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## Transport Policy

### Statement of Commitment:

EKGA is committed to ensuring the safety of EKGA staff and members at all times. EKGA staff do not transport gymnasts in private vehicles.

### Definitions / Policy Coverage:

Gymnasts include all adults and children that participate in a Gymsport at EKGA.

Coaches includes all coaches, junior coaches, senior coaches, volunteer coaches and guest coaches

### Policy Application

Gymnasts, Coaches, Management

### Roles and Responsibilities

- EKGA takes no responsibility for members until they arrive at EKGA and their class has begun. EKGA will not contact families of children that do not arrive for class, unless a special request has been made asking us to do so (i.e. gymnast catching bus to gym from school for the first time, and parents asks coach to call if child does not turn up etc.).
- EKGA staff members will not transport any participant to / from training or events in a private vehicle.
- If a request to assist with transport is made coaches should suggest the gymnast make contact with other gymnasts that will be travelling to the same training session / event.
- If an emergency necessitates transporting a participant in a private vehicle the Manager or the most senior staff member on duty needs to be consulted and give their approval before this can take place. Where possible, written permission should be obtained from the parent.

### Excursions / Special events:

If a group is travelling to an event by mini bus or bus:

- Bus driver should never be left alone with any children
- There should always be two coaches / leaders on the bus (driver plus 1 other)
- All permission slips must be signed by parent / guardian and taken with staff on the excursion. Emergency contact details for all gymnasts and a working mobile phone (with credit) must remain with the group at all times.
- A first aid kit should be taken with the group at all times and staff member with first aid training must accompany the group.

### Policy Breaches and Consequences

Essendon Keilor Gymnastics Academy is aware of the necessity to enforce policies and procedures for the safety of our members and for risk management reasons. Any non-compliance will be discussed with employees to ensure that they have fully understood the instructions and information given to them. If it is found that they have not clearly understood or misinterpreted the instructions and information, further training or induction will be provided. The DIRECTOR will record any verbal warnings given. If non-compliance continues written warnings will be given. If staff member breaches the transport policy a second time, the DIRECTOR will decide on any action to be taken, including possible dismissal. All steps will be conducted in line with the EKGA privacy policy.