

NOTTINGHAM PORTLAND SC



Late Collection of Children Policy

Nottingham Portland Swimming Club recognises that, on occasion, parents may be delayed and unable to collect their child from training or after an event. In such situations, the Club will use the list of emergency numbers provided by parents on Membership Application Forms and subsequent updates. Parents must inform the appropriate Club officer if they are delayed with clear guidance 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 officers will not leave a child or young person alone unless they are over 16 and then only with parent's permission. However, 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, if possible, remain with the swimmer.

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 they are delayed, may be failing in their care of their child. The Club will use the emergency numbers they have for the child to try 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 officers after a reasonable period of time, the Club will consult the Police or Local Authority Safeguarding Team Duty Officer for advice on action to take.

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 will gain advice from the Police or Local Authority Safeguarding Team Duty Officer.

The Club's person in charge 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/teacher/volunteer or parent, where possible.
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.

The Club coaches/teachers and officers will aim to avoid:

- Taking the child 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.

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Persistent failure to collect a child/young person on time:

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

If there is no change, the Club Welfare Officer will either contact the ASA Safeguarding Team or the local Children Services Department for further advice.