



Newbury District Swimming Club

Late Collection of Children Policy

(as seen in Wavepower 2016-19, Section 2.4, page 81)

POLICY MANAGEMENT:

This policy was adopted by the Committee on 12th November 2018

Purpose

Occasionally, parents may be delayed or unable to collect their child from training or after an event on time. This policy sets out the procedures that should be followed in such an event.

General expectations

You should ensure the emergency contact details held by the club are kept up-to-date as these will be used in such situations.

If you do not stay at a centre to watch your child swim we ask that you ensure your child knows how to contact you in the event of an unexpected problem. This may be achieved by either having a mobile phone with at least 2 numbers for emergency contacts or these numbers written down in their swim bag.

If a parent knows they are going to be late

- If you are unable to collect on time you should contact your squad representative (who has emailed their details directly to you), the coach in charge of that session or failing that phone the centre direct who can speak to the coach for you.

Centre numbers are as follows:

Venue	Number
Aldershot Garrison Sports Centre	01252 347724
Northcroft Leisure Centre	01635 31199
Kennet Leisure Centre	01635 871112
Hungerford Leisure Centre	01488 683303
Brockhurst and Marlston House School	Please use Janet Hopkin's mobile number as there is no land line at the pool.
Willink Leisure Centre	0118 983 4845

- Parents must give clear guidance on what the organisation will be required to do, e.g. the parent must give consent if they wish for another parent to transport their child home.



- In this situation the club will never leave a child or young person alone unless they are over 16, and then only with parental consent.
- Until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers or parents must remain with the member.
- It is recognised that some young people aged 16 and over will take themselves home, so the officer must assess each situation as they arise in an appropriate manner.

Procedure where no communication is received from the parent

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.

In this situation the club will:

- Attempt to contact the parent/carer from the information sheet completed on joining/renewing membership.
- Attempt to contact the emergency contact or nominated person.
- 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.
- Wait with the young person at the organisation with at least one other responsible adult, e.g. an official, coach, teacher, volunteer or parent.
- If the nominated person(s) is unavailable to collect the child, and the parent has still not contacted the organisation after a reasonable period of time, the club will consult the Police or Children's Services/MASH for advice on action to take.
- Remind parents/carers of the policy relating to late collection.

The club will avoid:

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

Club concern over parent's ability to take appropriate care

If a parent arrives to collect a child and the 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 will gain advice from the Police or Children's Services.



Persistent failure to collect a child on time

Parents/carers who persistently fail to collect a child on time may be failing in their duty of care to their child.

If a parent/carer fails to collect their child or young person on several occasions, with no attempt to contact the club or reasonable explanation for the delay, the club welfare officer will be informed.

The welfare officer along with another officer from the Club will arrange to meet with the parent/carer and discuss the matter to see if the parent/carer can be assisted in arriving promptly.

If in the weeks following the meeting there is no change, the welfare officer will either contact the ASA Child Safeguarding Team, Children Services or MASH and follow any advice given.