

# SHEFFIELD CITY SWIMMING CLUB

## All parents must adhere to this Policy

### Drop-off & Collection Policy

The safety and well-being of each swimmer is the Club's priority. As a parent, you play a key role in ensuring your children's safety as you are responsible for them until they are poolside, when the coach takes over. We need a working partnership to keep your children safe. With this in mind, the respective responsibilities of parents and coaches are set out below and guidance provided to help keep our swimmers safe.

This policy applies to both training sessions and galas.

### Drop-off

Parents of all swimmers under the age of 14 should **accompany their children into the pool facility** to ensure they arrive safely and **must wait with them until** the coach taking the session arrives.

### During Sessions

Swimmers aged 10 and under **are expected** to have a parent or other nominated responsible adult present at the pool facility for the duration of their session. Not only is this in the interest of the welfare of the children in the event that they become ill or distressed, but also allows parents to support their swimmers as they learn to swim or develop their skills.

It is **recommended** that parents of swimmers aged 11 to 13 also remain present during the session to support their children.

### Collection

The coaches are responsible for swimmers when they are on poolside, where they will ensure their safety and welfare. Beyond the poolside, responsibility for swimmers' safety and welfare lies with parents.

Parents of all swimmers under the age of 14 **should collect their child from inside the pool facility**. Parents are **expected to arrive at the time the session finishes** rather than when they think their swimmer will be ready so that they can assume responsibility for their child on leaving poolside. **It is the parents' responsibility to ensure that they arrive promptly to ensure their children are not left unsupervised.**

If a child has to get out of the session early due to illness or injury, they will be asked to remain on poolside until their parent arrives. If a session finishes early, coaches will supervise the children until the published session finish time.

If parents are not staying during training sessions, they should make sure they are contactable by phone.

### Policy For The Late Collection Of Swimmers

**Where a parent is unavoidably delayed and knows they will not be able to arrive on time to collect their swimmer, they should arrange for an alternative nominated responsible adult to collect them or remain with the swimmer until they can be collected.**

Failing this, parents should contact the relevant pool facility in advance of the end of the session so that the coach can be alerted and ensure their swimmer is supervised until they or an alternative nominated adult arrive.

**Where no notice has been given of late collection and the coaches are not aware that a swimmer remains uncollected, they will use the emergency contact details provided or, if a coach is unavailable, the swimmer should present themselves to the pool facility's duty manager for assistance.**

Swimmers under the age of 14, if not collected, **should not leave the building unsupervised.**

**Parents are asked to make their children aware of this policy.**

In line with the Swim England guidance, persistent failure to collect a child on time will be referred to the Club's Welfare Officer.

## **Contact Details**

## **Questions Or Concerns**

If there are any questions regarding the above guidelines, please contact the Welfare Officer:

Tracy Glossop

Email: [welfare@sheffieldcityswimmingclub.co.uk](mailto:welfare@sheffieldcityswimmingclub.co.uk)

In an emergency please phone: 07818087470

## **Leisure Centre Details**

Heeley 0114 250 0443

Graves 0114 283 9900

Ponds Forge 0114 223 3400

Concord 0114 257 0053