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.
    - Coaching ratio will be 1:8
- Ensure a qualified first aider (Annie Wain and/or Alice Bristow) 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

Updated: 28/09/2026

Dismissal of participants and walking home

At the end of every session, MOMENTUM GYMNASTICS will follow the rules below.

Handover

1. Every participant will be handed directly to their parent, carer or authorised collector before they are allowed to leave the session. Participants stay with their coach in the hall until this handover has taken place.
2. Parents and carers must tell the club before the session if anyone else will collect.
3. One-off changes must be sent in writing (email or text to admin@momentumgymnastics.co.uk/ 07707949687) Verbal messages passed on by a child or another parent are not accepted.
4. If a coach does not know the person collecting, or is unsure, they will contact the parent or carer before releasing the child.

Walking home

5. Participants aged 10 and over may walk home only if the club holds a signed Walking Home Consent Form before the session. The form records the participant's name, the route or destination, the date and the parent or carer's signature, and stays in force until it is withdrawn in writing or reviewed annually.
6. A participant without a signed form will not be allowed to leave the facility on their own, whatever they or anyone else says. If a participant says they are allowed to walk home, the coach will contact the parent or carer, and the child is not released until written confirmation is received.
7. Coaches record on the register that a participant has left under a Walking Home Consent Form, with the time they left. If a parent or carer withdraws consent, the club updates its records straight away and tells all coaches.

Late collection

8. If a participant has not been collected by the end of the session, two adults stay with them inside the building at all times. The coach will use the club phone to contact the parent or carer, then the emergency contacts.
9. If nobody can be reached within 30 minutes, the Welfare Officer is informed and advises on the next step, which may include contacting children's services or the police. The child is never left alone or taken home by a coach.
10. All late collections are recorded, and repeated late collection is discussed with the parent or carer by the Head Coach or Welfare Officer.