



Late Collection of Children Policy

Date of issue: 25th November 2011 (this version supersedes all previous versions)

Hatfield Swimming Club (HSC) is committed to safeguarding and protecting all children in swimming. Hatfield Swimming Club has adopted the ASA 'Wavepower 2009/11 Policies and Procedures' including the 'Late Collection of Children Policy'.

Wavepower documentation can be found on the ASA website. There are links to this information on the 'Welfare Policy' page of the Hatfield Swimming Club website.

Late collection of children Policy

Hatfield Swimming Club recognises that on occasions, parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents will be used in such situations. Parents should inform the appropriate club officer if they are delayed and if they wish another parent to transport their child home, parental consent must be given first.

The club officers will never leave a child or young person alone unless they are over 16 and then only with parent's permission. It is recognised some young people aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner.

Until a child is collected, to maintain the wellbeing of all concerned, two appropriate club officers or parents will remain with the swimmer.

If a parent arrives to collect a child and the club 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 should gain advice from the Police or the Local Authority's Safeguarding Team duty officer.

What we will do

- We will attempt to contact the parent/carer – from the personal details sheet which was completed on joining or renewing membership.

- We will attempt to contact the emergency contact person nominated to arrange for the nominated person to collect the swimmer.
- If there is no reply from the emergency contact, we will ask the child if there is another family member who may be contacted to arrange for them to collect the swimmer.
- We will wait with the young person(s) at the club with at least one other official / coach / teacher / volunteer or parent.
- If no one is reachable, and the parent has still not contacted the club officers after a reasonable period of time we will contact the local Police or Local Authority Safeguarding Team duty officer to enquire about the best course of action.
- We will remind parents/carers about the policy relating to late collection.

What we will not do

Club coaches, teachers and officers will avoid:

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

Persistent failure to collect a child or young person on time

If a parent/carer fails to collect their child or young person on several occasions, and offers no reasonable explanation for the delays, the club Welfare Officer(s) and another club officer will arrange a meeting with them to discuss the matter.
