



## LAAG SAFETY RULES FOR PARENTS AND CARERS

*Providing the safest environment at the Academy is considered a priority and therefore it is of utmost importance that all persons entering the facility co-operate with and support our Gym Safety Rules. Entry to the Academy is at all times conditional upon observance by all of the Academy Policies and Rules.*

- **SLOW DOWN** and take care when entering or exiting the car park. The Academy is a very busy place with many young children. Children's safety must be considered first.
- **LOOK OUT** for little ones who do not always look out for cars.
- **DO NOT STOP or PARK** at the front or side of the lattice area.
- **DO NOT PARK** in the staff car parking area at the front of the building. This area is designated for staff only to decrease the number of cars entering & leaving this area and increase the safety for our children.
- At **NO TIME** are any children (whether they be gymnasts, siblings or friends) to enter or play inside the gym hall or on the equipment prior to or after class. All gymnasts should remain in the **front lattice area** or in the **interior office** until a staff coach collects them for class from these areas. These two areas are referred to as **"SAFETY ZONES"**.
- **PROMPT ARRIVAL** for the class starting time is imperative as warm-ups are important to your child's safety. Warm-up prior to all strenuous gymnastics participation is required. Gymnasts will not be permitted into class if warm-up is missed. Students arriving late for class must check in with the office staff prior to being allowed entry to the gym hall.
- Parents and/or carers **not staying to watch** their child's class must be sure their child is actually in class prior to leaving the gym premises. Team gymnasts once dressed and ready for training should wait in the upstairs Team area.
- If an occasion should arise that a parent or carer may be **delayed** or need to drop their child off **earlier, prior arrangement must be made** with the office staff. It is preferred for the safety of the children that gymnasts are escorted to and picked up from our Safety Zone areas.
- **Prompt departure** of the gymnast's at class finish time is also imperative. Students should be aware that they must **report to the office staff** if no parent or carer is visible from the lattice area once the class is dismissed. They should then wait in our Safety zones NOT on the roadside.
- All gymnasts must be made aware that if they **need to wait** for any period they do so in the **Safety Zone areas**. If they have any concerns or worries outside their class time they must see the office staff.
- Please be familiar with our **Viewing Policy** as found in your prospectus. With the exception of our Tiny Twister program times (Tuesday & Friday 10.30 – 12.30) our preference is for parents **not to stay** during class time. **The upstairs area is not available for viewing classes at any time.**

- Gymnasts not in class must be directly **supervised by an adult at all times**. Other children (non-students) must be kept under control in the Safety Zone area's at all times.
- **No children should be allowed to play in the car park**, neighbouring buildings and car parks or footpath during class times. No standing or climbing on chairs, benches, railings or any other gym property.
- **Regular weekly attendance** at classes is most important. The progress of gymnasts continually missing classes will be ultimately affected.
- Gymnasts need to **wear appropriate** stretchy, tight fitting gymnastics **attire** (see clothing information in the Prospectus) Jewellery is not allowed during class including but not limited to ear, nose, tongue, belly button and facial rings, fit bits, watches, clear plastic jewellery, bracelets, belts, necklaces. This applies especially to rings which may scratch the bars and cause severe pinches. **Exceptions:** medical ID tags/bracelets, and rhinestones on leotards. Gymnasts should have their hair tied back away from their face. Nails should be trimmed to prevent the possibility of injury to themselves and others.
- **No valuable items** should be brought to the gym, as we will not be responsible for lost, damaged or misplaced items.
- The Academy is a **Smoke Free Area** and as such no smoking will be tolerated inside the Academy building or on the Academy premises. This includes the car park and waiting areas. **NO PETS ON THE PREMISES AT ANY TIME**.
- **No glass** or glass bottles allowed in the gym, plastic water bottles only. No chewing gum, food or drinks allowed in the gym. **Water is the only beverage allowed in the gym.**
- Gymnasts must **follow the instructions** of the coach at all times for their own safety and the safety of others. Proper gym and social behaviour is expected of all students. Failure to act in an appropriate and safe manner may result in the removal of a gymnast from class. Please refer to our Discipline Policy in our Prospectus. Parents and careers need to be aware that as per our Discipline Policy our coaches do use a "Time Out" as one step in dealing with students who are using unsafe and disruptive behaviors during class time.
- **Parents should not coach** or call out to gymnasts from the sidelines. Your child will be safer and learn more from the coach and get more out of class if you do not interfere.
- **Coaches must never be approached** by parents or carers whilst performing their coaching duties. All meetings with coaches must be organised first with the office staff. Please see our Communication and Grievance procedure in the Prospectus. The office is always the first point of contact to make an appointment to see your child's coach.
- **Students may not leave their class** without permission from their coach. This includes trips to the bathroom and water fountain. If a student needs to leave their class earlier than the finish time prior arrangement must be made with the office staff &/or coach. Gymnast's will only be permitted to leave with a parent or approved guardian.
- **No destruction or vandalism of equipment** will be tolerated. Gymnasts and parents are liable for any damage caused.
- Parents must assist in ensuring their children are aware of the **possibility of injury** and the **Safety Rules of the gym** and insist that gymnasts follow the Safety Rules and coaches instructions **at all times**. Parents who observe any breaches of our safety rules by others (in particular unsupervised children) should advise the office staff immediately as a matter of safety.

