

Drop off and Collection Policy Ayrshire Gymnastics 2025

- Ayrshire Gymnastics has a duty of care over participants during sessions
- The designated drop off area is at the main entrance door where a coach will be at the start and end of each session. This is the change over of care point.
- Parents must NOT park past the cones at the main entrance to leave a safe space for children to walk in to the building
- Ayrshire Gymnastics is NOT responsible for gymnasts in the car park before and after the change over of care has happened
- Ayrshire Gymnastics will record class attendance and coaches will have access to full contact details of their participants in case of an emergency
- Further consent is required when gymnasts under the age of 16 have to leave the hall without an adult. This can be by way of a phone call/message or verbal conversation with a lead coach beforehand.
- Ayrshire Gymnastics drop off and pick up procedures are clearly stated in the welcome documents and parents code of conduct
- In the event that an adult is running late for pick up then the following procedures should take place:

The gymnast will be asked to wait in the hall with the coaches and gymnasts in the next session. A coach will contact their adult using the details on the classforkids online system after 10minutes.

If there are no other sessions running, 2 coaches will stay with the gymnast and will contact the gymnast's emergency details on their classforkids account

If there is no answer, a coach will leave a voicemail message/text message

If the gymnast has a phone they will try to phone their adult/another family member

If there is still no reply after 20 minutes then they will contact the safeguarding officer for the next steps

- If this situation occurs regularly, the coaches will report to the head coach/ safeguarding officer who will advise on the next steps
- Coaches will 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