



RASCALS (SWIM ENGLAND) Late Collection of Members Policy (June 2020)

Occasionally, Parents/Guardians may be delayed or unable to collect the Member from training or after an event on time. The list of emergency numbers for the Parent/Guardian is to be used in such situations. Parents/Guardians should inform the appropriate Officer of the Club if they are going to be delayed and 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 the Member to be transported home.

Parents/Guardians who repeatedly fail to collect a Member on time or who have not arrived after a reasonable period of time, 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 the Member.

The Welfare Officer and another Officer will arrange a meeting with the Parent/Guardian and discuss the matter. It may be that the Parent/Guardian can be assisted in arriving promptly by making arrangements with another Parent/Guardian. If over the next few weeks there is no change, the Welfare Officer will contact the Swim England Child Safeguarding Team, Children's Social Care or MASH Team for further advice.

RASCALS Procedures if a Member is Not Collected

1. The Club will use the emergency numbers they have for the Member to try and arrange for a nominated person to collect them. (Please ensure that the Club has up-to-date telephone and mobile numbers).
2. If there is no answer from those contacts ask the Member 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 **Twenty Minutes**, the Club is unable to contact anyone else the Welfare Officer and other Officer of 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. above the Member has to be transported to a place of safety by the Welfare Officer or an adult Club Officer or Coach/Teacher in an emergency situation, it is recommended that two DBS (Disclosure and Barring Service) checked adults from the Club transport the Member. In **ALL CASES** the Member will be seated in the back seat.
5. The Officers must never leave a Member alone, unless they are over 16 and Parents/Guardians have agreed with the Club previously that the Member can make their own way to and from training.
6. Until a Member 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 Member.