

Gymnast drop off and collection procedures

Introduction

Gymnastics clubs have a duty of care over gymnasts in their sessions. This document aims to help clubs establish when duty of care is passed from parent to gymnastics club and vice versa.

Drop off and collections considerations.

Designated drop of area

Clubs must identify a specific area for drop off and collection where the duty of care will be passed from parent to gymnastics club and vice versa. This area must be somewhere free from congestion and the process should be supervised by a coach.

Record

Clubs should have a way of recording class attendance and evidence of duty of care being passed back to parents. Where a gymnast leaves the session without an adult the club must gain written consent from the parent.

Collection plans for each gymnast

Clubs must know the collection plans for each gymnast and if there is anyone who is not permitted to collect the gymnast.

It is recommended that clubs collect this information each membership year to ensure they hold the most up-to-date information including emergency contact details

Clear communication

Provide clear and concise information to parents about drop off procedures and state when duty of care starts and finishes with the club.

Late collections

Late collections can present clubs with difficulties and parents should be made aware of the club's policy regarding this. The club has a duty of care to the gymnasts in their sessions and this continues after the activity has finished until the gymnast is back in the care of their parents. In the event of a late collection the following should be followed.

Supervise gymnast

The gymnast should be supervised by 2 adults from the club where possible. In the event where the coach is left 1-2-1 with the gymnast they should wait in an open environment in the company of other people.

Contact the parent

The club should attempt to contact the parent. If they do not answer, leave a voicemail, and send a text. If the gymnast has a phone, ask them to try to call their parent.

Inform the club safeguarding officer

The club safeguarding officer so they can record the incident and advise on next steps should this be required.

Abandoned gymnast

If it has not been possible to contact the gymnasts parents after 15 minutes coaches should make contact with the safeguarding officer again to discuss the next steps which would be contacting the police to seek advice on the non-collection of a child.

It is important to remember that late or non-collections can be upsetting for the gymnast, keep calm and reassure them throughout the process.

Coaches should NOT

- Take the gymnast to their own home or an unauthorised location
- Ask the gymnast to wait alone with them in their vehicle
- Send the child home with another person without parental permission