**LSGCA Policies**

1. [Accessibility Policy](#_LS_Gymnastics_Crewe)
2. [Code of Conduct for Participants](#_CODE_OF_CONDUCT)
3. [Welcome to LS Gymnastics Crewe Academy Established in November 2016](#_Welcome_to_LS)
4. [Raising a Concern or a Complaint Policy & Procedure – July 2020](#_Raising_a_Concern)
5. [Anti-Bullying, Whistle Blowing Police and Procedures – 01/07/2020](#_Anti-Bullying,_Whistle_blowing)
6. [Safeguarding Policy](#_Safeguarding_Policy)
7. [Additional Resources Followed as set out by British Gymnastics](#_Additional_Resources_Followed)
8. Further [Additional Resources](#_Additional_Resources)

# **LS Gymnastics Crewe Academy - Accessibility Policy**

This policy should be read in conjunction with our Health and Safety Policy and British Gymnastics’ Health and Safety Policy, which we have also adopted. We endeavour to continue to improve our facility to make the building as accessible as possible.

**Entrance to Building**

|  |  |
| --- | --- |
| Already in Place | Still to put in place |
| * Level Entrance with disability access door next to revolving door
* Wide corridor for prams and wheelchairs
* Low reception area
* Bright light area
 |  |

**Reception Area**

|  |  |
| --- | --- |
| Already in Place | Still to put in place |
| * Large Seating Area
* Level Floor throughout
* Doorways acceptable width for wheelchair users/people with mobility issues/people with prams
* Clear Signage
 | * Signs with symbols
* Signs to state floor being cleaned
 |

**Toilets**

|  |  |
| --- | --- |
| Already in Place | Still to put in place |
| * Separate disability cubical toilets with changing facilities
* Monitored and checked every 30 minutes
* Shoes to be worn
 | * Sign off check daily sheet
* Signage to be improved for baby changing
 |

**Café**

|  |  |
| --- | --- |
| Already in Place | Still to put in place |
| * Shelved area with wide access opening for double buggy and wheelchairs
* Bright Lighting
* Even floor surface
 |  |

**Family Area**

|  |  |
| --- | --- |
| Already in Place | Still to put in place |
| * Large area with tables and chairs
* Large space between tables for wheelchairs and prams
* Bright lights
* Shoe and bucket area on racking to keep the floor clear of obstructions
 | * Signage to be improved
* More professional signage
 |



# **CODE OF CONDUCT FOR PARTICIPANTS**

* Always arrive early or on time for training.
* Always wear appropriate uniform e.g., leotard or tight-fitting clothes, long hair tied up, no jewellery.
* Always be polite, never rude, or use bad language, threatening or aggressive behaviour.
* Respect fellow club members, competitors, coaches, staff, and members of the public.
* Inform your coach before your training session starts of any injuries or if you feel ill.
* Ring if you are not able to make the training session that day.
* Treat all equipment with respect.
* Always be a good sport
* Co-operate with your coach, teammates, and opponents.
* Always remain with your coaches at the end of the session until collected by your parent.
* Help your coaches move equipment where appropriate.
* Remember to say thank you to your coaches.
* Work hard and enjoy gymnastics.
* Do not play any games in the lobby and respect the shared area.
* Any damage by the participant caused through disrespect of the rules will be paid for by the participant, if under 16 years the parent.
* Please refrain from going to parents with issue without having first spoken to your coach.
* Please leave all drinks in the family area, no food to be consumed in the sports Centre.
* Please do not use mobile phones during training sessions. Photos or messages involving other members that are deemed and taken without permission will be taken seriously and will lead to investigational procedures to determine the outcome. This is a form of bullying and harassment.

DO NOT – smoke, or use vapers on the premises of LSGCA, consume alcohol or take drugs of any kind whilst representing the club at competitions or other events. DO NOT eat or chew gum during sessions, play on equipment you have not been advised to be on, use bad language or show rude /disrespectful behaviour, argue with coaches/ official decisions. Gymnasts will be asked to leave the gym if they are disrupting the session. Time will be taken to re -read the code of conducts and a suitable pathway will be discussed to re-train at the club.

Chair: Candice Lakin Signed-                                               Date: 22/07/2022



# **Welcome to LS Gymnastics Crewe Academy Established in November 2016**

This is a British Gymnastics Standard club, and all its members are affiliated to the British Gymnastics Insurance Scheme.

The club is based at:

Sports Hall building,

Apollo Buckingham Health Science Campus,

Crewe Green Rd,

Crewe,

CW1 5DU

Head Coach – Ellie Armstrong

Performance Manager – Candy Lakin

Risk Assessment Officer – Ellie Armstrong

Club Secretary – Susan Worthington
The Head Coach - Ellie Armstrong

Head of Health and Safety – Ellie Armstrong

Welfare Officers:

Jennifer Hynes (Head Welfare Officer)

Claire Broughton (Secondary Adult Welfare Officer)

Clare Kyle (Staff Welfare)

Naomi Bostock (Child Welfare)

The following coaches have qualifications in TeamGym upto Level 5:

Candy Lakin, Sammy Hill, Ellie Armstrong, Naomi Bostock, Clare Kyle, Craig Walker, Keeley Shand, Rachel Bratherton, Chris Kyle, Simon Pay, Lewis Lakin, Holly Bryan, Rebekah Clayton, Catherine Frost Lyons, Tracie Boulton, Maddie Sturmey

Additional to this team we have a number of fully mentored coaches who help within the club and begin their qualifications at 16 years.

