

## **Collection Policy**

Parent/Carers must ensure that they collect their children promptly at the end of each session.

All gymnasts aged 16 years and under, must normally be met inside the building or by the steps at the entrance, by an adult with parental responsibility. Please avoid gathering in groups that could cause unsafe situations with vehicles, or restrict the flow of traffic from other site users.

No child will be allowed to leave the premises unaccompanied at the end of their class unless a written consent has been issued by the parent/carer. However, (in this instance) please be aware that a coach will stay by the front door, to make sure that your car is in the carpark before they let your child leave the building and walk across to meet you.

In the event of a delay in collecting your child, then it is your responsibility to notify the club with a telephone call as soon as possible: 07432 013 854

### **In the event that a child has not been collected**

- two coaches will be present for safeguarding policy purposes,
- after 15 minutes a call will be made to the parent/carer, if there is no response then the coaches will make all reasonable attempts to contact all emergency numbers provided for this situation.
- If there is no communication and all reasonable attempts to make contact with parents or carers have failed, then a waiting period of a further 15 minutes will be applied. Following this time, if the child or children have not been collected and no contact has been made, then the lead coach will contact the local authority Children's Social Care Team.
- The child or children will then stay with the two coaches until either collected by a parent, carer or a social care worker.

Upstarts Gymnastics Club