



Late Collection of Children Policy

Brief and Purpose

On occasion, parents may be delayed and unable to collect their child from training or after an event. This policy document details the necessary action that needs to be taken when such an event occurs.

Scope

This applies to every Parent / Guardian and Carer in the Club who is responsible for collecting children after events and training.

Procedures

In a situation where the individual responsible for collection is running late, the contact information for the parents is to be utilised.

Parents will be asked to inform the Parent on Bank (POB) if they are delayed. If another Parent is to transport their child home there must be clear guidance and written consent (via WhatsApp / text / email)

Trojan Swimming Club POB will never leave a Child alone unless they are over 16, and only then with Parental permission. It is recognised some Young People aged 16 and over, will take themselves home, so the Club will assess situations as they arise in an appropriate manner.

Until a Child is collected, to maintain the wellbeing of all concerned, an appropriate adult (eg Parent on Bank) must 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, will be contacted by the Children's Club Officer (CCO).

The POB will use the 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 after a reasonable period of time, the Club should consult the Police for advice on action to take.

Procedures in such cases:

The POB will:

1. Attempt to contact the Parent/ Guardian / Carer
2. Wait with the Child or Young Person(s) at the facility with ideally at least one other Club Committee member, Coach, or Parent.
3. If no one is reachable, contact the local police to enquire about the best course of action.
4. Remind Parents/ Guardians / Carers of the policy relating to late collection.
5. The POB should not:
 - take the Child home or to another location.
 - ask the Child to wait with them alone either in a vehicle or in the Club facilities.
 - send 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 Children’s Officer and another Club Committee member will arrange to meet with them and discuss the matter. This is a breach of the code of conduct that the parent has signed and may result in termination of membership.

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