Make a Difference

Our club is open to volunteers and gymnasts of all ages. There are opportunities to gain recognized UKCC professional qualifications and receive experience that supports the club. We are a community-based family club with integration and the community pledge. A session will begin with an introduction from the coach in charge then a cardio warm up, this will include mental and physical preparations. Depending on the age and the session type there will be a focus on conditioning and flexibility exercises. We ask that no one can participate in a gymnastic session unless a full warm up has been performed, anyone arriving late will be asked to warm up in a set area. Each lesson follows a scheme of work set by the head coaches. These are displayed on the main notice board. This planning is the key development not only of the coaches but the gymnasts as well.

Safeguarding our Children

We take protection and safety of our children very seriously and a report of all incidences are sent to our internal welfare officer as displayed on our welfare notice board.

Welfare officers.

Jennifer Hynes – jenniferhynes.lsgymclub@gmail.com

Clare Kyle –

Naomi Bostock –

Claire Broughton -

Ellie Armstrong – Head of Risk Assessment Welfare

All concerns regarding children should be discussed privately with the head coach. The club will then follow its safeguarding procedure as stated in the club manual. Everyone in the club over 16 years must have a DBS check when working with children. Coaches who attend a course should also attend a safeguarding course and show evidence logged certificate.

What do we offer?

|  |  |
| --- | --- |
| Baby Gym | Crawling upwards |
| Pre-School structured | 2 years up to school age |
| Mixed recreational | School age upwards |
| Daisies | Invited |
| Minis | Invited |
| Over 8 and 10 class |  |
| Level 6 upwards | Invited |
| Home School lessons |  |
| Private lessons | Bookings only  |
| Parties | Bookings only |
| Integrated gymnastics |  |
| Trampoline class | All school age and above |
| Squad and GB training | Invited |
| Adult Gymnastics/Trampolining | 17 plus |
| Development classes |  |
| Boys Teamgym |  |
| Quiet Time classes |  |

The ethos of the Club

A club based at the heart of the community of Crewe. A club run by the community for the community. A club to create smiles and to offer gymnastics to all levels and abilities. The club is a fully integrated club governed by British Gymnastics.

Welcome to our club we ask that you take time to read our policies on the board. We offer an open messenger service through our Facebook site LS Gymnastics Crewe for all enquires and issues that need resolving.

Main Private Facebook Site - LS Gymnastics Crewe Academy

Email – LSgymnastics@outlook.com

Website – [www.lsgymnastics.co.uk](http://www.lsgymnastics.co.uk)

Tel - 07880344227

                                                  

# **Raising a Concern or a Complaint Policy & Procedure – July 2020**

Club Statement

This document is intended to be a good practice guide to give structure and a course of action in the event of a concern/complaint being raised about a Coach, Official, Volunteer, Gymnast, Parent or Guardian.

As a Club affiliated to British Gymnastics, the “Safeguarding & Protecting Children and Vulnerable Adults Policy” has guided our Club Policy both in how we respond to concerns and complaints and in the procedures used to deal with disciplinary issues, including membership suspension and expulsions. These procedures will be followed and if an issue cannot be suitably addressed at Club level, the case will be referred to British Gymnastics and their referral procedures will be implemented.

The club sees the welfare and safety of its members as the highest priority.

The Club has a designated Health and Safety Officer, a Welfare Officer, and a Secretary to whom all formal complaints should be addressed.

Matters will be dealt with confidentially and only those who need to know will be informed.

The Club’s ‘Anti-bullying and Whistle blowing policy and procedures’ and ‘Codes of Conduct for Parents and Gymnasts’ comply with this document and will be referenced in conjunction with the British Gymnastics Safeguarding & Protecting Children and Vulnerable Adults Policy.

All adopted policies by the club are available on the policy downloads section of the club’s website, or copies can be obtained from the Head Coach or British Gymnastics. The Club’s noticeboard also offers a selection of policies to view.

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Policy Aim

At LS Gymnastics Crewe Academy, we recognize that parents/guardians have a crucial role to play in supporting their child’s success. A good partnership between the home and club ensures that children are happy in gymnastics.

There may be occasions when problems occur and in most cases, these are usually sorted out quickly at the informal stage. In line with current guidelines and good practice, the club wishes to resolve all and any concerns/complaints speedily and with the minimum of distress to all participants involved.

This document is intended to be a good practice guide to give structure and a course of action in the event of a concern/complaint being raised about a Coach, Official, Volunteer, Gymnast, Parent or Guardian.

Whistleblowing

Our club is a telling club. This means that if anyone is being treated unfairly or cruelly or knows of this occurring to someone else, then they are expected to tell a Coach or Welfare Officer, who will deal with the incidents effectively and promptly with minimum distress to all participants involved.

BG understands that whistle blowers are often very reluctant to report concerns. Thus, BG recognises that whistle-blowers may wish to raise concerns in confidence. In these circumstances, the identity of the whistle-blower will be kept confidential. Any subsequent reason why disclosure may be required will be discussed in detail with the whistle-blower before any action is taken.

As an affiliated club, every member is bound by the adopted policy of BG ‘Whistle blowing Policy & Procedures’ and full details of this policy can be found in the policy download section on the club website.

Confidentiality

All concerns and complaints are treated with discretion. British Gymnastics (BG) “Whistle blowing procedures” is adopted by the club to provide the necessary steps to ensure that members, their parents/guardians, and others feel able to raise a concern without fear of negative repercussions. It is the aim of the Management Committee that parents/guardians feel confident in the knowledge that their complaint will not penalize their child.

