COLLECTION ARRANGEMENTS

Carnoustie Claymores has a duty of care to look after club members while they are in attendance at a swimming session. This duty of care ends once the swimming session has ended and parents/guardians are expected to make arrangements to ensure the timely collection or safe journey home for their child. The athlete participation form is completed annually and collection arrangements are documented here. It is the parent or guardian’s responsibility to ensure that the club is told of any changes to these arrangements by emailing the membership secretary via [membership@carnoustieclaymores.com](mailto:membership@carnoustieclaymores.com)

The parent must also inform the club of any changes to their own contact details or those of the emergency contact by emailing the membership secretary as above.

Often coaches and poolside helpers are on duty in back to back classes and it is the parent or guardian’s responsibility to collect their child on time or agree arrangements with the child to make their own way home.

Late Collections Can present clubs and coaches/teachers/volunteers with particular difficulties.

**Emergency procedures**

If a child has not been collected at the expected time and no contact has been made by the parent/guardian Carnoustie Claymores Swimming Club will:

1. Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.
2. If there is no answer from those contacts, a message will be left a and a text message sent.
3. We will then contact the Club Wellbeing and Protection Officer (WPO) to inform them of the situation or another club official if the WPO is unavailable.
4. If there is no reply or response from the above and after 20 minutes we are unable to contact anyone else the organisation can seek advice from police or Children’s Social Care.

If following either points 2 or 3 the child has to be transported to a place of safety by an adult club officer or coach in an emergency situation it is recommended that ideally two PVG checked adults from the club transport the child. In all cases the child should be seated in the back seat.  
The officers must never leave a child alone, unless they are over 16.

Until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers (ideally who hold a PVG check) or parents/guardians must remain with the child.

We will avoid:

• Taking the child to their own home or to another location.  
• Waiting with the child at the organisation or in a vehicle on our own.  
• Sending the child home with another person without parental permission.

Parents/guardians are responsible for the safe collection of their children.

Parents/guardians are responsible for informing the Club Membership Secretary of any changes to contact details and emergency contact details.

Membership Secretary contact email: [membership@carnoustieclaymores.com](mailto:membership@carnoustieclaymores.com)