



**OXFORD & WITNEY**  
ARTISTIC SWIMMING CLUB



## **Oxford & Witney Artistic Swimming Club**

### **Dropping off and Late Collection of Children Policy**

Oxford & Witney Artistic Swimming Club (OWASC) is committed to a club environment in which all children participating in its activities are not at risk because of their participation in a training session/competitive event.

#### **Training sessions:**

OWASC parents/carers and swimmers should be aware that:

1. Swimmers are the responsibility of their parents/carers until they are handed over to OWASC and remain the responsibility of the parent/carer until the coach has arrived at a training session. Swimmers should not be left on their own at a venue to wait for the Coach to arrive.
2. On completion of training sessions, swimmers return to their parent's responsibility. OWASC cannot accept responsibility for swimmers at the end of training sessions. In the event of a swimmer completing their training session early, for any reason, they return to their parent's responsibility.
- 3 The club cannot accept responsibility for the welfare of a swimmer if this protocol is not followed.

#### **General (including training):**

The telephone numbers (and those of the emergency contacts) provided on the OWASC Membership Form will be used to contact the parent/carer of a swimmer, should there be no responsible adult on hand to collect the swimmer after an event/training session.

**It is a parent/carers responsibility to update Oxford & Witney Artistic Swimming Club of any changes to emergency contact numbers.**

If a child has not been collected at the expected time and no contact **with the coach** has been made by the parent/guardian. The organisation will follow the procedure outlined in the current Swim England Wavepower document.

1. Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.
2. If there is no answer from those contacts ask the child if they have contact numbers for any other family members who may be able to help.
3. If there is no reply or response from the above and after 20 minutes, they are unable to contact anyone else, OWASC 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 has to be transported to a place of safety by an adult club officer or coach as a last resort in an emergency situation - it is recommended that two Disclosure and Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.



5. If the parent/carer of a swimmer is delayed, the parent/carer will be asked to give the appropriate club officer clear guidance on how OWASC will be required to proceed i.e. the parent must give consent if they wish another parent to transport their child home.

6. If the nominated adult is not available to collect the swimmer, and the parent has still not contacted OWASC officers/volunteers involved after a reasonable period of time, the club officers/volunteers involved will consult the police or Children's Social Care for advice on the action to take.

7. Until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers (ideally who hold a DBS check) or parents/guardians must remain with the child.

They will avoid:

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

7. OWASC officers/volunteers will only allow a young person over age 16 to leave their care where parents/guardians have agreed with the club previously that their child can make their own way to and from training. It is recognised that some young people will take themselves home so the club officer will assess situations as they arise and respond in an appropriate manner.

8. Parents/carers who persistently fail to collect a swimmer 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.

9. If a parent/carer arrives to collect a swimmer and the club officers/volunteers are concerned at their ability to take appropriate care of the child (e.g. 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 will gain advice from the police or Children's Social Care.

10. For swimmers on trial sessions the Club also holds emergency contact numbers, but it is expected that parents/carers will remain with their children in the Centre whilst the session takes place.

#### **Persistent failure to collect a young person on time.**

If a parent/carer fails to collect their child or young person on several occasions, with no contact from them or reasonable explanation for the delay, the Welfare Officer and another officer, should arrange to meet with the parent/ guardian and discuss the matter.

It may be that the parent/guardian can be assisted in arriving promptly. For example, making arrangements with another parent/guardian.

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

#### **AWAY COMPETITIONS**

1. Following an away competition, if Team transport is provided, parents are expected to be at the designated meeting place in time for the coach return, as everyone wants to be able to go home



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promptly. The Team Manager/Stewards will ensure that all swimmers are reminded to phone home on the return journey (they may borrow a phone if necessary) to give the estimated time of arrival. In addition, on each competition team sheet the team manager provides an estimated time of arrival home.

2. If parents are not present when the team arrive home, swimmers will be instructed to remain with the Team Manager and not wait alone. One other official or parent volunteer will also remain with the child (ren) and Team Manager until the parent/carer arrives.

3. If, for whatever reason, parents/carers cannot collect their child (ren), suitable alternative arrangements must be agreed with the Team Manager. Only in the last resort will the Team Manager or another parent agree to take the child (ren) home (in which case the Transport Policy applies).

4. If the parents or alternative persons cannot be contacted and more than one hour has passed, the team manager will call the police or Children's Social Care or Multi Agency Safeguarding Hub (MASH) and follow their advice.