



## Gymnast Drop Off and Collection Policy

Version 3.0 | Prepared 2 October 2026 | Review October 2027

| Approval body                               | Policy owner                                                                   | Approval date              |
|---------------------------------------------|--------------------------------------------------------------------------------|----------------------------|
| Kingsbridge Gym Club Trustees and Committee | Club Welfare Officer<br>welfare@kingsbridgegymclub.co.uk                       | To be recorded on adoption |
| Version                                     | Summary                                                                        | Prepared date              |
| 1.0                                         | Safe handover, stairs, authorised collection and late collection arrangements. | 02/10/2026                 |

### Purpose and responsibility

Kingsbridge Gym Club is committed to keeping gymnasts safe when arriving, taking part and leaving. This policy sets out the responsibilities of parents, carers, authorised adults and club staff. It applies to children under 18 attending classes, squads, holiday activities, parties and other club sessions, including young leaders and helpers.

Parents and carers remain responsible until a member of staff accepts the child into the session. The club retains supervision until the child is safely handed to an authorised adult. Arriving at the building, seeing other gymnasts or reaching the scheduled finish time does not complete a handover.

For an adult who needs support, agree arrival and departure arrangements with them and, where appropriate, their carer. Respect their wishes and independence, and document any assistance needed. Children and adults with additional needs should have suitable individual arrangements agreed in advance.

### Stairs and entrance safety

Children must hold a responsible adult's hand on the stairs when arriving and leaving. They must stay beside the adult and must not run ahead, go up or down alone, jump, push or play on the stairs. Take particular care in wet weather, when the steps and footwear may be slippery.

- Walk slowly, take one step at a time and use the handrail where available. Wear secure footwear and keep hands available for safe support.
- Do not allow children to crowd the stairs or wait on steps. Keep entrances, landings and escape routes clear, and give others space to pass safely.
- If holding hands is unsuitable because of mobility, sensory or other needs, agree an equally safe supported arrangement with staff before using the stairs.
- Report wet steps, spills, damaged surfaces or poor lighting immediately. Staff must arrange cleaning, warnings or restricted access as needed; adult supervision does not replace safe stair maintenance.

The accompanying adult is responsible for safe use of the stairs before drop off and after collection. Ask staff for help if safe access cannot be achieved.



## **Dropping off your child**

- Bring your child into the club and to the staff-designated handover point. Do not leave them at the bottom of the stairs, outside the building, in a vehicle or at the entrance alone.
- Arrive at the advertised start time. Staff must accept the child and confirm their attendance on the register before the adult leaves. The club cannot provide unscheduled supervision before a session.
- Tell staff about a change in collection arrangements, a relevant medical issue or any information that may affect safe participation. Keep emergency contact details current.
- Children must wait as directed and must not enter the gym or use equipment until invited by a coach. Arriving late still requires a direct handover to staff.

Where a session requires parents or carers to stay, such as parent and toddler activities or designated unstructured sessions, the adult must remain and follow that session's supervision rules. Bringing a child to a party does not transfer responsibility unless the agreed event arrangements provide for this.

## **Collection and authorised adults**

- Be ready to collect at the advertised finish time. Wait at the staff-designated collection point so staff can identify you and complete a direct handover.
- Children must remain in the supervised waiting area until released by staff. They must not leave to look for an adult, go down the stairs alone or meet someone in a car park.
- Staff must release children only to an authorised responsible adult aged 18 or over. An older sibling under 18 does not meet this requirement. Children are not permitted to leave alone under this policy.
- Parents or carers must tell the club in advance if another adult will collect, giving their name and a way to verify the arrangement. Staff may request identification or confirm with the parent using contact details already held by the club.
- A child recognising someone is not sufficient authorisation. If collection details are unclear, the child stays supervised while staff verify permission.
- For early collection, speak directly to staff. Staff must record the departure and complete the same checks and handover. Do not call a child away from their group yourself.

Once handed over, the adult must supervise the child through the exit and on the stairs, holding their hand and keeping them beside them. Accompanying siblings must also be supervised.

## **Parking and vehicles**

Use lawful permitted parking and follow signs and any venue instructions. Do not double park, block another vehicle, stop across an entrance or obstruct emergency access, fire exits, pedestrian routes or accessible spaces. Do not assume that spaces are reserved for the club. Allow time to park and escort your child safely; ask staff if unsure about access arrangements. Please do not park in Tally ho or drive into Tally ho, or park in our neighbours car parks, thank you!

Guidance: British Gymnastics safeguarding policies at [www.british-gymnastics.org/safe-and-fair-sport/policies-procedures](http://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures) and NSPCC guidance for parents at [www.nspcc.org.uk/keeping-children-safe/outside-the-home/in-sport/supporting-your-child/](http://www.nspcc.org.uk/keeping-children-safe/outside-the-home/in-sport/supporting-your-child/)



### **If collection is late**

If delayed, contact the club as soon as possible through the session contact route provided with your booking. Give your expected arrival time and arrange an authorised alternative adult where possible. Do not rely on an email being read during a session. Parents must know the contact route before leaving their child.

- Staff must keep the child inside a safe supervised area, reassure them and contact the parent or carer using the recorded details. Try the alternative emergency contacts if needed.
- Arrange for two suitable adults to remain wherever possible. Never leave a child alone, send them home with an unauthorised person, or ask an under-18 helper to supervise alone.
- If staffing unexpectedly leaves one adult with the child, immediately notify the session lead or Welfare Officer and arrange support. Remain in an observable area, record the circumstances and maintain supervision.
- Do not take the child to a staff member's home or transport them privately as an informal solution. Any exceptional arrangement must be agreed through safeguarding procedures and recorded.
- If no safe collection can be arranged or the family cannot be contacted, the session lead must promptly seek advice from children's social care or police. Do not wait for closing time or a fixed interval if there is a safety concern.

Record collection delays, calls, decisions and the eventual handover. Repeated late collection must be discussed with the parent and Welfare Officer so a safe plan can be agreed. Any action concerning future bookings must follow club procedures and must not compromise the child's immediate safety.

### **Unclear or unsafe collection**

If collection is disputed or an adult appears unsafe or aggressive, keep the child supervised, seek help from the session lead or Welfare Officer and contact another authorised adult. Take safeguarding advice and call 999 for immediate danger. Avoid confrontation that puts anyone at risk.

Parents must inform the club of relevant court orders or safeguarding restrictions and provide necessary documentation securely. Staff must follow documented arrangements and seek external advice where a dispute cannot safely be resolved.

If a child is missing, alert the session lead immediately. Check likely locations while maintaining supervision of other children. Contact police promptly if the child cannot be located or may be at risk. Notify the parent and Welfare Officer and record actions. Never assume they have gone home.

### **Club arrangements and review**

The club must identify safe handover points, keep accurate registers and collection details, provide a session contact route and brief staff. The Welfare Officer oversees concerns and secure records. Trustees must approve and review this policy annually, or sooner after an incident or access changes.

Welfare contact: [welfare@kingsbridgegymclub.co.uk](mailto:welfare@kingsbridgegymclub.co.uk). Read alongside the Safeguarding and Child Protection Policy, Terms and Conditions and relevant session risk assessments.