

Forest of Dean Swimming Club

Changing Rooms, Drop – off & Collection Policy for Swimmers

All swimming club members, staff and parents/guardians have a role to play in ensuring the welfare of swimmers within the club. The safety and well-being of each swimmer is the Club's priority and the Club has adopted the Swim England "Wavepower" Guidance on Safeguarding and Protecting Children Policies. The Wavepower document is available on the Swim England website.

Parents/Guardians are expected to deliver and collect their child/children punctually to and from training and events and ensure that the club holds up to date contact information in case of emergencies.

1. Training

The Club has a duty of care for swimmers from the time they enter the changing rooms before their training session, during the training session in which they are allocated to, and until they leave the changing rooms after their allocated session has finished.

A swimmer must always ask the coach/teacher to leave the pool area to use the toilets, If a swimmer fails to return within a reasonable time or appears ill or upset when leaving the pool area, a suitable club member will check on them, ideally with another person present.

Beyond the changing rooms, responsibility for swimmers' safety and welfare lies with parents. Parents are encouraged to collect their child from inside the pool facility. Where two or more swimmers, with the same nominated carers swim in different sessions, the club does not have responsibility for any child who has either completed their session and is waiting for another session to end or is waiting for their session to start.

1.2 Late Collection of Swimmers from training

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 their child or to remain with the swimmer until they can be collected.

If this is not possible, parents should contact the relevant leisure centre at Cinderford on 01594 824008 or Lydney on 01594 842383 in advance of the end of the session so that the coach/teacher can be alerted and ensure the swimmer is supervised until they or an alternative nominated adult arrives.

Where no notice has been given of late collection and the coaches/teachers are aware that a swimmer remains uncollected, they will use the emergency contact details provided for the swimmer.

Swimmers under the age of 18, if not collected, should not leave the building unsupervised unless by prior agreement between parents and coaches.

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

2. At an event where a swimmer travels by coach without a parent/carer

The club is responsible for the care of swimmers from the time they board the coach until collected by parents at drop off point. The Team Manager will provide parents and carers details of:

1. The location where swimmers will be picked up and dropped off at before and after the event.
2. The required time of arrival at the collection point, and the expected time of arrival back at that point on return.
3. A contact telephone number of the responsible lead adult on the coach for parents and carers to contact

The parent or carer is responsible for being present to collect their swimmer at the coach drop-off point at the correct time and advising the lead adult if being collected by another nominated adult.

3. At competitions to which the parent or carer has transported the swimmer themselves

The parent or carer always remains responsible for their child, apart from when the swimmer is on poolside with their Club. A swimmer will not be allowed to leave poolside (other than to change and use the toilet) if the parent is not present, unless the parent has given express permission. Swimmers are not allowed to return to parents until they have completed all their swims in a session unless by prior agreement with poolside staff i.e. due to extended periods between races.

4. Changing rooms

Please note, parents should not enter changing rooms whilst swimmers are changing, unless your child is of an age where help is required or needs additional specific assistance.

Use of all Mobile phones or any other communication devices is prohibited in the changing areas. Any person seen using a mobile phone in the changing areas should be reported to poolside staff immediately and the Club Welfare Officer will be informed. Taking photographs in the changing areas can be a criminal offence and will be reported to the Police. This includes members of the public.