



BNSC Late Collection of Children Policy

Bristol North Swimming Club (BNSC) is committed to providing a nurturing, friendly and safe environment for all our members, parents/carers, and volunteers who wish to participate in swimming.

To achieve this, we have established a set of policies and procedures which include this document. Our full set of policies and procedures with which all our members, parents/carers, and volunteers are expected to comply, are available on our website.

Our policies and procedures are founded on Swim England's Child Safeguarding Policies and Procedures, known as **Wavepower v2.1**. Links to Wavepower can also be found on our website.

BNSC recognises that on occasions, parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents will be used in such situations.

Parents/carers in this position should inform the Coach (by contacting the venue), Welfare Officer (the "club officer") if they are delayed and if they wish another parent to transport their child home, parental consent must be given first. For venue and emergency contact details, see **BNSC Contact Details**

What BNSC will do:

Until a child is collected, to maintain the wellbeing of all concerned, the club officer or an adult nominated by them will take reasonable steps to:

- Attempt to contact the emergency contact or nominated person.
- If there is no reply from the parent, emergency contact or nominated person, ask the child if there is another family member who may be contacted.
- Wait with the young person at the venue, and attempt to do so with at least one other responsible adult, e.g. an official, coach, teacher, volunteer or parent who has been DBS checked).
- If the club officer is unable to reach someone after at least 20 minutes of waiting, contact the local police or children's social care to enquire about the best course of action.
- The club will remind parents/carers of the policy relating to late collection.
- If advice is given by police/ social care to take the child to a place of safety this should be done with 2 adult club members with DBS check with the child sat in the back seat.

The club officer will 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 will assess situations as they arise in an appropriate manner.

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 will gain advice from the Police, Children's Social Care or Multi Agency Safeguarding Hub (MASH)

What BNSC will NOT:

- Leave the child on their own.
- Take the child home or to another location.
- Ask the child to wait in a vehicle.
- Wait with the child at the venue with only one adult unless absolutely necessary.
- Send the child home with another person without permission from the parent/carer.

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 will arrange to meet with them and discuss the matter. It may be that the parent/carer can be assisted in arriving promptly.

If over the next few weeks there is no change, the welfare officer will either contact the Swim England Safeguarding and Welfare Team, Children's Social Care or MASH team for further advice.

Other related policies

BNSC Welfare and Safeguarding Policy 2025

BNSC Key contacts details 2025

Published: January 2019
Last Review: October 2025
Next Review: October 2027
Contacts: Welfare Officer