



Drop off/ Collection Policy

At Witham Hill gymnastics club, we are committed to ensuring a safe environment for children and young people both during their training sessions and at arrival and leaving times. To support us to do this, all gymnasts, parents/ carers and visitors must follow the guidelines set out below:

Drop off:

- ALL gymnasts of Primary school age (up to the end of school year 6) must be dropped off by a parent/ carer who should remain with them until they enter the gym.
- Gymnasts should arrive 5 minutes before their session start time, dressed appropriately in accordance with the club dress code.
- Gymnasts or a parent/ carer must give their name for registration at the front desk. Gymnasts will then enter the gym. Parents/ Carers are not permitted to enter the gym unless asked to do so by a coach.
- Any belongings should be left with a parent or stored in the designated cubby holes. We discourage bringing mobile phones into the gym but any that are brought in are left at the owner's risk. Mobile phones can be safely stored in the office until the end of the session if required.
- Parents should remain on site for a few minutes after their child has entered the building. If you wish to remain at the club, we ask that you do not congregate at the windows looking into the gym as this can be very distracting for gymnasts and coaches.
- Please see below for arrangements for Secondary school aged gymnasts who travel alone to their training session.

Pick up:

- ALL gymnasts of Primary school age (up to the end of school year 6) must be collected by a parent/ carer over the age of 18.
- At the end of a training session, a coach will wait at the door until every gymnast has been collected.
- Parents should wait on the concrete area/ grass verge for their child so that the coach can clearly see them from the doorway.
- We will not send children out to parked cars. It is hard to see clearly into a parked car and makes it incredibly difficult for coaches to speak to parents should the need arise.
- If a coach needs to speak to a parent/ carer, they may be asked to wait until all gymnasts have been collected. If parents/ carers wish to speak to a coach, again we ask that they wait until the coach has finished supervising at the door.
- Please be patient whilst we let our gymnasts out safely.

Parking safety

- No parking is allowed on the driveway that leads into the car park. This includes pulling in to drop a child off. Other cars pulling into the car park cannot always see cars that are parked here and have to pull out around them, which is dangerous for pedestrians, particularly small children! Anyone waiting here in a vehicle will be asked to move.
- Use the car park whenever possible. If parked on the roadside or over the road, please ensure that you are not blocking other vehicles. Crofton road is extremely busy, with many large vehicles regularly passing through. We cannot supervise children crossing the road, so we ask that parents/carers cross over to collect their child.
- The parking spaces at the front of the club are reserved for coaches and those with a disability badge.

Unaccompanied Young People

- Parents/ Carers may allow older gymnasts/ young leaders of Secondary school age to travel to and from the gymnastics club unaccompanied, although we do discourage this, particularly on dark evenings.
- Parents should inform the club via email if their child will arrive/ leave unaccompanied on a regular basis. Please include their full name, group and training session day/ time in the email. We ask parents/ carers to ensure that we have at least two emergency contact numbers registered.
- We encourage unaccompanied children/ young people to carry a mobile phone with them. (This can be stored safely during their training session.)
- We cannot take responsibility for any gymnast or young leader after they have left our premises.