



Late Collection of Children Policy

Introduction

At Great Yarmouth Swimming Club, we are committed to ensuring the safety and welfare of all children in our care. We understand that there may be occasions when the late collection of children is unavoidable due to unforeseen circumstances. However, we ask parents/guardians to adhere to collection times to ensure the smooth and safe operation of our activities.

Parent/Guardian Responsibility

- Parents/guardians must ensure their child is collected promptly at the end of training sessions, events, or competitions.
- If a parent/guardian anticipates a delay, they must notify the designated club officer as soon as possible and agree on appropriate arrangements.
- Parents/guardians must provide up-to-date emergency contact details and arrange for an alternative, nominated adult to collect their child in the event of a delay.

Club Responsibility in the Event of Late Collection

If a child is not collected at the expected time and no contact has been made by the parent/guardian, the club will:

1. Attempt to contact the parent/guardian using the emergency contact details provided.
2. If unsuccessful, ask the child if they have additional contact numbers for family members who may be able to assist.
3. If after 20 minutes no contact has been established with a responsible adult, the club may seek advice from the Police, Children's Social Care, or the Multi-Agency Safeguarding Hub (MASH).
4. In an emergency situation where the child needs to be transported to a place of safety, it is recommended that two DBS-checked adults from the club transport the child, ensuring the child is seated in the back seat.

Unacceptable Practices

Club personnel will not:

- Leave a child alone unless they are over 16 and the parent/guardian has given prior agreement for them to travel home independently.
- Allow a child to be taken home by another person without explicit parental consent.
- Wait alone with the child at the venue or keep the child in a vehicle while waiting for collection.

Concerns About a Parent/Guardian's Ability to Care for the Child

If a parent/guardian arrives to collect a child and the club officers are concerned about their ability to provide appropriate care (e.g., if they are under the influence of alcohol or drugs), the club should seek advice from the Police or Children's Social Care before releasing the child.

Repeated Incidents of Late Collection

- If a parent/guardian repeatedly fails to collect their child on time without prior notice, the Welfare Officer and a club representative will arrange to discuss the matter with them.
- If the issue persists and no reasonable solution is found, the club may seek advice from the Swim England Safeguarding and Welfare Team, Children's Social Care, or MASH.

Review and Compliance

This policy will be reviewed regularly to ensure it aligns with Swim England safeguarding guidelines.

Parents/guardians must acknowledge and comply with this policy to ensure the safety and well-being of all children in our care.

For any queries or concerns, please contact the club's Welfare Officer.