

**PICK UP AND DROP OFF POLICY**

Parafield Gardens Swim School is committed to providing a safe environment for the participation of children and young people. All children swimming at our swim school are **not** to be left unattended at any time. Children who are swimming in Mini Squads and who are over the age of 9 may be signed in and signed out of training. Part of this is ensuring that children are not left alone after training.

**Children swimming in Swim School lessons are not to be left unattended at any time**

To maintain this child safe environment we promise to:

- Make sure parents/guardians and children know the start and finish time of all lessons and training times
- Ensure all coaches and all staff at Parafield Garden Swim School hold a current DCSI Working with Children Check
- Hold a register of parent/guardian emergency contact numbers at the front desk
- Ensure that if parents/guardians are late, the child is kept inside with staff

To maintain this child safe environment, we ask you to please adhere to the following:

- If your child is in Swimming lessons, do not leave them unattended
- If your child is in Mini Squads and is under the age of 9, do not leave them unattended
- If your child is in Mini Squads and over 9 years old you may leave them unattended. You must walk them into the centre to sign them in AND collect them from inside the centre to sign them out
- Parents/Guardians MUST be at the centre to collect their children 5 minutes before the end of training
- Please inform the coaches or front desk staff about any changes in arrangements for picking up your child
- Ensure all contact numbers that are registered at the centre are current and contactable

\*All information regarding this policy has been pulled directly from the 'Play by the Rules' website