

# Drop off and Pick up Policy - During COVID Restrictions

**During the WA State Government Level 1 and 2 restrictions, this policy supersedes the Drop Off and Pick Up Policy, version 2.**

## 1. Policy Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

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

## 2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
1		09/07/2021	Creation of new policy document
2	06/12/2021	06/12/2021	Updated on new policy template
3	21/02/2022	21/02/2022	Updated in red due to COVID restrictions

## 3. Policy Scope

This policy applies to all NDGC members, athletes, participants, coaches, officials, administrative staff and volunteers.

## 4. Facility Access

Entrance to the facility is via the main double doors at the front (south) of the building. Competitive Program athletes may enter the facility through the rear door to avoid overcrowding and congestion in the main reception area.

## 5. Use of 'Kiss and Ride'

- The 'Kiss and Ride' area is strictly a drop off and pick up zone only.
  - NDGC highly recommends that this area is only used as a drop off zone only, to avoid congestion in the driveway entrance.
- Vehicles must not be left unattended in the 'Kiss and Ride' zone.
- Vehicles are to always drive at a walking pace whilst in the NDGC car park and 'Kiss and Ride' zone.

## 6. NDGC Main Carpark

- Parking is available in the marked bays provided.
- Failure to park within a designated bay is unacceptable.
- Vehicles are always the responsibility of the owner whilst parked on the property.
- Driving on the property is strictly at a walking pace only.
- Parking is available on the Whipple Street verge in required.

**Policy title:** Drop off and Pick up Policy

**Responsible Officer/Department:** Child Safety

**Date of last review:** December 2021

**Date of next review:** July 2022

- Do not park in any area marked with 'No Parking.'
- Pedestrians are to walk on the side of the carpark closest to the building and cross when it is safe to do so.

## 7. Arrival of Athletes

- Athletes 9 years old and younger must be accompanied **to the gated area** by another individual who is 16 years or older. This may be the parent, guardian, immediate family member of the athlete or family friend. **Alternatively, if using the 'Kiss and Ride', parents must watch their child enter the gated area before departing.**
- Athletes must be dropped off clothes appropriately according to weather conditions, including shoes.
- Athletes are not to be left at NDGC unattended at any time prior to the opening hours of the facility.

## 8. Pick up/Departure of Athletes

- Athletes must remain inside the facility **or gated area** until their parent(s)/guardian(s) collect them. **Athletes are not to wait in the car park. When the athlete can see their parent/guardian, they may walk to the car.**
- **An NDGC Coach will supervise the gated area before and after training.**
- Any person collecting a child from NDGC must be listed as a parent or guardian on the athlete's membership form. If, for any reason, the athlete is not leaving with their parent/guardian, the club must be notified.
- Athletes must be clothed appropriately according to weather conditions, including shoes.
- NDGC staff should be notified in advance if the parent or guardian will be later than expected.
- If there are any parental/custodial court orders in place, the parent or guardian must notify the club.
- Athletes must be collected by the closing time of the service. Staff costs may be associated in a coach exceeds their rostered shift.
- In the event of an emergency, NDGC reserves the right to act as staff deem appropriate.
- Athletes who transport themselves to/from the gym (self drive/bus), must inform their coach.

## 9. NDGC Staff Responsibilities

- An NDGC Staff Member will greet and patrol the main facility entry prior to each recreational gymnastics class.
- At the conclusion of each recreational gymnastics class, an NDGC staff member will patrol the main facility entry.
- **At the conclusion of Competitive Program training, an NDGC staff member will patrol the main entrance and gated area**

## 10. CCTV Monitoring

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

## 11. Additions and Changes to Policy

Recommended changes to this policy may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

## 12. Confidentiality and Reporting

- Breaches of this policy must be reported to NDGC within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.
- Failure to agree to all the terms and requirements may result in NDGC being unable to provide appropriate care.
- The club reserves the right to refuse entry to patrons if necessary.
- Vehicles not complying with parking guidelines may receive an internal club infringement notice.
- Reoffenders may have their club membership revoked.
- The City of Stirling may issue infringement notices for vehicles parking illegally on council property. The club is not responsible in such cases.