



DERBY EXCEL SWIMMING CLUB

Late Collection of Swimmers Policy

Parents/carers of swimmers under the age of 11 should accompany their swimmers to sessions and remain in the building or the vicinity of it.

Club members aged 16 and under should be collected from the Pool by a parent/carer or nominated adult. During the hours of darkness, this should be from the reception area. If you have made an alternative arrangement, please contact the club to advise.

Derby Excel – along with Swim England - understand that occasionally there are times when the late collection of children is unavoidable, parents/guardians may be delayed or unable to collect their child from training or after an event on time.

Parents/carers should inform the appropriate Coach and Squad Representative if they are going to be delayed and come to an agreement with the club on the best appropriate action eg how long they are going to be or provide details of alternative arrangements for their child to be transported home.

The following advice has been provided by Swim England and will be followed in the event of late collection of a swimmer:

If a parent/guardian arrives to collect a child and the officers are concerned at their ability to take appropriate care of the child (eg they are considered to be under the influence of alcohol or drugs) the organisation should gain advice from the police or Children's Social Care.

Emergency Procedures

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

The Club should:

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, ask the child if they have contact numbers for any other family members who may be able to help.
3. Swimmers should either wait poolside if a Derby Excel swim session is still being held) or in the reception area of Moorways. Everyone Active staff have agreed that swimmers can safely wait in view of their reception staff. The swimmer should inform the coach or reception staff that they are waiting to be collected.





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4. If the swimmer has not been collected within 30 minutes, and you are unable to contact anyone else the organisation can seek advice from police or Children's Social Care or Multi Agency Safeguarding Hub (MASH).
5. If the child has to be transported to a place of safety by an adult club officer or coach in an emergency situation it is recommended that two Disclosure and Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.

The Club should avoid:

- ◆ Taking the child home or to another location.
- ◆ Asking the child to wait in a vehicle.
- ◆ Sending the child home with another person without permission.

Repeated Incidents

Parents/carers who repeatedly 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 organisation that they are going to be delayed, may be failing in their duty of care to their child. The Welfare Officer and the Chair of the club should arrange to meet with the parent/guardian and discuss the matter. It may be that the parent/guardian can be assisted in arriving promptly. For example, help making arrangements with another parent/guardian for collection.

If over the following week 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.

The Trustees of Derby Excel will review this document at regular intervals to ensure that it is effective and is achieving its stated objectives.

Updated June 2025

