



Abbey Gymnastics Late Collection Policy



Gymnasts must be collected promptly from Abbey Gymnastics Club and will remain in the gym until collected.

Parents, guardians, carers or designated adults are expected to collect their child or arrange collection of their child from the gym promptly at the end of each session. Children will not be allowed to leave without a responsible adult. If you want your child to make their own way home, they must be at least in Year 10 at school and your written consent must have been received and acknowledged via email by the Designated Welfare Officer, Michele Cowan – welfare@abbeygymnastics.com In no circumstances will a child be allowed to leave alone.

If the person collecting the child/children is **UNAVOIDABLY DELAYED** they must inform the club on telephone number **07899 7839990** with clear guidance on what they wish the club to do, e.g. give an estimated collection time or give consent for another adult to transport their child home.

If the parent, carer, guardian or designated adult due to collect the child is more than 15 minutes late and has not contacted the club, the coach in charge will be informed and parents, guardians or carers will be contacted using the nominated emergency contact numbers supplied on your completed membership form. If there is no reply from the emergency contacts, messages will be left on any answer phone requesting a prompt reply. We will also ask the child if there is another family member who may be contacted.

If, after repeated attempts the club cannot make contact with anyone, the club welfare officer will be notified and they will contact the Health & Social Care Trust Gateway Team and the club will act on their advice.

There will always be at least two people present, i.e. a coach, staff member, volunteer or another parent until the gymnast is collected.

Incidents of late collection will be recorded by the club and discussed with parents, guardians or carers at the earliest opportunity by the coach.

If a pattern of late collection emerges a meeting will be called with the Designated Welfare Officer, Michele Cowan. Following a formal meeting, charges may be implied to cover extra coaching time or possibly exclusion from the club and cancellation of membership.