Sharing of information

There may be circumstances when information may need to be shared with those involved, in order that the complaint be fully investigated. Parents can be assured that information will be provided on a strictly need to know basis in line with BG ‘confidentiality and information sharing’ guidance. The Management Committee will follow guidelines and training provided by BG and as an affiliated club, can seek advice through any part of the process from BG and/or its legal helpline for clubs.

Raising your concern/or making a complaint procedure
Any concerns about the welfare of a child or concerns about allegations of child abuse and staff discipline should be directed to the club’s designated Welfare Officer, who is trained to follow the guidance outlined in the BG ‘Safeguarding Children and Recognizing & Responding to Abuse and Poor Practice policy.’



Be Safe Contacts - Trust your instincts

Welfare Officer: jenniferhynes.lsgymclub@gmail.com

Raising a concern
Concerns that the club manage regularly are often linked to areas such as: a child’s enjoyment in the class, a dip in motivation, (and the parent wants to seek advice to discourage their child from starting to disengage with their training), an issue with confidence, clarification of a gymnasts training pathway, behaviour of another member, or a particular incident that has affected any of the above.

1. **Stage 1- (Informal Stage)**
	1. Most concerns can be raised and then positively resolved by talking them over with the Head Coach and we encourage such a discussion at registration, or at the end of the session. Alternatively, you may telephone or email the Head Coach to raise your concern and then meet, when appropriate, to discuss further.
	We actively look to resolve any concerns as quickly as possible and our Welfare Officer in the Club is there to support this process. The Welfare Officer will always be on hand or will be happy to attend any discussion to offer their support, so that any matter can be informally resolved as quickly as possible, giving a positive outcome for all those involved. If you require a more private area to discuss a matter, please advise.
	2. Should it be felt by either party that there has been an unsatisfactory outcome at stage 1, the Welfare Officer can become actively involved at any time and look to liaise between the parties at any stage of the proceedings.
2. **Stage 2 (Informal Stage)**
	1. The Welfare Officer can be contacted directly by email or telephone or approached in training if the concern is considered by either party to be more suitably raised with the Welfare Officer rather than the Head Coach. This pathway is promoted by the club to encourage any concern to be raised and give the opportunity for the matter to be informally resolved as quickly as possible, resulting in a positive outcome for all those involved.
	2. Should it be felt by either party that there has been an unsatisfactory outcome at stage 2, the Welfare Officer will liaise with the Management Committee and manage the concern/complaint following the guidelines and training provided by BG, seeking advice, if necessary, from its legal helpline for clubs.
	3. The Welfare Officer should be able to inform all parties how the Management Committee are to proceed and will liaise with all parties in order that the matter may be informally resolved as quickly as possible, resulting in a positive outcome for all those involved.
3. **Stage 3 (Formal Stage Complaint)**

Definition of a complaint - A complaint is an expression of dissatisfaction about the standard of service, action or lack of action. A formal complaint must be submitted in writing to the Club Secretary (address available on the club’s website).

* 1. To raise a complaint of dissatisfaction you must complain to the head of the club Candy Lakin. The Secretary will acknowledge receipt of the complaint within 7 days. The Management Committee (minimum of 3 Members) will meet to hear complaints within 14 days of a complaint being lodged.
	2. You may be contacted and given the option to voluntarily meet to discuss your complaint with a minimum of 2 representatives from the Management Committee. It is important for the complainant to be aware that they may be accompanied by a friend, relative or representative (although the representatives are not able to be directly involved in the proceedings) at any stage of the procedure.
	3. Resolution
	At the end of this meeting, if appropriate, the Committee will advise what action will be taken and also inform the complainant when and how the Committee will report back to them.
		1. When a complaint is considered by the Management Committee, a decision will be made as to the action needed to address that complaint. The committee guided by BG consider where there is no compelling evidence would conclude on the balance of probability taking the information that they have in front of them, conclude if an incident took place. The Management Committee has the power to take appropriate action, which may consist of:
1. No further action\*
2. An informal resolution and remedial action plan\*
3. Investigating the matter through a panel hearing
4. Referring the matter to a higher authority.
5. Any other action

\*For options a) and b) to be considered, the Management Committee (minimum 3 members) must all be in agreement with the findings and the outcome.

* 1. The outcome of all panel meetings shall be recorded, and all parties concerned with the complaint shall receive written notice of the outcome within 7 days.
	2. The complainant will be given the results of the Management Committee investigation in writing normally within 7 days of meeting.
1. **Stage 4 (Formal Stage appeal)**
	1. If the complainant is still unhappy with the situation and wishes to appeal, the next step is to write to the Club Secretary, making it clear both what the issue is and what the desired outcome would be.

The appeal is limited to:

* 1. The process was not followed
		1. The outcome was not justified, and no other reasonable panel would come to the outcome the sanction does not correlate the outcome.
	2. The Management Committee will consider the appeal within 14 days of the Secretary receiving it and the complainant will be informed of their decision within 7 days of their meeting.
1. **Stage 5 (Escalation/referral to British Gymnastics)**

British Gymnastics’ ‘Pathway for Reporting Serious Complaints/Concerns’ provides a flowchart to clarify the pathway for complaints relating to serious breaches of the BG standards of conduct for members.

