

Collection of Children Policy

The safety and well-being of every swimmer is the club's priority. If parents/guardians are not staying during training and in order to help keep children safe whilst waiting to be collected, we ask that the following guidelines are followed:

- Parents/guardians to make sure that they are contactable by phone at all times.
- If the parents/guardians realise they are going to be late and cannot get hold of a coach, the parents/guardians should ring the leisure centre, who will pass on the message to the coaches.
- Parents/guardians to insist that their child/ren wait inside the leisure centre foyer when being collected. If the parent/guardians have not turned up at the expected time, then the child/ren should return to poolside to inform the coaches.

The Club understands that occasionally there are times when the late collection of children is unavoidable, parent/guardians may be delayed or unable to collect their child/ren from training or after an event on time. Parents/guardians should inform the club if they are going to be delayed and come to an agreement on the best appropriate action e.g. how long they are going to be or provide details of alternative arrangements for their child to be transported home.

Emergency Procedures

In the event that a child has not been collected at the expected time and no contact has been made by the parents/guardians.

The Club will:

- 1 Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.
- 2 If there is no answer from those contacts, the club will ask the child if they have contact numbers for any other family members who may be able to help.
- 3 If there is no reply or response from the above and after 20 minutes the club are unable to contact anyone else, the club will seek advice from police or Children's Social care or Multi Agency Safeguarding Hub (MASH)
- 4 If following either points 2 or 3 the child has to be transported to a place of safety by an adult club officer or coach in an emergency situation; in all cases the child will be seated in the back seat.
- 5 The club will never leave a child alone, unless they are over 16 and the parents/guardians have agreed with the club previously that their child can make their own way to and from training.
- 6 Until a child is collected, to maintain the wellbeing of all concerned, two club officers/coach or parents/guardians will remain with the child.

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 leisure centre by themselves.
- Sending the child home with another person without permission.

Repeated incidents

Parents/guardians who repeatedly 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 that they are going to be delayed, may be failing in their duty of care to their child. The Welfare Officer and another club officer will arrange to meet with the parents/guardians to discuss the matter.

If there is no change, the Welfare Officer will contact either the Swim England Child Safeguarding Team or Children's Social care for further advice.