

Launceston Swimming Club – Collection Policy (including Late and Non-Collection)

Launceston Swimming Club

Version Control Sheet

Policy Name: Collection (including late and non-collection) Policy

Policy Prepared by: Helen Cowling

Document date	Filename	Meeting submitted	Summary of changes required	Date of review
20-05-15	Collection Policy (including Late and Non-Collection)	Committee meeting 19-06-15	New policy	Aug 2016
26-08-16	Collection Policy (including Late and Non-Collection)	Reviewed by LSC Officers	None	Aug 2017
01-05-17	Collection Policy (including Late and Non-Collection)	Reviewed by LSC Officers	Tempus amended to GLL – Greenwich Leisure Ltd	May 2018

Launceston Swimming Club – Collection Policy (including Late and Non-Collection)

Collection Policy

This policy is based on the ASA policy on guidance on late collection of children, detailed in the Wavepower 2012/15 document.

It is expected that parents who are leaving site during a swim club session will arrange for collection of their child(ren) at the end of their swim (if they are not of an appropriate age to be making their own way home afterwards).

We would ask all parents to contact the leisure centre reception at the earliest opportunity, if they are delayed for any reason.

The Club does not routinely supervise the changing rooms. Given that the Phoenix Leisure Centre is one which swimmers could 'leave' easily, without necessarily being noted, it is requested that parents of younger swimmers have someone present on site, before the end of a session, to ensure children who are not supposed to leave the centre alone, have no opportunity to do so. Any parent or guardian who has specific concerns about children who could potentially 'stray' from the centre, without supervision, should make the club aware via the Welfare Officers.

On occasion, parents may be delayed and unable to collect their child from training or after an event. In such situations, the contact information for the parents is to be utilised. (This is held by the Greenwich Leisure Ltd/Launceston Leisure Centre Manager).

Parents will be asked to inform the relevant Coach/Teacher or Squad Administrator, (through GLL Reception) if they are delayed, with clear guidance on what the Club will be required to do. For example, the Parent must give consent if they wish another Parent to transport their child home.

All Children/Young People should be informed by their Parents to make themselves known to a Coach or in his/her absence to the Leisure Centre Duty Manager if they are 'left' and not collected for any reason.

It is recognised some Young People aged 16 and over, will take themselves home and this is, of course, their own parent/carer's decision.

Launceston Swimming Club – Collection Policy (including Late and Non-Collection)

When it is known that a parent has not arrived when expected or within a reasonable time at the end of a session, LSC committee members (if present) or the child themselves should alert the Leisure Centre Duty Manager/Reception staff.

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.

A Club Committee member (if present) or the Leisure Centre Duty Manager will use the emergency numbers they have for the Child (held by Leisure Centre Manager in a locked box to which the manager has a key and/or by the Membership Secretary) 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 after a reasonable period of time, the Leisure Centre Manager would 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 a member of the club is 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 (via a Committee Member or the Leisure Centre Manager) will gain advice from the Police or Local Authority Safeguarding Team Duty Officer.

The Club Coaches/Teachers and Committee Members should avoid:

- taking the Child home or to another location.
- asking the Child to wait with them alone either in a vehicle or in the leisure centre.
- sending the Child home with another person without permission.

Persistent failure to collect a child / young person on time

If a Parent/Carer fails to collect their Child on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another Club

Launceston Swimming Club – Collection Policy (including Late and Non-Collection)

Committee member will arrange to meet with them and discuss the matter. It may be the Parent/Carer can be assisted in arriving promptly.

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

Non-Collection will be dealt with in conjunction with GLL and their processes.

If a child/young person is not collected they should be told to make themselves known to a committee member or the reception.

Reception will attempt to contact all known emergency contacts on the young person's record .

The young person will always be kept in the company of at least two other adults.

If after a thirty minute time frame, no-one has collected the young person and no contact can be made, social services and/or the police should be called for their advice.

The matter should be referred to the Club Welfare Officer, just so that any repeated late or non-collections can be monitored.

Written 20/05/15