



Reading Swimming
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Late Collection of Children Policy

(as seen in Wavepower 2020/23, Section 2.4, page 101-102)

UPDATED 26th September 2022

This policy is based on the Swim England's guidance on late collection of children, detailed in the Wavepower 2020/23 document.

On occasion, parents may be delayed and unable to collect their child from training or after an event. In such situations, the contact information for the parents is to be utilised.

Parents will be asked to inform the relevant Coach/Teacher or Squad Administrator, if they are delayed, with clear guidance on what the Club will be required to do. For example, the Parent must give consent if they wish another Parent to transport their child home.

Reading Swimming Club must never leave a Child alone unless they are over 16, and only then with Parental permission. It is recognised some Young People aged 16 and over, will take themselves home, so the Club will assess situations as they arise in an appropriate manner.

Until a Child is collected, to maintain the wellbeing of all concerned, two appropriate adults (Committee Members, Coaches/Teachers or Parents) must remain with the Swimmer.

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 care of their Child.

The Club will use the emergency numbers they have for the Child to try to arrange for a nominated person to collect the swimmer. If no one nominated is available to collect the Swimmer, and the Parent has still not contacted the Club after a reasonable period of time, the Club should consult the Police or Local Authority Safeguarding Team Duty Officer for advice on action to take.

If a Parent arrives to collect a Child and the Club 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 will gain advice from the Police or Local Authority Safeguarding Team Duty Officer.

Procedures

In such cases, the Club will:

1. Attempt to contact the Parent/Carer from the membership form which was completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated.



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3. Wait with the Child or Young Person(s) at the facility with at least one other Club Committee member, Coach, Teacher or parent.
4. If no one is reachable, contact the local police to enquire about the best course of action.
5. Remind Parents/Carers of the policy relating to late collection.

The Club Coaches/Teachers and Committee Members should avoid:

- Taking the Child home or to another location.
- Asking the Child to wait with them alone either in a vehicle or in the Club facilities.
- Sending the Child home with another person without permission.
- **Persistent failure to collect a child / young person on time**
- If a Parent/Carer fails to collect their Child on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another Club Committee member should arrange to meet with them and discuss the matter.
- It may be the Parent/Carer can be assisted in arriving promptly.
- If there is no change, the Welfare Officer should either contact the Swim England Child Safeguarding Team, Children's Social Care or MASH Team for further advice.