**Class Organisation Policy**

**MOMENTUM GYMNASTICS recognises the duty of care it undertakes to ensure as far as is reasonably practicable the safety and welfare of its members.**

The club recognises its duty of care and will adhere to:

* Assume responsibility for all children for the duration of the gymnastics lesson as determined by the scheduled session times.
* Ensure that each child attending the gymnastics lesson has completed a registration form/left contact details.
* Ensure that any child with a medical condition that may affect their ability to “join in” unhindered has completed a Medical Procedure Form.
* Inform all assistants on a “need to know basis” information which may affect a child’s ability to participate fully in the gymnastics lesson.
* Ensure that a minimum qualified British Gymnastics Level 2 Coach is present during the lesson.
* Ensure the coach: child ratio meet British gymnastics regulations.
  + Children under 8 the ratio will be 1:8
  + Children over 8 the ratio will be 1:12/15
* Ensure a qualified first aider (Annie Wain) is present during the full duration of all lessons
* Ensure all assistants are familiar with the emergency procedures
* Ensure all assistants are familiar with the club policies and code of conducts
* Ensure all assistants know how to record an incident/ accident
* Take a register at the beginning of every class
* Supervise the safe dismissal of the children at the end of the gymnastics class
* Ensure all participants and assistants have relevant insurance cover