



## **Hatfield Swimming Club Welfare Policies in line with Wavpower 2016-19 issued 1 April 2018. This policy supersedes any previous versions.**

### **Late Collection of Children Policy**

Hatfield Swimming Club recognises that occasionally, parents may be delayed or unable to collect their child from training or after an event on time.

The list of emergency numbers for the parents is to be used in such situations.

Parents should inform their child's coach if they are going to be delayed, with clear guidance on what the club will be required to do, e.g. the parent must give consent if they wish for another parent to transport their child home.

The club officers will never leave a child or young person alone unless they are over 16, and then only with parental consent.

The ASA and Hatfield Swimming Club recognises that some young people aged 16 and over will take themselves home, so the club's officer must assess each situation as they arise in an appropriate manner.

#### **Hatfield Swimming 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 Club is unable to reach someone, they will contact the local police to enquire about the best course of action.
- Remind parents/carers of the policy relating to late collection.

#### **What we will not do:**

##### **Coaches teachers and officers 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 their own.
- Sending the child home with another person without permission.

#### **Persistent failure to collect a young person on time.**

If a parent/carer fails to collect their child or young person on several occasions, with no contact from them or reasonable explanation for the delay, the welfare officer and another officer will arrange to meet with them and discuss the matter.

It may be that the parent/carer can be assisted in arriving promptly.

If over the next few weeks there is no change, the welfare officer will either contact the ASA Child Safeguarding Team, Children Service's or MASH team for further advice.