* 1. Complaints can be escalated to British Gymnastics’ Regional Welfare Officer should the complainant have legitimate concerns regarding the fairness/objectivity of the process or investigation at club level.
		1. The complainant may, for instance, believe that the club has not followed their own procedures and is unfairly dismissing their complaints without reasonable cause and BG provide a pathway to escalate said complaints.
		2. The complainant may, for instance, think that the person investigating said complaint at club level, has a clear and recognised conflict of interest regarding the individual being complained about.
		3. The complainant should explain their complaint and say why they think the Club did not follow its complaint procedure properly. Wherever possible, evidence should be given as to why.
		4. If BG advises that the club did not follow its procedures properly, the matter will be referred back to the Management Committee Panel and the Panel will re-investigate the complaint under the guidance of BG.
	2. British Gymnastics Lead Officers can be contacted directly regarding complaints of a more serious nature. N.B: only complaints about matters which ‘seriously compromise the welfare of participants or that could do so’, should be referred to British Gymnastics. BG will investigate complaints which are in the scope of BG Complaints and Disciplinary Procedures. However, BG will not adjudicate in disputes between members. British Gymnastics Lead Officers:
1. **Escalation to disciplinary**

It is important to be clear to all concerned that the stages of the complaints procedure are distinct from the formal disciplinary proceedings for staff. Should there be an occasion where a complaint leads to a disciplinary procedure, then this puts the complaints process on hold. The complainant will be informed of this and updated regularly on the likely delay.

After the disciplinary process is completed, the complainant shall receive written notice of the outcome following the decision within 21 days in writing by the Secretary. The amount of confidential information disclosed should be no more than is strictly necessary to ensure the welfare of BG members and young people.

1. **Investigations**
	1. Staff, Leaders and Role Volunteers may be questioned as part of the investigation of a complaint and must be made to feel that they are being treated fairly and that they will have the opportunity to put their case forward. A friend or representative may accompany them at any stage.
	2. The club’s Anti bullying, Whistleblowing policy outlines to parents, gymnasts and coaches:
* What the club considers to be unacceptable behaviour and what different types of bullying may occur.
* What gymnasts, parents and coaches should do if they are being treated unfairly or know of others that are experiencing unfair treatment.
* That any form of abuse will not be tolerated and the club’s “zero tolerance” approach to abusive behaviours.
* The club’s procedure in response to unacceptable behaviour.
	1. Parents need to be assured that they will be supported when reporting an incident and that the procedure that will follow will be of minimum distress to all participants involved.
	2. If a formal complaint centres on a gymnast member, the gymnast should be interviewed with a parent/guardian present.
	3. Parents of any gymnast under the age of eighteen years will be informed in writing if their child is subject to any disciplinary action.
	4. If a member of staff, Leader, Volunteer, Judge, Parent or Guardian is complained against, the needs of that person should be borne in mind. This should include acknowledgment that such a member could be accompanied by a friend or representative (although said representative is not able to be directly involved themselves in the proceedings).  He/she is entitled to 5 working days’ notice of any meeting and a subsequent adjournment of a further 5 working days if the friend or representative is unavailable.
		1. At any point following a complaint being raised, should the proceedings be delayed or agreed by the Management Committee that the nature of the complaint seriously compromises the welfare of participants or that it could do so (minimum of 2 representatives), the Committee have the power to temporarily suspend any person’s membership whilst investigations take place (on full pay if a staff member).
	5. Following an investigation, any recommendations will be circulated to the appropriate staff members, Leaders or Volunteers for any action to be taken or any amendments to club policies or procedures to be made.
1. **Disciplinary Panel Hearing Process**
	1. A disciplinary hearing panel will consist of a minimum of 3 appointed members of the Management Committee, the person who is the subject of the complaint and/or their representative or friend (although the representatives are not able to be directly involved in the proceedings).
	2. If considered beneficial to the investigation, the Management Committee will also request the voluntary attendance of the complainant and/or their representative or friend (although the representatives are not able to be directly involved in the proceedings). The complainant may be asked to attend for all or part of the proceedings.
	3. If a person who is the subject of a complaint or their representative declines to attend any panel hearing, the hearing shall continue in their absence.
	4. Where a complaint is upheld against or admitted by a Coach, Judge, Volunteer, Gymnast, Parent or Guardian, the Management Committee has the power to take appropriate action, which may consist of:
		1. Informal resolution and remedial action
		2. Sanctions and remedial action plan
		3. Note on personal file and remedial action plan
		4. Recorded Verbal Warning and remedial action plan
		5. Recorded Written Warning and remedial action plan
		6. Termination of Membership
		7. Any other action

For any of the options above to be considered, all the panel members must be in agreement with the findings and the outcome.

The outcomes of all panel meetings shall be recorded, and all parties concerned with the complaint shall receive written notice of the outcome within 7 days.

1. **Staff, Leaders, Volunteers Criminal Conduct**
	1. Any conduct of a criminal nature with reference to staff, Leaders or Volunteers, that takes place during gymnastic activities or club business shall be referred to the appropriate authority and BG will be informed.
	2. Any conduct of a criminal nature with reference to staff, Leaders or Volunteers, that takes place but is not connected with Gymnastic activities or club business shall be considered by the disciplinary panel.
2. **Recording**

All complaints received will be recorded in a register held by the club. The register will be kept secure but open to scrutiny from British Gymnastics. The register shall contain details of the complainant, details of the person subject to the complaint, any minutes taken of proceedings and the outcome of any subsequent disciplinary panel. The recording maybe in the form of a recording using a microphone and stored as evidence in the resolution and re capping of information.

