**BELLSHILL SHARKS ASC**



**DROPPING OFF AND LATE COLLECTION OF CHILDREN POLICY**

**Purpose**

To clarify how Parents/Carers, Swimmers and the Club are to exercise their duty of care to safeguard Young People in respect of drop-off and collection at all Club events (including training sessions and galas).

**Responsibilities**

Parents/carers and swimmers should be aware that:

• Swimmers are the responsibility of the parent/carer until the child arrives at poolside and the Coach has arrived at the event.

• On completion of sessions and upon leaving poolside, swimmers return to their parent/carer’s responsibility. A child must only leave the designated Club area, if a parent/carer is present as Bellshill Sharks ASC cannot accept responsibility for swimmers at the end of training sessions/galas/events.

• In the event of a swimmer finishing their session early, for any reason, they must notify the Coach. The swimmer will then return to their parent/carers responsibility.

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

**Late Collection**

***If parent/carer are not present at collection:***

• Telephone numbers provided on Membership Forms will be used to contact the parent/carer in the first instance by the WPO, Coach or committee member, should there be no responsible adult on hand to collect the swimmer.

***If parent/carer is delayed:***

• If a parent/carer is delayed, the parent/carer will be asked to give the WPO or Head Coach clear guidance on arrangements to collect the child (eg the parent/carer must give consent if they wish another parent to transport their child home or confirm who will collect the child).

**Persistent failure to collect a swimmer on time**

• If this happens on three occasions with no contact from a parent/carer or no reasonable explanation for the delay, the WPO will arrange a meeting with the parent/carer to discuss the situation and will be reminded of this policy.

• If this happens again, a meeting will be arranged with WPO and another Club Official to discuss the matter. If over the next three weeks, there is no improvement, the WPO will contact Scottish Swimming Safeguarding officer for further advice.

**Club Officials will not:**

• Take the swimmer home or to another location;

• Ask the swimmer to wait in a vehicle;

• Allow the swimmer to wait with one adult – ie there must be a minimum of 2 adults;

• Send the swimmer home without permission.

**Contact details**

• If phone numbers or emergency contact details require to be updated, please notify the members secretary to allow all details to be updated

• If a swimmer under 16 is to regularly leave Club without adult supervision, please give written consent to the WPO.