



Child Drop-Off and Collection Procedure (March 2026)

Keeping our gymnasts safe is a key part of #TheVGAWay

This procedure is in place to ensure the safe arrival, supervision, and collection of all children attending sessions. It must be followed at all times by parents/carers and staff.

1. Drop-Off Procedure

- All children **must be signed in on arrival** by a parent/carer with a member of the reception or coaching team.
 - Children must **not be left at the venue until sign-in is fully completed** and responsibility has been formally handed over.
 - Parents/carers remain responsible for their child until the sign-in process is complete.
 - Children should arrive **fully prepared for their session**, including:
 - Appropriate gymnastics clothing
 - Hair tied back securely
 - No jewellery (in line with safety requirements)
-

2. Safeguarding and Supervision During Sessions

- Once signed in, children are under the **direct supervision and duty of care of the VGA coaching team**.
 - Parents/carers must ensure they remain **contactable at all times** during the session in case of emergency.
 - It is the parent/carer's responsibility to ensure **all emergency contact details are accurate and up to date** on Love Admin.
 - Any medical, safeguarding, or contact changes must be communicated to VGA immediately.
-

3. Collection Procedure

- Children must be collected **promptly at the end of their session** from the designated collection point for the venue.
- Collection must be made by a **named responsible adult**, unless prior written arrangements have been agreed with VGA.
- Coaches will only release a child when they are satisfied that the correct authorised adult is present.

4. Handover of Responsibility

- Coaches will complete a **formal, individual handover of each child (1:1)** to the parent/carer or authorised adult.
 - Children will **not be permitted to leave the venue unaccompanied** unless written consent has been provided in advance.
 - Responsibility for the child passes back to the parent/carer **only at the point of handover by a staff member.**
-

5. Independent Travel (Walking Home Alone)

- Children of appropriate secondary school age or above may be permitted to travel home independently only where **written parental consent has been provided in advance.**
 - This consent must clearly state that:
 - The parent/carer accepts full responsibility once the child leaves the venue
 - VGA coaching staff are no longer responsible for the child after departure
 - VGA reserves the right to refuse independent travel arrangements where safeguarding concerns exist.
-

6. Important Reminders

- Please ensure you **arrive on time** for both drop-off and collection.
 - Inform VGA in advance if a **different person will be collecting your child.**
 - Repeated late collection may be escalated in line with safeguarding procedures.
-

The safety and wellbeing of every gymnast is our highest priority. Thank you for supporting us in maintaining a safe, professional environment.

