



CHELMSFORD CITY SWIMMING CLUB – LATE COLLECTION POLICY

- No child can be left unattended or allowed to make their own way home at the end of a session unless we have an agreement from the parents/guardians permitting this to happen.
- If no written permission is given then until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers must remain with the child
- Please note that for Safeguarding purposes a child is anyone under the age of 18.

Emergencies and situations outside of our control happen but clearly, we cannot expect Club volunteers to remain with children who have not been picked up on time indefinitely or to do so on a regular basis, particularly in the early morning, when everyone is in a rush and has somewhere else to be.

- Parents of children 16 years and over who are happy for them to be left unattended after the session has ended need to send a short email to the Welfare officer at childprotectfemale@chelmsford.cityswimmingclub.org.uk and also the Secretary at secretary@chelmsfordcityswimmingclub.org.uk stating that they give their permission for them to be released unaccompanied. Please include the Club section your child belongs to in the email.
- Parents of children in secondary school (11-16 years) who are happy for them to be left unattended after the session has ended will need to send an email to the Welfare officer at childprotectfemale@chelmsfordcityswimmingclub.org.uk and also the Secretary at secretary@chelmsfordcityswimmingclub.org.uk requesting that we 'release' their children after their session has ended. Please include the Club section that your child belongs to in the email.
- Parents of children below secondary school age or with older children who they are not comfortable with being left unattended after a session has ended, must ensure that they arrive ON TIME to pick up their children. Failure to do so will result in a warning in the first instance and if the situation continues sanctions may be imposed.

Please note that we are not trying to persuade or pressure any parent/guardian to agree to their child being left unattended after a session or to encourage them to allow their child to make their own way home. We are simply trying to ensure that:

- We have written consent from parents who would not have ordinarily expected their child to be supervised after a session ends or would have assumed that their child would be allowed to make their own way home.
- Parents who would not ordinarily have expected their child to be left unsupervised after a session ends, know that although we will still provide supervision, they must arrive on time to collect their child in order to avoid sanctions.