YORK CITY GYMNASTICS

The Gymnastics Centre, St John's Walk, Heworth Green, York, YO31 7SX
019046 11111

Dropping Off and Collection Policy

Registration

York City Gymnastics Club requires that child members under the age of 18 years are walked into the facility of the gymnastic centre they attend (unless aged 14 and older and relevant consent has been given via LoveAdmin). The club will become responsible for the child once they have been registered at the start of the class. This is also in line with British Gymnastics safeguarding policy the sport's governing body.

Once your child is greeted by the coach and the parent is witness to the child as being formally registered as present, they can leave in confidence knowing their child is in the club's professional care.

Dropping off and Collection

York City Gymnastic Foundation follows its own safeguarding and child protection policy which incorporates the governing body British Gymnastics guidelines. To comply with this, it is essential that parents/carers dropping off and collecting children at gymnastics classes come into the Gymnastics Centre itself. It is not acceptable to drop children off outside the facility or to ask your child/ren to meet you outside.

Please ensure that you bring your child/ren into the facility before the start of their class and pick them up from the facility at the end.

Our coaches have a legal 'duty of care' for your child/ren which begins when they register and only ends when you collect them; we cannot allow children to leave the facility without being met. Siblings are permitted to collect gymnasts, provided they are aged 16 or over.

If someone other than the usual parent/carer will be collecting your child/ren, please let us know in advance if possible, to avoid any embarrassment.

If your child is aged 14 or above and you consider it to be safe and you wish to take the decision for them to attend their class and/or leave it independently, would you please complete the "Permission to walk home alone (14+)" section in LoveAdmin.

(Please note that in the eyes of the law a child is a child until their 18th birthday)

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Late Collection of Children (also found in the safeguarding policy)

If you are delayed for any reason and will not be at the club to collect your child at the end of their session you must:

• Contact the Office, Coaches or Welfare Officer at the earliest possible opportunity via 01904 611111

• Provide clear instruction on what you wish the club to do, e.g. to keep your child in the gym until you arrive or to provide consent for another parent to transport your child home

A Staff member must never:

• Take a child home or to another location

• Ask a child to wait in a vehicle or the club with them alone

• Send a child home with another person without permission

If a parent is more than 5 minutes late, we may bring the child up into the gym where they will be able to sit and watch either a class taking place or a tidy up. At least two members of staff will be present. You will be able to collect your child from the upstairs gym if they are not waiting downstairs.

If a parent is more than 10 minutes late and has not contacted the gym, we will:

1. Attempt to contact the child's parent using the contact details stored on the system

2. Attempt to contact the child's emergency contact (If different from the parent)

3. If there is no reply from the emergency contact the child will be asked if there is another family member who may be contacted

4. Wait with the child/children at the club with at least one other member of staff

5. Respond to any instructions received from the parent

6. Make contact with a welfare officer

7. If no-one can be reached after 30 minutes, we will contact the local police or Children's Social Care Services to enquire about the best course of action

Please note: if you are more than 30 minutes late you will be liable to cover costs for additional care for your child