

Lee Valley Rowing Club



Policy on Supervision, Drop Off, Collection & Late Collection

Version 1.0

[24.09.2019]

1. Document Details

Title:	LVRC Policy on Supervision, Drop Off, Collection & Late Collection
Approved by:	LVRC Committee
This Version Number:	1.0
Status:	Adopted
Effective Date:	24 th September 2019
Review Date:	24 th September 2020

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

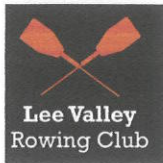
Version Number	Revision Date	Summary of Changes
1.0		Adopted by Lee Valley Rowing Club Committee on 24 th September 2019

3. Relevant/Related Existing Internal Documents

--

4. Relevant/Related Existing External Documents

RI Policy on Supervision, Drop Off, Collection & Late Collection available at www.rowingireland.com [24.09.2019]



LVRC Policy Supervision, Collection and Late Collection of Children

Supervision

Adequate supervision should be maintained at all times. Best practice advice would advocate supervisor:participant ratios of 2 leaders to every 30 children/vulnerable persons, except that each leader should not supervise more than 6 people in single sculls.

- No coach, manager or volunteer should work alone with children/vulnerable persons, unless they are in a situation where physical contact is avoided. (Individual clubs would need to clarify this with their insurance company).
- Regular safety checks should be carried out in relation to premises, training facilities and equipment.
- Any problems should be brought to the attention of the Club Committee.
- Parents/guardians should be informed of the starting times and finishing times of training sessions and competitions.
- Records of attendance should be maintained using a summary register of those attending based on information from the club membership form and a training register.
- A first aid kit should be available at all training sessions and injuries should be recorded using the relevant form (incident or accident form).
- Parents/guardians should be notified of injuries/illness which occurs during any club activity.
- Supervisors should ensure the use of any recommended safety equipment.

Drop Off and Collection

Junior members should be dropped off at the “bridge” leading to the main entrance door of the National Rowing Centre. If on-the-water training is taking place, the junior member should make their way down to the Boathouse. If the weather is inclement and training will be indoors, the junior member should enter the NRC using the main door. All junior members will be instructed to wait at the “bridge” for collection by their parents/guardians. No junior member is allowed to wait for collection up at the main entrance. If a junior member’s parent/guardian has not arrived to pick them up they must inform a coach or volunteer as soon as possible so that the club’s procedure for late collection can be initiated.

Late Collection

It is not Lee Valley Rowing Club’s responsibility to transport children home on behalf of parents/guardians who have been delayed. The club recognises that occasionally parents/guardians may be unavoidably delayed. However, parents/guardians should also recognise that the coaches and volunteers of the club all give of their time with the club on

a voluntary basis and therefore have a reasonable expectation to leave the club promptly at the end of a training session.

Parents/Guardians will be provided with the contact number of their child's coach at the start of the rowing season via a WhatsApp group set up for their child's training group. Parents/Guardians are to use this number to make contact with their child's coach if there is any likelihood of them being late to collect their child.

In cases of late collection, coaches/volunteers will:

- attempt to contact the child's parent or guardian using the contact number given on their child's membership form
- use the alternative contact name/number provided if necessary
- wait with the child/young person at the National Rowing Centre, with other coaches/volunteers or parents present if at all possible
- remind parents/carers of the policy relating to late collection.

In cases of late collection, coaches and volunteers **should not**:

- take the child home or to any other location
- send the child home with another person without permission from a parent or carer
- ask the child to wait in a vehicle or sport facility with you alone.