



Drop off and late collection of children

Incorporating Swim England's relevant policy, as set out in [Wavepower 2024](#).

Objective

South Croydon Swimming Club (SCSC) is committed to a club environment in which all children participating in its activities have a safe and positive experience and are not at risk as a result of them taking part in club activities. A child is defined as any person under the age of 18. **Policy**

The safety and wellbeing of each swimmer is of primary concern for all at the club. This policy aims to outline the responsibilities of all members;

- parents/ guardians remain responsible for the safety and welfare of their own children when not poolside.
- coaches/ teachers and poolside staff are responsible for a swimmer's safety and welfare when they are poolside.

Drop off

Parents of all swimmers of Primary School Age should accompany their children into the pool facility to ensure they arrive safely and go straight into the changing rooms. Swimmers of Primary School Age are expected to have a parent /other nominated responsible adult present in the vicinity of the pool facility for the duration of their session. Not only is this in the interest of the welfare of the children, but in the event they become ill or distressed it allows parents to support their children.

Where parents of swimmers in Secondary School chose not to stay and watch the session, they should ensure their swimmers is on poolside where a coach is present before leaving the facility. However, it is recommended that parents of swimmers in Years 7 and 8 also remain present during the session to support their children.

During Sessions

If a child has to get out of a session early due to illness, they will be asked to remain on poolside until their parent arrives. However a child will not be permitted to leave part way through a session without a responsible adult being there to collect them or without the coach having been informed prior to the session that they were leaving early.



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Parents/guardians who do not stay during a training session must be contactable by phone.

Collection

Parents/ guardians of all swimmers aged 12 to 13 years should collect their child from inside the pool facility and are expected to arrive before the session is due to finish. If a session finishes early the coach/ teacher will supervise swimmers until the published session finish time.

Parents/ guardians of SCSC members and swimmers should be aware that:

- The emergency numbers provided on the SCSC Membership form will be used to contact the parent of a swimmer, should there be no responsible adult on hand to collect a child after any club activity, including training sessions, galas or open meets.
- Occasionally there may be times when late collection is unavoidable or parents /guardians are delayed, they will be asked to give an appropriate club representative clear guidance on what SCSC will be required to do e.g. the parent must give consent if they wish another parent to transport their child home.
- SCSC representatives (such as coaches, teachers or committee members) will not leave a child alone unless they are over 16 years old - and then only with parent's permission. It is recognised that some young people aged 16 and over will take themselves home so the club representative will assess situations as they arise and respond 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) will 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 duty of care to their child. In certain circumstances the club will consult the police or Local Authority Safeguarding Team duty officer for advice on action to take.
- If no one nominated is available to collect the swimmer, and the parent has still not contacted SCSC representatives after a reasonable period of time, the club representatives involved will 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 representatives are concerned at the parent's ability to take appropriate care of the child (e.g. 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.



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Emergency Procedures

The Club will:

- Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.
- If there is no answer from those contacts ask the child if they have contact numbers for any other family members / associates who may be able to help.
- If there is no reply or response from the above and after 20 minutes you are unable to contact anyone else SCSC can seek advice from the Police or Children's Social Care or Multi Agency Safeguarding Hub (MASH).
- If the child has to be transported to a place of safety by an adult in an emergency situation it is recommended that two DBS checked adults from the club transport the child, in all cases the child should be seated in the back seat.
- Do not leave a child alone unless they are over 16 and parents/ guardians have agreed with the club previously that their child can make their own way to and from training.
- Until a child is collected to maintain the wellbeing of all concerned two appropriate adults (ideally who hold a DBS check) or parents/guardians who remain with a child.

The Club's coaches, teachers and Committee Members must avoid:

- Asking the child to wait in a vehicle.
- Waiting with a child at the pool facility on your own.
- Sending the child home with another person without permission. **Persistent failure to collect a child on time**

If a parent fails to collect their child on several occasions, with no contact from them or reasonable explanation for the delay, the club's Welfare Officer and an Executive Officer (the Chair, Secretary or Treasurer) will arrange to meet with them and discuss the matter.

If, over a period of a few weeks, there is no change, the Welfare Officer will consult either the Swim England Child Safeguarding Team, Children Services or MASH team for further advice and if it is the best interests of the child's welfare, membership might be suspended.



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Date of revision and record of amendments:

Date of amendments	Section Heading	Page Number	Paragraph Number / Notes



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