



Late Collection of Children

Occasionally there may be times when the late collection of children is unavoidable, or parents/guardians may be delayed, or unable to collect their child from training, or after an event, on time. Parents/guardians should inform the appropriate officer of the Horwich Leisure Centre ASC if they are going to be delayed and come to an agreement with the Horwich Leisure Centre ASC on the best appropriate action.

If a parent/guardian arrives to collect a child and the 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) the Horwich Leisure Centre ASC will gain advice from the Police of Children's Social Care.

Emergency procedures

In the event that a child has not been collected at the expected time and no contact has been made by the parent/guardian.

Horwich Leisure Centre ASC will:

1. Use the emergency numbers we have for the child to try to arrange for a nominated person to collect them.
2. If there is no answer from those contacts we will 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 if after 20 minutes we are unable to contact anyone else, Horwich Leisure Centre ASC will seek advice from Police or Children's Social Care or Multi Agency Safeguarding Hub (MASH).
4. If the child has to be transported to a place of safety by an adult in an emergency situation Swim England recommends that two Disclosure and Barring Service (DBS) checked adults from Horwich Leisure Centre ASC transport the child. IN all cases the child must be seated in the back seat. The Transporting Children section of Wavepower provides further guidance.
5. Do not leave a child alone, unless they are over 16 and parents/guardians have agreed with Horwich Leisure Centre ASC 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 adults (ideally who hold a DBC check) or parents/guardians must remain with the child.



You must avoid:

- Asking the child to wait in a vehicle.
- Waiting with the child at the Horwich Leisure Centre ASC on your own.
- Sending the child home with another person without permission.

Repeated Incidents

Parents/guardians who repeatedly fail to collect a child on time or who have not arrived after a reasonable period of time, and have given no prior notice or informed the Horwich Leisure Centre ASC that they are going to be delayed, may be failing in their duty of care to their child. The Welfare Officer and another Horwich Leisure Centre ASC representative will 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 the situation doesn't improve, the Welfare Officer will either contact the Swim England Safeguarding and Welfare Team, Children's Social Care or MASH Team for further advice.