



## Drop-off and collection policy

### **Please note – all parents must adhere to this policy**

The safety and wellbeing of all our swimmers is the club's first priority. It is important that we work in partnership to keep your children safe. This document sets out the respective roles of parents/carers, coaches, the ESC committee and team managers in maintaining supervision and care for swimmers at all times. This policy applies to both training sessions and galas/competitions.

### **Drop-off**

Parents / carers of all swimmers under the age of 16 should accompany their children into the pool facility to ensure they arrive safely, and must wait with them until the coach taking the session arrives. Parents remain responsible for children until they are poolside (or signed in to areas restricted to swimmers and club members at competitions) when a team representative takes over.

### **During the session**

During sessions, swimmers aged 12 and under are expected to have a parent or other nominated responsible adult present on site for the duration of the training session. This is to maintain the welfare of the children in the event that they become ill or distressed, and also allows parents/carers to support their swimmers as they learn to swim or develop their skills.

Parents may wish to make informal arrangements between themselves to supervise other children. In these circumstances, please ensure that the swimmer knows who the nominated responsible adult is.

The club is responsible for ensuring that recommended supervision ratios are maintained in line with guidance from Swim England Wavepower and NSPCC Child Protection in Sport Unit.

### **Collection**

The coaches and team managers are responsible for swimmers and will ensure their safety and welfare when they are poolside or are signed in to team only areas. In all other locations, responsibility for swimmers' safety and welfare lies with parents/carers.

All swimmers under the age of 16 should be collected from inside the pool facility by their parent/carers or a nominated responsible adult.

Parents/carers are expected to arrive at the time the session finishes (rather than when they think their swimmer will be ready), so that they can assume responsibility for their child on leaving poolside.

It is the parents/carers' responsibility to ensure that they arrive promptly to ensure their children are not left unsupervised. If a child has to get out of the session early due to illness or injury, they will be asked to remain on poolside until their parent arrives. If a session finishes early, coaches or team managers will supervise the children until the published session finish time or they are collected by a parent/carers. If parents/carers are not staying during training sessions, they should make sure they are contactable by phone.

## **Late collection policy**

When a parent is unavoidably delayed and knows they will not be able to arrive on time to collect their swimmer, they should arrange for an alternative nominated responsible adult to collect them or remain with the swimmer until they can be collected. Failing this, parents/carers should contact the relevant pool facility before the end of the session so that the coach or ESC committee member can be alerted and ensure their swimmer is supervised until they, or an alternative nominated adult arrive.

Where no notice late collection has been given and a child remains uncollected at the end of a session, the coach or ESC committee members will use the child's emergency contact numbers to make arrangement for them to be collected and remain with the child until a parent/carer or nominated responsible adult arrives to collect them. If no parent or emergency contact can be reached within 20 minutes this will be escalated in line with Wavepower safeguarding procedures.

Swimmers under the age of 16, if not collected, should not leave the building unsupervised. Parents/carers should make children aware of this policy.

In line with the Swim England guidance, persistent failure to collect a child on time will be referred to the club's welfare officer.

## **Questions or concerns**

If there are any questions regarding the above guidelines, please contact the welfare officer, Lizzie Rolls, at [Rolls.lizzie@gmail.com](mailto:Rolls.lizzie@gmail.com) or via [enquiries@eckingtonswimmingclub.co.uk](mailto:enquiries@eckingtonswimmingclub.co.uk).