

## **Guidance on late collection of children**

Bracknell & Wokingham Swimming Club has a policy with guidance for safeguarding all swimmers including the drop off, collection and late collection of children. Our policy is in accordance with the ASA and Wave Power guidelines.

Everyone from coaches to parents is responsible for the safety and welfare of all swimmers whilst they are in the pool during training sessions, when getting changed and whilst waiting to be collected.

All parents and carers should be aware that swimmers are the responsibility of their parent / carer until they are handed over to the Club and remain the responsibility of the parent/carer until the coach has arrived at a training session. On completion of a training session, swimmers return to their parents' responsibility.

BWSC cannot accept responsibility for the welfare of a swimmer if this protocol is not followed.

We understand that, on occasion parents may be delayed and unable to collect their child from training or after an event, hence we would like everyone to be aware of the protocol that, as a club, we must follow.

Officially, the coaches are only responsible for your children when they are on poolside. However, we are fortunate to have coaches, who care above and beyond their job descriptions. Therefore in order to help keep your children safe, we would like that the following guidelines are followed.

Any swimmer who has to get out of their session early through illness or injury will be asked to remain on poolside until their parent arrives. This way we can ensure their well being rather than them sitting unaccompanied in a changing cubicle etc.

If a swimmer knows they will have to get out early for a particular reason in advance of the session, please could this be cleared with the coach beforehand, preferably by a parent. If this has not been discussed and the parent is not present, the swimmer (particularly if young) will be asked to remain on poolside until the parent arrives, for their own safety.

If parents are not staying during training times, please make sure that you are contactable by phone at all times.

Please insist that your children wait for you inside the building when being collected with the exception of Minley where that is not possible.

For our pool at Minley, the majority of parents / carers drop their swimmers in the car park and collect from the same location. Please note that BWSC takes responsibility for the swimmers from the time that the coach starts walking the group of swimmers from the car park and past gate by the guard hut. Similarly, our responsibility ends when the swimmers exit through the gate by the guard hut and arrive at the car park. We would ask all parents /

carers to remain with their children until the swimmers have gone through the gate by the guard hut and to be ready and waiting for them as soon as they get back to the car park following their session.

As always, the safety and well being of each and every swimmer, is the Club's priority. Please discuss the above with your children, particularly if they are 12 years or younger. We need a working partnership between us to be able to provide the support we would like to give to your children.

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 that they will be delayed, may be failing in the care of their child.

The club will use the emergency numbers they have for the child to arrange for a nominated person to collect the swimmer. If no one nominated is available to collect the swimmer, and the parent has still not contacted the club, the child will be asked if there is another family member who may be contacted. After a reasonable period of time and if the child still has not been collected, the club will consult the local police or local authority Safeguarding Team duty officer for advice and appropriate action to take.

The club's coaches / teachers and officers will avoid;

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

If a parent 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 will arrange to meet with them to discuss the matter.

If there is no change, the Welfare Officer will contact either, The Children's team at local Social Services or seek advice from the ASA ICPO