



Late Collection of Members Policy

(September 2026)

Occasionally, Parents/Guardians may be delayed or unable to collect a Member promptly after training or an event. Ripley Rascals Swimming Club aims to ensure the safety and wellbeing of all Members in these situations, in line with *Wavepower v2.1 (May 2025)*

Parents/Guardians must:

- Inform the appropriate Club Officer **as soon as possible** if they expect to be delayed.
- Provide an estimated arrival time or details of alternative arrangements for collection.
- Ensure the Club has up-to-date emergency contact numbers.

Repeated late collection, or failure to notify the Club of delays, may indicate a **potential safeguarding concern** and a failure in parental duty of care.

If late collection becomes a pattern:

- The **Welfare Officer**, along with another **Club Officer**, will arrange a meeting with the Parent/Guardian to discuss the issue.
- The Club may suggest practical solutions, such as arranging collection with another trusted Parent/Guardian.
- If the situation does not improve, the Welfare Officer will seek advice from the **Swim England Child Safeguarding Team, Children's Social Care**, or the **Multi-Agency Safeguarding Hub (MASH)**.

Procedures When a Member Is Not Collected

If a Member has not been collected at the end of a session or event, the following steps must be taken:

1. Contact Emergency Numbers

The Club will use the emergency contact numbers provided to arrange for a nominated adult to collect the Member. Parents/Guardians must ensure these details are kept up to date.

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2. Ask the Member for Additional Contacts

If emergency contacts cannot be reached, the Member may be asked whether they have contact details for another family member who may be able to assist.

3. Seek Safeguarding Advice After 20 Minutes

If no contact can be made within **20 minutes**, the Welfare Officer and another Club Officer must seek advice from:

- **Police,**
- **Children's Social Care, or**
- **MASH**

4. Transporting a Member in an Emergency

If the Member must be transported to a place of safety:

- **Two DBS-checked adults** from the Club should transport the Member.
- The Member must always sit in the **back seat**.
- Transport should only occur when advised or agreed by statutory agencies or when absolutely necessary for immediate safety.

5. Never Leave a Member Alone

A Member must **never be left alone**, unless:

- They are **over 16, and**
- Parents/Guardians have previously confirmed in writing that the Member may travel independently.

6. Maintain Appropriate Supervision

Until the Member is collected:

- Two appropriate adults (ideally DBS-checked Officers or Parents/Guardians) must
- remain with the Member.
- The Member must be supervised in a safe, public area of the Leisure Centre.