

# DROP OFF AND COLLECTION POLICY

## Introduction

Acrobay Gymnastics Trust has a duty of care over the gymnasts in our sessions. This document aims to help establish when duty of care is passed from parent to Acrobay and vice versa.

## Designated drop off and collection area

The designated areas are specified in the new members pack you receive on joining, if that was to change an update will be communicated to parents. This is where the duty of care will be passed from parent/carer to Acrobay and vice versa. Collection of gymnasts will be supervised by a coach.

## Records

Registers of attendance are taken by the coaches. If a gymnast is able to leave a session without an adult then written consent must be obtained from the parent/carer

## What we will do:-

- Supervise the collection area
- Record attendance at each session
- Communicate any changes to the drop off and collection points
- Never leave a child alone unless they are over 16 and then only with parent/carer permission
- Carry out appropriate assessment of situations as they arise

## What you can do:-

- Drop off and collect your child at the designated areas
- Remain with your child in the car park and be mindful of other users
- Arrive on time for collection, contact the club at the earliest opportunity if you are running late
- Advise the club of any necessary collection plans for your child
- Ensure your personal details are kept up to date on our system (e.g. collection plans, emergency contact details)

## Late Collections

Late collections can present the club with difficulties. Parents should be aware that the club have a duty of care to the gymnasts in their sessions and this continues after their session finishes until the gymnast is back in the care of their parent. In the event of a late collection the following will be followed:-

## We will:-

- Supervise the gymnast, this will be by 2 adults from the club where possible
- In the event where a coach is left 1-2-1 with a gymnast, they will wait in an open environment in the company of other people
- Attempt to contact the parent/carer. If they do not answer we will leave a voicemail

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- If the gymnast has a phone, we will also ask them to contact their parent/carer
- Attempt to contact the emergency contact or second contact if possible
- Respond to any instructions received from the parent/carer/emergency contact
- Coach or the Safeguarding Officer will record the incident

## Abandoned Gymnast

If it has not been possible to contact the gymnast's parent/carer/emergency contact after 15 minutes. The coach will make contact with the Safeguarding Officer to discuss the next steps which would be contacting the police to seek advice on the non-collection of a child.

## We will not:-

- Take the child home or to another location
- Ask the child to wait in a vehicle or the club with them alone
- Send the child home with another person without permission

## Persistent Late Collection

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing to provide adequate care for their child.

If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the Safeguarding Officer and another club officer should arrange to meet with the parent to discuss the matter.

If there is no change the club Safeguarding Officer should seek advice from the Scottish Gymnastics Safesport Team.

If a parent arrives to collect a child and there is concern that the parent's ability to take appropriate care of the child may be impaired (e.g. the parent is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the club should seek advice from the police or Children's Social Care Service immediately.

## Policy Awareness and Acceptance

By agreeing on loveadmin, I confirm that I accept and will abide by this policy.

I will always follow this agreement and I know that if I don't follow it, Acrobay Gymnastics Trust might need to take action.

*(Please ensure you update your details on Loveadmin)*