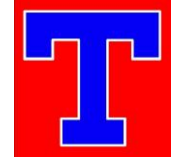




# Tiverton Swimming Club

## Late Collection of Children Policy



Occasionally, there are times when the late collection of children is unavoidable. Parents/carers may be delayed or unable to collect their child from training or after an event on time. Parents/carers should make every effort to inform the appropriate officer at the club (e.g., Coach or Team Manager) if they are going to be delayed and if the delay is repeated come to an agreement with the club on the best appropriate action e.g., how long they are going to be or provide details of alternative arrangements for their child to be transported home.

**If a parent/carer arrives to collect a child and the Coaches or Club Officers are concerned at their ability to take appropriate care of the child (i.e., they are under the influence of alcohol or drugs) then the club should gain advice from the Active Devon Duty Manager, Police or Children's Social Care. See contact numbers below**

### Emergency procedures

If a child has not been collected at the expected time and no contact has been made by the parent/carer.

### Tiverton Swimming club coaches or officers should:

1. Use the emergency contact numbers they have for the child from Swim Manager to try to arrange for a suitable nominated person to collect them.
2. If there is no answer from those two emergency contacts, ask the child if they have contact numbers for any other family member who may be able to help.
3. **If there is no reply or response from the above and after 20 minutes the club officer cannot contact anyone else, then the club can seek advice from police or Children's Social Care or Multi Agency Safeguarding Hub (MASH)**
4. **If following either points 2 or 3 the child must be transported to a place of safety by an adult club officer or coach in an emergency, it is recommended that two Disclosure Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.**
5. Tiverton Swimming Club (TSC) Officers or Coaches must never leave a child alone unless they are over 16, and parents/carers have agreed with the club previously that their child can make their own way to and from training.
6. **Until a child is collected, to maintain the wellbeing of all concerned, two appropriate TSC Officers (ideally who hold a DBS check) or parents/carers must remain with the child.**

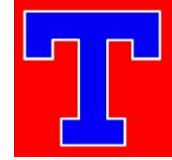
### Tiverton Swimming Club Coaches or Officers should avoid:

- Taking the child to their own home or to another location on their own.
- Asking the child to wait in a vehicle with them on their own.
- Waiting with the child at the Leisure Centre on their own.
- Sending the child home with another person without permission.



# Tiverton Swimming Club

## Late Collection of Children Policy



### Repeated incidents of late collection from club sessions

Parent/carers who repeatedly fail to collect a child on time or who has not arrived after a reasonable period and have given no prior notice or informed the club that they are going to be delayed may be failing in their duty of care to their child. The Welfare Officer and another Club Officer should arrange to meet with the parent/carer and discuss the matter. It may be that the parent/carer can be assisted in arriving promptly. For example, making arrangements with another parent/carer.

If over the next few weeks there is no change the Welfare Officer should either contact the Swim England Child Safeguarding Team, Children Social care, or MASH team for further advice.

### Emergency Contact details

Police call 999.

#### Devon Children's Social Care Contact Details:

- **Emergency (Out of Hours):** 0345 600 0388
- **Front Door (Mon-Thu 9am-5pm, Fri 9am-4pm):** 0345 155 1071
- **Email (Non-urgent):** [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)
- **Online Request for Support Form:** [Devon Safeguarding Children Partnership](#)

Multi-Agency Safeguarding Hub (**MASH**) on 0345 155 1071- Devon service

Devon Social Care has a generic emergency service responding to social care emergencies (both adults and children) which cannot be safely left until the next day. 0345 600 0388