

## CLASS ORGANISATION POLICY

**MAPLE Gymnastics recognises the duty of care it undertakes to ensure as far as is reasonably practicable the safety and welfare of all its members.**

The club recognises its duty of care and will adhere to:

- Assume responsibility for all children for the duration of the gymnastics / trampoline lesson, as determined by the scheduled lesson times.
- Ensure that each child attending the gymnastics / trampoline lesson has completed a registration form / left contact details.
- Ensure that any child with a medical condition that may affect their ability to "join in" unhindered has completed a Medical Procedure Form.
- Inform all assistants on a "need to know basis" information which may affect a child's ability to participate fully in the gymnastics / trampoline lesson.
- Ensure that a minimum qualified British Gymnastics level 2 Club Coach Gymnastics / Trampoline is present during the lesson.
- Ensure coach:child ratios meets British Gymnastics regulations. Classes with
  1. Children U8 years of age the ratio will be 1:8
  2. Children O8 years of age the ratio will be 1:12/15

**1:6 - Maple Gymnastics works on a ratio of 1coach:6children for all ages.**
- Ensure a qualified First Aider is present during the full duration of all lessons.
- Ensure all assistants are familiar with the Emergency Procedures.
- Ensure all assistants are familiar with the clubs policies and codes of conduct.
- Ensure all assistants know how to record an incident / accident.
- Take a register at the beginning of each lesson.
- Supervise the safe dispersal of the children at the end of the gymnastics lesson.
- Ensure all participants and assistants have relevant insurance cover.