Chairperson Name\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopted by LS Gymnastics Crewe Academy at AGM meeting held 2019

Amended on the 1/07/2022 by LS Gymnastics Crewe Academy\_\_\_\_\_\_

[*www.****lsgymnastics.wixsite.com/teamgym***](http://www.lsgymnastics.wixsite.com/teamgym)

# **Anti-Bullying, Whistle Blowing Policy & Procedures – 01/07/2020**

**Clubs Statement of Commitment**

At LS Gymnastics Crewe Academy, we are committed to provide a safe caring and friendly environment and strive to ensure our members flourish in a happy atmosphere whilst partaking in the sport of gymnastics.

Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity, and accountability.

It is widely recognized that making young people unhappy, can seriously affect their progress and well-being and that the impact of bullying can follow victims and perpetrators into adult life. As a British Gymnastics affiliated club, we take responsibility to fulfil our safeguarding and protection obligations promoting our club as a “telling” cub and a “zero tolerance” response to unacceptable behaviours. Procedures we have in place enable the appropriate person to respond to any concerns immediately with the aim to dealing with their concerns effectively and promptly with a minimum of distress to all participants involved.

**Policy Aim**

It is our aim to provide all members with a happy, safe, and fulfilling experience when attending our gymnastic club. We hope to help all our gymnasts achieve their potential by raising their self-esteem, giving positive feedback, and ensuring all our sessions are planned, structured and fun. We aim for all our members to work as a team and do not tolerate competitive individual behaviour as we need to appreciate that each gymnast learns at different paces and all participants have varying skills.



**Policy Objectives**

1. To understand that every member is bound by the terms of BG “Whistle blowing Policy” adopted by the club.
2. Members to know that any form of abuse will not be tolerated and promote our “zero tolerance” approach to abusive behaviours
3. All club members, coaches, and parents to have an understanding of what are unacceptable behaviours, and what bullying is.
4. What gymnasts, parents and coaches should do if they are being treated unfairly or know of others being unhappy.
5. To outline the club’s procedure when responding to unacceptable behaviours.



1. **Whistle blowing**

Our club is a telling club that means if anyone is being treated unfairly or cruelly or is aware of this occurring to someone else, they are expected to tell a Coach or Welfare Officer, who they know will deal with their concerns effectively and promptly with a minimum of distress to all participants involved.

The term “whistle blowing” is often used in such circumstances to describe the raising of a concern about practices, procedures or conduct of an individual. In a gymnastics context a whistle blower may be:

A coach or official

A gymnast

A parent

A member of the public

BG understands that whistle blowers are often very reluctant to report concerns. Thus, BG recognizes that whistle-blowers may wish to raise concerns in confidence. In these circumstances, the identity of the whistle-blower will be kept confidential. Any subsequent reason why disclosure may be required will be discussed in detail with the whistle-blower before any action is taken.

*As an affiliated club to BG, every member is bound by the terms of the adopted policy of BG “Whistle blowing Policy & Procedures and full details of this policy can be found in the policy download section on the club website.*

1. **Our clubs “zero tolerance” approach explained**

Our club has a “zero tolerance” approach when responding to unacceptable behaviours/bullying. Bullying is an anti-social behaviour which will not be tolerated in our club, it undermines confidence, self-esteem and the right to a feeling of ‘positive well-being’ as a member of our club, and can lead to a lack of concentration, depression and in some cases leaving the club.

1. **Unacceptable behaviors**

There are different types of bullying, but the main three are:

1. Physical - hitting, kicking, taking or hiding belongings including money.
2. Verbal - name calling, teasing, insulting, writing unkind notes
3. Emotional – being unfriendly, excluding, tormenting, spreading rumours, looks

*As an affiliated club to BG, every member is bound by the terms of the adopted policy of BG “Anti-Bullying and Abuse Policy and Procedures” and full details of this policy can be found in the policy download section on the club website.*

What bullying is NOT

What bullying is NOT also requires definition as this needs to be dealt with differently i.e., one-off incidents or unintentional hurt. These incidents should be dealt with in line with an educational route (the club’s procedure when responding to unacceptable behaviours option 1 & 2). Many alleged bullying incidents turn out to be disagreements and pro-active strategies to educate members about the nature of bullying complimented with strategies to help members resolve disagreements is a priority in this instance. The intent to bully is the important distinction.

Physical harm will lead to gymnasts asked to take time out to think and to calm down. They will then be asked to understand why a situation happened and parents will be directly informed.

 What is bullying – more information

Bullying and harassment occurs where repeated deliberate actions by one or more people cause hurt to an individual or group and where it is difficult for the bullied person(s) to prevent or deal with this person’s actions.

‘Kidscape’ (www.kidscape.org.uk), a UK charity established specifically to prevent bullying and child sexual abuse, defines bullying as the use of aggression with the intention of hurting another person that results in pain and distress to the victim. It splits bullying into the following categories:

* **Emotional** - being unfriendly, excluding, tormenting (e.g., hiding belongings, threatening gestures)
* **Physical** - pushing, kicking, hitting, punching or any use of violence
* **Racist** - racial taunts, graffiti, gestures
* **Sexual** - unwanted physical contact or sexually abusive comments
* **Homophobic** - because of, or focusing on the issue of sexuality
* **Verbal** - name-calling, sarcasm, spreading rumours, teasing
* **Cyber** - All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

**Bullying can occur between:**

• An adult and young person.

• A young person and young person.

• A parent and own child.

