**HANDOVER GUIDANCE**

The wellbeing of our gymnasts is at the heart of all we do at Firefields Gymnastics. We are aware that the handover of gymnasts from parents/guardians to the club at the beginning of sessions and back to parents/guardians at the end is potentially a time where gymnasts could come to harm.

The responsibility for a gymnast passes to the club once they are handed to a coach and registered as present. Until then, responsibility for the gymnast remains with parents/guardians.

**Firefields Gymnastics will –**

* Ensure a coach is available to take responsibility for gymnasts at the beginning of each class.
* Ensure each gymnast is marked as being present.
* Show gymnasts into the gym where another coach will receive them and supervise them
* Ensure, at the end of class, no gymnasts are allowed to leave the gym until their adult is present to receive them.

**Parents should –**

* Ensure their child(ren) attend promptly at the beginning of class to be registered as attending.
* Drive and park considerately in the school, being aware that there are other groups using the facilities.
* Supervise their child(ren) on the school premises and make sure they don’t misbehave or disrupt other classes which may be taking place.
* Ensure they are present promptly at the end of class to collect their child(ren). If a different adult needs to collect a child, it is important that the parent/guardian let the Head Coach know. Children will not be allowed to leave with unknown adults without notification. This is to keep all children safe.

During classes parents/guardians may wait in the corridor or in their car or they may leave. Parents are not permitted into the gym for health and safety reasons. It is possible to watch classes through the gym door. However, if parents choose to do this, they should be unobtrusive and not disrupt classes.