

Wear Valley Amateur Swimming Club

ASA Policy on Guidance on Late Collection of Children

On occasion we understand that parents/carers may be delayed and unable to collect their child/young person from training or after an event. The list of emergency numbers for the parents/carers is to be used in such situations. Please ensure that your child/young person's details are up to date. Parents/carers are required to inform Woodhouse Close Pool on 03000 261322 and to ask the Reception to pass on a message to the relevant coach if they are delayed. Clear guidance should also be given on what the club will be required to do, i.e. the parent must give consent if they wish another parent to transport their child home.

The club must never leave a child or young person alone unless they are over 16 and then only with parent's permission. It is WVASC Policy that children should have a parent/carer present throughout a training session/event until the age of 10. Until a child is collected two appropriate club officers or parents must remain with the swimmer, to maintain the wellbeing of all concerned.

Please remember that WVASC is a club run by volunteers and they also have families and homes to get back to.

Parents, who persistently fail to collect a child/young person 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 care of their child/young person.

If a parent arrives to collect a child/young person and the club officers are concerned about the ability of the 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) WVASC will seek advice from the Police or Local Authority Safeguarding Team Duty Officer.

In the event of a child not being collected WVASC will:

1. Attempt to contact the parent/carer from the information sheet completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other official/coach/volunteer or parent.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents/carers of the policy relating to late collection.

WVASC Coaches and Officers should avoid:

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

Procedure concerning persistent failure to collect a child/children/young person on time:

- If apparent/carer fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another Club Officer should arrange to meet them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly.
- If there is no change, the Club Welfare Officer should either contact the ASA Safeguarding Team or Durham County Council Social Unit for further advice.

(updated and reviewed April 2014 and adapted from Wavepower ASA doc. Sept. 2012, p.71)