It is acknowledged that the competitive nature of sport can result in tensions that may lead to bullying, but bullying cannot be condoned in any circumstances.

**Examples of bullying within gymnastics could be:**

* A gymnast who intimidates fellow gymnasts inappropriately i.e., abusive text messages, MSN, other social networking sites
* A coach who adopts a win-at-all costs philosophy i.e., shouting, name calling, or ignoring.
* A parent who pushes too hard i.e., shouting at child
* An official who places unfair pressure on a person
* Older coaches intimidating younger coaches under the age of 18 years i.e., Senior coach shouting or intimating and assistant coach.
1. **How to report your concern and get help?**
	1. Most concerns and complaints can be resolved informally and rapidly by the Head Coach or Welfare Officer, and we encourage such a discussion at registration, or at the end of the session. Alternatively, you may telephone or email the Head Coach to raise your concern. If you require a more private area to discuss a matter, please advise.
	2. The club wishes to resolve all and any concerns/complaints speedily and with the minimum of distress to all participants involved.
	3. The clubs “Raising a concern or a complaint Policy and Procedure” is intended as a good practice guide, to give structure and a course of action in the event of a concern/complaint being raised about a Gymnast, Coach, Official, Volunteer, Parent or Guardian. This document is available to download off the club’s website, to view on the club’s noticeboard or available on request from the Head coach/Welfare Officer.
	4. The club’s procedure to investigate a breach of behaviour will follow the guidelines of the LS Gymnastics Crewe Academy – Raising a complaint. In cases where bullying continues the management committee has the power to take appropriate action as detailed in the policy.

**Any concerns about the Welfare of a child or concerns about allegations of child abuse and staff discipline should be directed to our designated Welfare Officer of the club who is trained to follow the guidance outlined BG Safeguarding Children Recognising & Responding to Abuse and Poor Practice.**

Be Safe Contacts-

**Welfare Officer: Jennifer Hynes**

**Email: jenniferhynes.lsgymclub@gmail.com**



**Club’s procedure when responding to unacceptable behaviour**Anyone becoming aware that a child is being bullied should offer the child reassurance and try to gain the child’s trust. The club’s procedure for any coach, leader or volunteer associated with the club who is approached with a concern of abuse/bullying is to:

1. Explain that someone in authority may need to be informed and that any disclosure cannot be guaranteed to be kept confidential.
2. Keep accurate records of what happened together with names of those involved and any action taken.
3. Report suspicions or concerns immediately to the person in charge (Head Coach or Welfare Officer).

Records to be kept of all incidents of unacceptable behaviours/bullying, anyone reporting a concern should provide as much detail as possible. This could include:

* Names of people involved
* Other witnesses
* Dates of events
* Any other relevant documentation

**Response procedures**

* **Option 1** – **Educational chat to whole class** - the Head Coach and/or Welfare Officer to take time out during a training session to talk to the whole class to identify that there are unacceptable behaviours occurring by members of our club. To generally “chat” to reiterate the clubs “zero tolerance” approach and to understand the consequences and effect of their actions.
* **Where physical harm has occurred the child in question may be asked to take time out to calm down, parents will be informed**. The child will then be asked to join in if there is an understanding of behaviour. The incidence will be logged to follow any trend in any future behaviour. The child will be placed in a spot close to the coach and will be encouraged to take time to reflect for a given amount of time.
* **Option 2** – **Educational chat to the specific training group of the victim** – the Head Coach and/or Welfare Officer to take time out during a training session to talk to the victims specific training group to identify that there are unacceptable behaviours occurring by members of our club. To generally “chat” to reiterate the clubs “zero tolerance” approach and to understand the consequences and effect of their actions.
* **Should the decision be made to carry out the above options prior to the end of the session the parent will be informed in private of the concern their child has raised, and the action taken immediately following the session. We will involve parents and the child in deciding the monitor the situation.**
* **Option 3 – We will listen to “both sides”** in private and record information to report to the parents of the children involved. We will involve the parents and children in deciding the outcome and any sanctions which may need to take place to encourage the bully(ies) to change their behaviour. BG offer guidelines when confronting bully(ies)
	+ Talk to the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their actions
	+ Seek an apology from the bully(ies) to the victim.
	+ Inform the bully’s parents.
	+ Insist that any borrowed items are returned to the victim.
	+ Impose sanctions or disciplinary action if necessary.
	+ Report and record all actions taken.
	+ Provide support for the victim and his/her coach.
	+ Encourage the bully(ies) to change his/her behaviour.
* **Option 4 - The clubs procedure for “Raising a Concern or Complaint” will be followed to investigate any unacceptable behaviours that are repeated**. In cases where bullying continues the management committee has the power to take appropriate action as indicated in the “Raising a Concern or Complaint Policy & Procedure” paragraph 3.3.

**Strategies to Discourage Bullying**

* Create an open environment and provide adequate supervision at all times
* Encourage children to speak out and share any concerns with the person in charge, the Welfare Officer, or other responsible adults through introductory talks with Welfare Officer present.
* Proactively hold group talks/workshops to highlight different aspects of bullying
* Invite outside agencies in the training sessions or clubs’ activity days to highlight different aspects of bullying
* Take all signs or allegations of possible bullying seriously.

**Supporting bullied children**

* Children who have been bullied will often need support from club officers to deal with the impact of bullying. This may include having a specific person to whom concerns can be raised in specific situation or providing a named senior gymnast as a “buddy” in changing facilities.
* They will need support external to the club from parents, other relatives and sometimes schoolteachers.
* The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person.

