



ASA policy on guidance on late collection of children

On occasion, parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate club officer if they are delayed with clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The club officers must never leave a child or young person alone unless they are over 16 and then only with parent's permission. It is recognised some young people aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. Until a child is collected, to maintain the wellbeing of all concerned, two appropriate club officers or parents must remain with the swimmer.

Parents, who persistently fail to collect a child 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. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect the swimmer. If no one nominated is available to collect the swimmer, and the parent has still not contacted the club officers after a reasonable period of time, the club should consult the Police or Local Authority Safeguarding Team Duty Officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. 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 should gain advice from the Police or Local Authority Safeguarding Team Duty Officer.

The club should:

1. Attempt to contact the parent / carer from the information sheet completed on joining / renewing membership.
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other official / coach / teacher / volunteers or parents.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents / carers of the policy relating to late collection.

The club Coaches / Teachers and Officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait with them alone either in a vehicle or in the club.
- Sending the child home with another person without permission.

Persistent failure to collect a child / young person on time:

If a parent / carer fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, the club Welfare Officer and another club officer should arrange to meet with them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly.

If there is no change, the club Welfare Officer should either contact the ASA Safeguarding Team or their local Children Services Department for further advice.



Missing Child

Hopefully no child will ever go missing from our club. These guidelines are taken from the ASA "Wavepower" recommendations.

If a child does go missing then remember most children are found within a few minutes of their disappearance.

However, if a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other young people in your care are looked after appropriately while you organise a search for the young person concerned.
- Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the young person including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/ she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police.
- **A REPORT SHOULD GO TO THE POLICE NO LATER THAN THIRTY (30) MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.**
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the young person is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the ASA Safeguarding Team.