

# Maxwell Swim Club Ltd.

## Drop Off & Collection Policy

The safety and well-being of each swimmer is the Club's priority. Both coaches and parents have a role to play in ensuring the welfare of swimmers and we need a working partnership to keep your children safe. With this in mind, the respective responsibilities of parents and coaches are set out below and guidance provided to help keep our swimmers safe.

This policy applies to both teaching and competitive sections of the Club.

### Drop-off

Parents of all swimmers 13 and under should accompany their children into the pool facility to ensure they arrive safely and go straight into the changing rooms. This is particularly important at early morning training sessions. Where parents of swimmers aged 12 and 13 choose not to stay to watch the session (see below), they should ensure their swimmer is on poolside where a coach is present before leaving the complex.

*We understand that on occasion parents may choose to delegate the responsibility for accompanying under 14s to older siblings.*

Parents of swimmers 14 and over must ensure that the pool facility is open, and the session is taking place prior to leaving.

### During Sessions

Swimmers aged 11 and under are expected to have a parent or other nominated responsible adult present at the pool facility for the duration of their session. Not only is this in the interest of the welfare of the children in the event that they become ill or distressed, but also allows parents to support their swimmers as they learn to swim or develop their skills. It is recommended that parents of swimmers aged 12 to 13 also remain present during the session to support their children.

### Collection

The coaches are responsible for swimmers when they are on poolside, where they will ensure their safety and welfare. Beyond the poolside, responsibility for swimmers' safety and welfare lies with parents.

Parents of all swimmers 13 and under should collect their child from inside the pool facility. 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. *We understand that on occasion parents may choose to delegate the responsibility for accompanying under 14s to older siblings.*

*For those swimmers choosing to go straight to school after a morning training session, we ask parents to notify the coach of these arrangements.*

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

If parents are not staying during training sessions, they should make sure they are contactable by phone.

## Policy for The Late Collection of Swimmers

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.

Failing this, parents should contact the Club (contact details below) in advance of the end of the session so that the coach can be alerted and ensure their swimmer is supervised until they or an alternative nominated adult arrive.

Where no notice has been given of late collection and the coaches are aware that a swimmer remains uncollected, they will use the emergency contact details provided. If the emergency contact cannot be reached the appropriate authorities (i.e., the police) will be rung for further advice. If a coach is unavailable, the swimmer should present themselves to the pool facility's duty manager for assistance.

Swimmers over the age of 14, although not required to be accompanied to and from poolside, are expected to remain inside the centre until parents arrive for collection. Please refrain from waiting in the carpark. If not collected, they must notify either their coach or the pool facility's duty manager. Parents are asked to make their children aware of this policy.

In line with the Swim England's guidance, Wavepower section 2, p 64, persistent failure to collect a child on time will be referred to the Club's Welfare Officer.

## Contact Details

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**Sophie Elgar – Assistant Head Coach**

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**Andrea Pena – Welfare Officer**

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