The club can advise the child or parent to contact Kidscape, a charity that offers support to bullied children as well as day courses to help them deal with bullying and its after effects including how to avoid being bullied in future at [www.kidscape.org.uk](http://www.kidscape.org.uk/).

**Confidentiality**

All concerns and complaints are treated with discretion. British Gymnastics (BG) “Whistle blowing procedures” is adopted by the club to provide the necessary steps to ensure members, their parents/guardian and others feel able to raise a concern without fear of negative repercussions. It is aim of the Management Committee that parent/guardians feel confident that their concern will not penalise their child.  Parents need to be assured that they will be supported when reporting an incident and that the procedure that will follow will have a minimum of distress to all participants involved.

**Sharing of information**

There may be circumstances when information may need to be shared with those involved in order that the complaint be fully investigated, and parents assured that information will be provided on a strictly need to know basis in line with BG confidentiality and information sharing guidance. The Management Committee will follow guidelines and training provided by BG and as an affiliated club can seek any advice through any part of the process from BG and/or its legal helpline for clubs.

Chairperson name\_\_\_Candice Lakin\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adopted by LS at AGM meeting held \_\_\_\_\_\_\_\_24/08/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Changed and altered on 1/09/2022 by Candy Lakin on behalf of LS Gymnastics Crewe Academy

# **Safeguarding Policy**



1. **Child Safeguarding Policy**
	1. **Introduction**

Everyone who participates in LS Gymnastics Crewe Academy is entitled to do so in an enjoyable and safe environment. LS Gymnastics Crewe Academy have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

LS Gymnastics Crewe Academy is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of LS Gymnastics Crewe academy and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

**A child/young person is defined as a person under the age of 18 (Children’s Act 1989)**

* 1. **Policy Statement**

LS Gymnastics Crewe Academy is committed to the following:

* The welfare of the child is paramount
* All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Gymnastics in a fun and safe environment
* Taking all reasonable steps to protect children from harm, discrimination, and degrading treatment and to respect their rights, wishes and feelings
* All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
* All LS Gymnastics Crewe Academy employees who work with children will be recruited with regards to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
* Working in partnership with parents and children is essential for the protection of children
	1. **Monitor and Review the Policy and Procedures**

The implementation of procedures should be regularly monitored and reviewed. The welfare officer should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management committee.

The policy should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1. **Promoting Good Practice**
	1. **Introduction**

To provide children with the best possible experience and opportunities in gymnastics everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct.

It is not always easy to distinguish poor practice from abuse.  It is therefore NOT the responsibility of employees or participants in Gymnastics to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

* 1. **Good Practice**

All personnel should adhere to the following principles and action:

* Always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets)
* Make the experience of Gymnastics fun and enjoyable: promote fairness, confront, and deal with bullying
* Treat all young people equally and with respect and dignity
* Always put the welfare of the young person first, before winning
* Maintain a safe and appropriate distance with players (e.g., it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
* Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required, it should be provided openly and with the consent of the young person.  Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person’s consent has been given
* Involve parents/cares wherever possible, e.g., where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child.  If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
* Request written parental consent if club officials are required to transport young people in their cars
* Gain written parental consent for any significant travel arrangements e.g. overnight stays
* Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
* Ensure that at away events adults should not enter a young person’s room or invite young people to their rooms
* Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
* Always give enthusiastic and constructive feedback rather than negative criticism
* Recognising the developmental needs and capacity of the young person and do not risk sacrificing the welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
* Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
* Keep a written record of any injury that occurs, along with details of any treatment given
	1. **Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

* Unnecessarily spending excessive amounts of time alone with young people away from others
* Taking young people alone in a car on journeys, however short
* Taking young people to your home where they will be alone with you
* Sharing a room with a young person
* Engaging in rough, physical, or sexually provocative games, including horseplay
* Allow or engage in inappropriate touching of any form
* Allowing young people to use inappropriate language unchallenged
* Making sexually suggestive comments to a young person, even in fun
* Reducing a young person to tears as a form of control
* Allow allegations made by a young person to go unchallenged, unrecorded, or not acted upon
* Do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical/impossible to avoid certain situation e.g., transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it.  Parents should also be informed of the incident.

1. **Defining Child Abuse**

**3.1 Introduction**

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race, or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse, and neglect.** The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

* 1. **Types of Abuse**
* **Physical Abuse:** where adults physically hurt or injure a young person e.g., hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning.
Giving young people alcohol or inappropriate drugs would also constitute child abuse.This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after.  This is call Munchausen’s syndrome by proxy.In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child’s immature and growing body
* **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child’s emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate, or valued in terms of only meeting the needs of another person.  It may feature expectations of young people that are not appropriate to their age or development.  It may cause a young person to be frightened or in danger by being constantly shouted at, threatened, or taunted which may make the young person frightened or withdrawn.Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.Emotional abuse in sport may occur when the young person is constant criticised, given negative feedback, expected to perform at levels that are above their capability.  Other forms of emotional abuse could take the form of name calling and bullying.
* **Bullying** may come from another young person or an adult.  Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.It may be physical (e.g., hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating form the group), or sexual (e.g. unwanted physical contact or abusive comments).In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.
* **Neglect** occurs when an adult fails to meet the young person’s basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child’s health or development.  For example, failing to provide adequate food, shelter, and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.Refusal to give love, affection and attention can also be a form of neglect.Neglect in sport could occur when a coach does not keep the young person safe or exposing them to undue cold/heat or unnecessary risk of injury.
* **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs.  This could include full sexual intercourse, masturbation, oral sex, anal intercourse, and fondling.  Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed.  Also, the power of the coach over young athletes, if misused, may lead to abusive situations developing.

