

Policy and Procedure for Gymnasts Travelling on their own

Policy

Secondary School age children are allowed to travel to or from their Gymnastics class on their own with written permission from their parent/carer. All other gymnasts need to be dropped off and collected.

Procedure

- We will contact parents when their child first joins the Rec 2 or Rec 3 class asking them to inform us how their child will be travelling to and from their lessons.
- After this we will contact them twice a year (before the start of the Autumn term and during the Summer term) to readdress this.
- Outside of our biannual contact with the parents it is their responsibility to keep us informed of any absences or any short or long-term changes to travel arrangements.
- We will make a log of who is travelling on their own by putting an asterisk in every week of the attendance register for those gymnasts and putting together a list of which gymnasts are travelling to the class on their own, from the class on their own or both on the 'All Gymnasts Register' spreadsheet.
- At the start of the term, we will print off two copies of the list of gymnasts travelling on their own, one at the admin desk with the class register, and one in the Rec 2 & Rec 3 "End of Class folder" or with their coach.

Process

- Once all the gymnasts have been signed in at the start of the lesson a member of the admin team will check the club phone for any messages or emails regarding absences.
- If a gymnast who, according to the list, should be arriving on their own has not turned up and we have not received an explanation for their absence we will then need to contact their parent/carer.
- At the end of the class the coach dismissing the group needs to refer to the list and make sure that any gymnasts who don't have permission to travel home on their own knows to come back and find a member of the Gymnastics Club team immediately if they can't find the adult collecting them.