 collect their child/children from *inside* the pool facility. The exception to this is at HMS Temeraire where we recommend parents wait at the security gate for the children to come out of the secure naval facility. Coaches will wait at this facility until all children are collected.

Parents are expected to arrive at the time the session finishes rather than when they think their swimmer will be ready so that they can assume responsibility for their child on leaving poolside. It is parents' responsibility to ensure that they arrive promptly to ensure their children are not left unsupervised.

Parents that are not staying during training sessions/swimming lessons should make sure they are contactable by phone (at one of the contact numbers provided to the club).

## Early Collection

If a child has to get out of the session early due to illness or injury, they will be asked to remain on poolside until their parent arrives. They will only be allowed off poolside early if it is confirmed their parent is on-site.

If a session finishes early the coaches will supervise the children until the published session finish time.

If a child would like to leave a session early (say for an appointment) the parents are responsible for emailing the coach at least 2 hours prior to the session to confirm this is authorised by yourself. Alternatively you must provide a written note for them to give to the coach at the beginning of the session. The swimmers will not be allowed to leave early unless we have this confirmation from a parent/guardian as the coach remains responsible for the child during the entire duration of the session.

## Late Collection

On occasion we understand that parents may be delayed and unable to collect their child from training or after an event. It is the parent/carer's responsibility to ensure the club has up to date contact numbers for you in case of an emergency or for use in situations such as these. The club asks for updated contact details annually as part of the ASA membership renewal. Any subsequent changes to your contact details must be supplied to the club as soon as possible.

**After the swimmer leaves poolside or land training, the parents are responsible for the welfare of the child.** Please note that Coaches sometimes have two sessions back to back and may not see that a child has not been collected from the facility.

Where a parent is unavoidably delayed and knows they will not be able to arrive on time to collect their swimmer, they should arrange for an alternative nominated responsible adult to do so or to remain with the swimmer until they can be collected. If you are unable to do this, you must attempt to contact your coach or a club officer and provide clear guidance on what the club is required to do i.e. the parent must give consent if they wish another parent to transport their child home.

Swimmers under the age of 14, if not collected, should not leave the building unsupervised and must stay *inside* the facility until you arrive and notify a coach, club official or facility staff member that they have not been collected. **Parents must ensure their children are aware of this policy.**

Where no notice has been given of late collection and the coach / club officials are made aware that a swimmer remains uncollected, the coach or a club official will attempt to contact you and will wait with the child.