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# WOKING SWIMMING CLUB



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Affiliated to: Swim England, Swim England South East Region & Surrey County ASA      [www.wokingsc.co.uk](http://www.wokingsc.co.uk)

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## Dropoff/Collection Instructions for Main Squads

As an affiliate of Swim England, we have a duty of care to all swimmers to ensure adequate safeguarding and child protection policies are in place for ALL children under the age of 18. In accordance with National guidelines, we have drawn up a drop off and collections procedure for all sessions and for all pools.

Please pay particular attention as to when the responsibility of the coaches starts and ends. Outside of these times, the responsibility for swimmers is with the parent and/or responsible adult. We would also ask that a high standard of behaviour in and around these pools is respected in order to prevent injury or damage to a person or property.

We ask that everyone takes note and appreciates the implications should this policy not be followed.

You will be asked to acknowledge these guidelines, along with the parents' and swimmers' codes of conduct. If you have any queries or concerns with these guidelines then please contact [wokingsc.welfare@gmail.com](mailto:wokingsc.welfare@gmail.com).

### **Reeds/Cranmore/Notre Dame/Guildford High School**

**Drop Off** - Coaches responsibility starts poolside at the beginning of the session. If the coach is not yet poolside, then the swimmer should wait at the entrance of the pool or in the changing rooms until coach arrives. Parents / responsible adult should not leave the building until the coach and swimmers are poolside.

**Note**, no parent / responsible adult should be in the group changing facility with other swimmers but should remain in the building until coach is present. Access poolside should never be through a changing room but through the following access points:

*Reeds – seating area behind the glass*

*Cranmore – through the door at the back of the pool which will be opened by the coach on arrival at the pool*

*Notre Dame – through the side entrance that leads directly to the pool*

*Guildford High School – through door leading directly to gallery area*

**Pick up** - Coaches responsibility ends when last child leaves the building. Building and changing rooms must be checked before leaving. Parents / responsible adult should arrive 10 minutes before the end of the published session time and certainly no later than the end of the published session time. Please collect your swimmer(s) from the pool. Please do not ask your swimmer(s) to meet you at the car.

### **Pool in the Park, Eastwood Leisure Centre, Egham Leisure centre**

**Drop Off** – Coach takes responsibility poolside at the beginning of the session. If the coach is not yet poolside, then swimmers should wait at the entrance of the pool until coach arrives. Parent / responsible adult will remain responsible for the child until child is with coach on poolside.

**Note**, no parent / responsible adult should be in the group changing facility with other swimmers.

**Pick up** – Coaches Responsibility ends when child leaves poolside. If sessions have ended earlier than the published time, then responsibility ends when the last child leaves the building.

The responsibility lies with the parent / responsible adult following the end of the published session and once the swimmers have been released poolside.

For swimmers in **Cadets** through to **Bronze** we ask all parents to come down and collect their swimmer(s) from the shower area. Silver Development, Silver, White Gold, Gold and Pure Gold – we ask that you come and meet your child in the foyer. Please do not ask your child to meet you in the car park. Should the senior swimmers finish earlier than the published time, the coaches will be instructed to stay until the last swimmer has been collected by an adult/responsible person. We will ask that you are there to collect your swimmer 10 minutes before the end of the published session time and certainly no later than the end of the published session time. Any delays should be phoned through to the coach or another responsible adult.

### **Pirbright**

**Drop Off** - Do not drop off until a coach is there waiting in the car park and has acknowledged your swimmer (s). Please also ensure that there is a parent helper there to assist the coach before driving off.

**Pick up** - Be in the car park at the time the session is due to end, no later. Coach will escort swimmers to the car park and the coach / parent helper will wait with the last child until all children have been picked up. It is not fair on the coach or the parent helper to be hanging around waiting for parents who have turned up late.

If there is a session already going on in the pool, then the assisting coach will come down to the car park 15 minutes before session is due to start and collect the next group with the parent helper for that group.

### **Aldershot**

**Drop Off** - Coaches responsibility starts poolside at the beginning of the session. If the coach is not yet poolside, then Parent / responsible adult & Swimmer should wait at the entrance of the pool until coach arrives.

**Note**, *no parent/responsible adult should be in the group changing facility with other swimmers, but should remain in the building until coach is present.*

**Pick up** – Coaches Responsibility ends when child leaves poolside

The responsibility lies with the parent/responsible adult to collect the swimmer following the end of the published session and once the swimmers have been released poolside. Parents / responsible adult should arrive 10 minutes before the end of the published session time and certainly no later than the end of the published session time. We ask that you do not ask your swimmer to meet you in the car park.