- To ensure the safety of your child & to protect our staff that do not have medical training our **first aid kit DOES NOT include over the counter pharmacy items** e.g. Panadol, Insect Bite cream, Insect repellent, Dettol, Antiseptic Creams, Dencorub etc. Students who require these items MUST have their own clearly labelled supply in their gym bag. If our staff is required to assist the students administering these items or any prescription drugs a “Gymnast Medication Request form” must be completed in advance by the parent for each medication. These forms are available from our office. Gymnasts who carry pharmaceutical items must be instructed by the parents not to share these items with other persons and to administer them in the presence of a coach or staff member.
- Gymnasts who have caught certain infectious diseases e.g. school sores, chicken pox, head lice etc should not attend classes until they have recovered. The Academy policy is to support the guidelines of the National Health and Medical Research Council. Always check with your Doctor or healthcare professional if you are not sure.
- Children on **medication** which may affect their co-ordination skills should not be allowed to attend classes. The higher the gymnastic skill level the more dangerous this is to your child. Please advise the coach if your child is on medication.
- Parents and Carers need to familiarise themselves with the **4 Safety Posters** that are on display in the office area. It is a requirement of Gymnastics Australia that we make all parties aware of these important Safety Posters. These recommendations form part of our Student Safety procedures that we address with our gymnast’s twice per year at our Safety Awareness weeks. Please see your Student Safety Procedure in your prospectus for further information.

**All our Safety Rules apply to all parents/carers.** No persons have any exemption at any time from following these important safety rules.

## **LAAG SAFETY RULES FOR GYMNASTS**

**All our Safety Rules apply to all students.** No gymnasts have any exemption from following these important safety rules.

- On arrival gymnasts must wait with their parent/carer in the **lattice area** or **internal office area (Safety Zones)** until they are called into class by a staff coach. Team gymnasts once dressed and ready for training should wait quietly in the upstairs Team area until their coach calls them for class.
- At **no time** are any children (whether they be gymnasts, siblings or friends) to enter or play inside the gym hall or on the equipment prior to or after class.
- No playing or congregating in the car park, neighbouring buildings or on the footpath at any time. If you have to wait do so in our Safety Zones.
- Gymnasts are expected to stay with their class and coach throughout the class period. Gymnasts must always ask their coach for permission to leave their class **at any time**. This includes to use the toilets or drink tap or to go home.
- Wear appropriate clothing and make sure your nails on hands & feet are short to prevent injury to yourself or others. No jewellery to be worn or in your possession at gym.
- Shoes and clothing are to be left in the designated areas, not spread all over the gym. Upstairs is the designated area for Team gymnasts and for all other gymnast’s at the bag rack in front of the kitchen. The gym can accept no responsibility for lost, damaged or misplaced articles.

- **No running anywhere in the facility at any time unless directed to by your coach.**
- Whenever moving through the gym, stay alert and look out for other gymnasts. Be alert for any physical hazards in the gym area, especially the bar cables and uneven matting surfaces.
- **Follow the yellow line whenever possible.** Never walk under equipment or through any piece of equipment or dismount areas. Be on the alert at all times and look all around for other gymnasts. Always yield to gymnasts in the middle of doing skills.
- Advise the coach if you are ill or have any symptoms of illness. Report any injury, unusual pain or discomfort felt during participation to your coach immediately.
- No jumping off any of the trampoline type of apparatus onto the floor. Walk or climb off all the equipment carefully.
- No glass or glass bottles allowed in the gym, plastic water bottles only. No chewing gum, food or drinks allowed in the gym. **Water is the only beverage allowed in the gym.**
- Gymnasts are expected to be respectful, polite and show good manners at all times in the gym. No fighting or horseplay of any kind will be tolerated.
- Gymnasts are asked to show respect for the premises and the equipment by treating the Academy property as if it was their own. Picking the foam, dragging equipment instead of lifting, damaging or defacing any gym property etc will be considered serious & severe reprimand will be a consequence of such action.
- Gymnasts should be aware that they must report to the office staff if no parent or carer is visible from the lattice area once the class is dismissed. They should then wait in our Safety Zones NOT on the roadside. If a gymnast has any concerns or worries outside their class time please see the office staff.

## **LAAG TINY TWISTER SAFETY RULES FOR PARENTS**

### **KINDY KIPPERS:-**

An adult is expected to be in attendance for the entire session assisting the child through each activity. **Please Note:** This includes the warm-up at the start of each class. The role of the parent/carer is to be motivated and actively involved throughout the class period.

**Siblings in attendance** – Participants in the class cannot claim under the Personal Accident Insurance policy unless they are registered members of the Lawnton Academy. Therefore any sibling that is not a class member is not covered by the Insurance. Therefore no siblings or additional children in attendance are permitted to play on the equipment or join in on the classes activities. The carer's level of insurance coverage is commensurate to their registered child's insurance however loss of income is not applicable to carer's.

### **Due to safety reasons:-**

1. It is preferred that other children/siblings DO NOT accompany parents at these classes. If additional siblings / children are in attendance they are the responsibility of the parent / care-giver.
2. Siblings / children who are not "Academy Gymnasts" are not registered with Gymnastics Australia & therefore are not covered for personal accident insurance.
3. The Academy staff & coaches are not responsible for the safety or well-being of children who are not "Academy Gymnasts".
4. As part of our "Duty of Care", coaches have an obligation to ensure all persons on the premises uphold our safety rules.

## **PRE-PREP FLYERS:-**

- In this program we are developing your child's independence and classes are generally held without parent supervision. Parents may be called upon to assist with supervision at times during class in the interest of safety.
- **PLEASE NOTE:** If parents choose to leave the gym premises during class time it is important that the office be informed at the time. Contact details if different to those provided on the Annual Registration form need to be given to the Office staff if this occurs.
- **PLEASE NOTE:** Parents and careers need to be aware that as per our Discipline Policy our coaches do use a "Time Out" (no more than 2 minutes) as one step in dealing with students who are using unsafe and disruptive behaviors during class time.

The safety considerations listed in points 1 to 4 above also apply in this program. A viewing area is provided and all additional siblings / children must remain in this area supervised by the parent or caregiver. Please do not allow children to play in the car park.

