

Policy Title:	Arrival/Departure Policy
Policy Number:	
Date of issue:	31.08.2017
Controlling Body	NDGC Board Of Management

## 1.0 POLICY STATEMENT

The primary objective of this policy is to set the procedures relating to the safe arrival and departure of children utilising the facilities at NDGC.

The duty of care of an occupier of a premises towards a person entering/exiting the premises is to show reasonable care to ensure that they will not suffer injury or damage whilst on that premises.

This policy includes the responsibility of all club users in ensuring that children are not put at risk of injury by entering and exiting the premises.

## 2.0 POLICY APPLICATION

### 2.1 Application

The policy applies to all members of the NDGC, parents, employees, officials, administrators, volunteers, coaches, judges, and athletes.

### 2.2 Facility Access.-Definition

The main double doors at the front of the building is considered the only access for the transfer of members under the guidelines within this policy. The fire and garage doors on the side and rear of the building, are not considered access to the building.

### 2.3 Children- Definition

In the context of the policy, "Children" are members less than the age of 13. Greater than 13, the member is considered responsible for adhering to the policy.

## 3.0 GUIDELINES

### 3.2 Use of 'Kiss & Ride'

- The 'Kiss & Ride' area is strictly a drop off and pick up zone only.
- As per signage, vehicles are to not exceed 1min parking in the pick up/set down area.
- No vehicle is to park or any children left unattended in the area.
- Vehicles are to drive at walking pace at all times within the driveway. (5km/h)

### 3.3 Facility Parking

- Parking is available in bays provided. (33 bays)
- Failure to park within a designated bay is not acceptable.
- Vehicles are the responsibility of the owner, at all times while parked on the property. (including overnight parking)
- Driving on the property is strictly walking pace. (5km/h)
- Parking is available on Whipple Street.
- Do not park on lawn areas where states 'No Parking'.
- There must be a clearway view in each direction, when merging onto Whipple St.
- Parking in bays on surrounding businesses is acceptable after 5pm, until advised otherwise.
- No pedestrians to walk on the centre of driveways. All pedestrians must walk appropriately on the side, and cross the driveway when it is safe to do so.

### 3.4 Arrival of Children

- Children must be clothed appropriately according to weather conditions. etc.
- Children are not to be left at the reception area unattended at any time prior to the opening hours of the service.
- Children and parents are to follow all the instruction of staff at all times

### 3.5 Collection of Children

- It is the parent's responsibility to ensure the child is collected by an appropriate person at all times.
- Children must not leave the premises when parents/guardian are not present. (This includes the gated area, kiss & ride, front grassed section, parking bays, Whipple st, or adjoining properties)
- Children must be collected by the closing time of the service. Staff costs may be associated if a coach exceeds their rostered shift.
- The child must be clothed appropriately according to weather conditions. (shoes, tracksuit etc)
- In the event of an emergency NDGC reserves the right to act as staff deem appropriate.

## 4.0 FAILURE TO ADHERE

- Failure to agree to all the terms and requirements may result is NDGC being unable to provide appropriate care.
- The club reserves the right to refuse entry if necessary.
- It is the member/visitor's responsibility to be familiar with and agree to all NDGC rules and terms.

- Vehicles not complying with parking guidelines may receive an internal club infringement notice.
- Non-compliant, re-offenders may have their club membership revoked.
- The City of Stirling may issue infringement notices for vehicles parking illegally on council property. (Fines apply) The club is not responsible in such cases.

## 5.0 CCTV MONITORING

The carpark/gym access has limited CCTV surveillance, which can be used in such cases as an investigation by authorities if required.

## 6.0 ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to the Northern Districts Gymnastic Club Board of Management for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders. Northern Districts Gymnastic Club is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed in the footer of each policy.

## 7.0 RELATED POLICIES PROCEDURES AND FORMS

- Child Protection Policy
- Health and Safety Policy
- Emergency Procedure Policy

## 6.0 POLICY IS REQUIRED TO BE PUBLISHED IN.

- Website
- Staff Handbook