

Flyers Sports Academy Ltd.

Drop off & Collection Policy

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Link to drop off and collection form: <https://www.flyerssportsacademy.com/dropoffandcollectionform>

This document outlines the collection and pick up policy for Flyers Sports Academy Ltd. This policy applies to all activities including Flyers gymnastics, trampolining and Flyers Elite Cheerleading. Included within this document are guidelines for athletes walking or traveling home independently, being collected by 'other adults', individuals walking to the car park alone and lift sharing with other families.

For the protection and safety of all members, Flyers Sports Academy requires parents to follow the following stipulations. Flyers will adhere to parent/guardian dismissal instructions given in the 'Drop off and Collection' form on the website. All permissions and alternative arrangements must be given using this form. Any last minute or emergency arrangements must be communicated in writing.

Collection of 'minors' from Flyers classes.

- All athletes must be dropped by a responsible adult to the designated drop off and collection point as detailed below:
 - West Hatch Sports Hall sessions: Sports hall **internal** entrance
 - West Hatch Main Hall sessions: Main school office entrance
 - St Aubyn's School: School gates next to caretakers hut
 - Should any other venues be used, please follow guidance given on the class4kids venue information or as communicated directly from coaches via email or WhatsApp.
- All athletes must be collected by an adult from the collection point as detailed above.
- The responsible adult must not leave their child until they have been handed over to the coach supervising drop off.
- Any adult collecting members from the club must be listed on the child's Class for Kids account as an authorised adult or via the 'Drop off and Collection' form on our website.
- Parents should carefully consider any adult that is trusted to collect and drop off their child. Flyers cannot be held responsible for children once they are out of our care.
- At collection parents should allow sufficient time for our coaches to hand over children to parents & guardians. Rushing staff prevents them from ensuring safe handover of children as well as any important information or injury notifications.
- In the event that a parent or authorised adult cannot collect your child, please email us with the full name of the person collecting, contact number for them and a password to be given at collection.
- Athletes must be dropped off and collected on time. In the event that an athlete is collected late a £15 fine will be incurred for every 15 minute period past the collection time.

Athletes walking or traveling home independently

- We strongly recommend that parents drop off and collect their child from the club at the designated drop off/collection point regardless of the age of athlete. This allows for any feedback or important messages to be given by coaches when needed.
- Athletes under the age of 12 must be collected by a responsible adult from the club drop off and collection point and will not be permitted to leave independently.

- In the event that an athlete aged 12 and over wishes to travel home or walk to the car park independently, a parent or guardian must give permission using the 'Drop Off & Collection' form on the Flyers Sports Academy website.
- Flyers strongly encourages parents to carefully consider and assess the risks to their child. Flyers recommends putting in place appropriate measures to mitigate such risks. Examples below are not an exhaustive list: Parent/athlete to call each other on safe arrival or departure, use of location tracking on mobile phones, planning routes, keeping to well lit areas.
- Parents of athletes travelling independently or walking from the car park must ensure they keep up to date with term dates and club closures.
- Flyers Sports Academy Ltd. cannot accept responsibility for athletes once they have left our care.

Lift sharing

In order to protect young people within the club, our governing body have strongly recommended against lift sharing with other families. As a club we understand the benefits of lift sharing and realise that some families rely on this to access the club. The decision to do so will therefore be at the parent or guardians discretion. We ask that parents carefully consider the potential risks to their child and follow the guidelines below when lift sharing.

1. Vehicle safety

- **Seat Belts:** Ensure all children are safely secured in their seat belts at all times.
- **Child Seats:** Please ensure that you check and follow legal requirements for appropriate child seats or boosters.
- **Driver's License & Insurance:** All drivers must have a valid driver's license and car insurance that covers passenger transport.

2. Permission & Consent

- Lift sharing should be arranged directly between parents. Please ensure that clear arrangements are made and that parents know who will be completing each drop off or collection.
- The club must be notified of any lift sharing arrangements via **the drop off and collection form on our website**. Members will not be permitted to leave with another adult unless they are listed as an authorised adult on Class4kids or via the drop off and collection form.
- We ask that parents give careful consideration to any adult they are trusting to drop off and collect their child.
- Flyers Sports Academy Ltd. cannot accept responsibility for athletes once they have left our care.

3. Supervision & Safeguarding

Safe practices must be observed to protect both children and supervising adults.

- Under no circumstances should a child be left one on one with an adult that is not their parent or guardian.
- Parents should ensure safe 'hand over' of the child directly to their parent or guardian.
- The 'collecting' parent must ensure they pass on any important messages to or from the coaches, e.g. if an injury occurs during training.
- Any issues or concerns that occur while lift sharing should be reported to the club welfare officer.
- In the event of any changes to lift sharing arrangements, the club must be notified via the form on our website. This is to ensure a child is not sent home with the wrong person. For one off changes, please email flyerselite@outlook.com for cheerleading sessions or flyers@outlook.com for all other sessions.