

Arrival & Dismissal Policy

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Version: 1.0

1. Club Objective

Basingstoke Gymnastics Club are committed to ensuring all members feel safe and happy when arriving and leaving our facilities. We believe that our members have a right to feel they are always safeguarded, this policy therefore covers the ways in which we operate when offering:

- Car park, pick up and drop off service.
- Children arriving and when staff are handing children back to the responsible adult to leave the premises.

2. Purpose

The purpose is to know that all members understand where the responsibility is held of any participant that uses our services to ensure they run efficiently. Also, as a priority that all members are fully safeguarded when arriving and leaving the club.

3. Policy

This policy applies to all participants and members of Basingstoke Gymnastics Club.

- Basingstoke Gymnastics Club or any employee of the club is not responsible for any participant until they are directly taken into the session by a coach at the agreed upon class/session time, that responsibility is then handed over to the coach from there onwards.
- Those wishing to drop off before the session time must understand the club is not responsible for the child's welfare until the coach accepts the child into the gym as mentioned in section 1.2.
- Basingstoke Gymnastics Club or any employee of the club is not responsible for any participant when they leave the front door of the building, that responsibility is handed over to the parent/guardian from there onwards.
- All participants under 11 years old, will be kept in the in reception or in the main gym to be picked up by a responsible adult from the main doors. Unless part of the controlled pick up and drop off service.
- All participants 11 years and above, will be released unaccompanied to be picked up at the end of a session, with the expectation they will be picked up by a responsible adult.
- Those wishing for their child NOT to be released unaccompanied at the end of the session, need to put forward a request to our Member Services to be logged by emailing info@basingstokegym.co.uk. Please note, all children 10 years and below will not be granted permission to leave unaccompanied.

4. Car Park Pick & Drop Off Service

For the efficiency and capability of providing large capacity classes we offer a service to ensure the safety of the members getting in and out the building from their class is paramount. This service allows parents/guardians to stay in their car and the children be escorted to and from their car before and after the class time.

How does this work?

We have staff in high visible jackets guiding cars through the car park and ensuring the children are safely getting out of the vehicles in the 'drop-off zone' and taken into the building to partake in their class, where a register is taken on arrival before they begin.

When being dismissed, parents/guardians are expected to wait in their cars in a queue in the car park and a team of staff will guide and escort the children one by one to the car at the front of the queue.

(This service is only offered on specific class times).

5. Late Collection

In the event that a parent/guardian are delayed for any reason, they must:

- contact the club at the earliest opportunity and state a length of time.
- provide clear guidance on what they wish the club to do, e.g. consent for another parent to transport their child home.