* 1. **Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.  Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

* Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
* An injury for which an explanation seems inconsistent
* The young person describes what appears to be an abusive act involving them
* Another young person or adult expresses concern about the welfare of a young person
* Unexplained changes in a young person’s behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
* Inappropriate sexual awareness
* Engaging in sexually explicit behaviour
* Distrust of adult’s, particularly those whom a close relationship would normally be expected
* Difficulty in making friends
* Being prevented from socialising with others
* Displaying variations in eating patterns including overeating or loss of appetite
* Losing weight for no apparent reason
* Becoming increasingly dirty or unkempt

###### **Signs of bullying include:**

* Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions
* An unexplained drop off in performance
* Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g., on food, alcohol or cigarettes
* A shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in (Organisation/Club) to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

* 1. **Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All clubs should be vigilant, and any concerns should be reported to the Club welfare officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

#### **Responding to Suspicions and Allegations**

* 1. **Introduction**

It is not the responsibility of anyone working in (Organisation/Club) in a paid or unpaid capacity to decide whether or not child abuse has taken place.  However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person.  This applies **BOTH** to allegations/suspicions of abuse occurring within (Organisation/Club) and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

* 1. **Receiving Evidence of Possible Abuse**

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately.  If a young person says or indicates that they are being abused, you should:

* **Stay calm** so as not to frighten the young person
* **Reassure** the child that they are not to blame and that it was right to tell
* **Listen** to the child, showing that you are taking them seriously
* **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said.  The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.  Only ask questions to clarify
* **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
* **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure they are made aware that this is a child protection issue
* **Record** all information
* **Report** the incident to the club/welfare officer

**In all cases if you are not sure what to do you can gain help from British Gymnastics welfare department or local support services.**

* 1. **Recording Information**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern.  In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you.  Do not include your own opinions.

Information should include the following:

* The child’s name, age and date of birth
* The child’s home address and telephone number
* Whether or not the person making the report is expressing their concern or someone else’s
* The nature of the allegation, including dates, times and any other relevant information
* A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
* Details of witnesses to the incidents
* The child’s account, if it can be given, of what has happened and how any bruising/injuries occurred
* Have the parents been contacted?If so, what has been said?
* Has anyone else been consulted? If so, record details
* Has anyone been alleged to be the abuser? Record detail
	1. **Reporting the Concern**

All suspicions and allegations MUST be reported appropriately.  It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague.  It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

LS Gymnastics Crewe Academy expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge or the Clubs Welfare Officer and subsequently to check that appropriate action has been taken.

If the nominated club welfare officer is not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police.  Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 2**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

* **Criminal** in which case the police are immediately involved
* **Child protection** in which case the social services (and possibly) the police will be involved
* **Disciplinary or misconduct** in which case (Organisation/Club) will be involved

As mentioned previously in this document the LS Gymnastics Crewe Academy are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection. **(SEE APPENDIX 3 & 4)**

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to LS Gymnastics Crewe Academy who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk.  This will include the following:

* LS Gymnastics Crewe Academy will refer the matter to social services department
* The parent/carer of the child will be contacted as soon as possible following advice from the social services department
* The chairperson of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
* The club welfare officer should also notify the relevant sport governing body
* If the Club welfare officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services.  This is because other children in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

* 1. **Concerns outside the immediate Sporting Environment (e.g. a parent or carer)**
* Report your concerns to the Club welfare officer
* If the Club welfare officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
* Social Services and the Club welfare officer will decide how to inform the parents/carers
* The Club welfare officer should also report the incident to British Gymnastics. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
* Maintain confidentiality on a need-to-know basis
	1. **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned.  Information should be handled and disseminated on a need-to-know basis only.  This includes the following people:

* The Club Welfare Officer
* The parents of the child
* The person making the allegation
* Social Services/police
* LS Gymnastics Crewe Academy Club Regional Development Manager and your Sport Governing Body Club welfare officer
* The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.
All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

* 1. **Internal Inquiries and Suspension**
* LS Gymnastics Crewe Academy welfare officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
* Irrespective of the findings of the social services or police inquiries the LS Gymnastics Crewe Academy Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police.  In such cases LS Gymnastics Crewe Academy Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true.  The welfare of the child should remain of paramount importance throughout.
1. **Recruiting and Selecting Personnel with Children**

**5.1 Introduction**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children.  This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

* 1. **Controlling Access to Children**
* All staff and volunteers should complete an application form.  The application form will elicit information about the applicants past and a self-disclosure about any criminal record.
* Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
* Two confidential references, including one regarding previous work with children should be obtained.  These references MUST be taken up and confirmed through telephone contact.
* Evidence of identity (passport or driving licence with photo)
	1. **Interview and Induction**

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations.  All employees and volunteers should receive formal or informal induction during which:

* A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
* Their qualifications should be substantiated
* The job requirements and responsibilities should be clarified
* They should sign up to the organization’s Code of Ethics and Conduct
* Child Protection Procedures are explained, and training needs identified e.g.  basic child protection awareness
	1. **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

* Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
* Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
* Respond to concerns expressed by a child
* Work safely and effectively with children

LS Gymnastics Crewe Academy requires:

* All staff and volunteers who have access to children to undergo an enhanced DBS check
* All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
* All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
* All coaches, trainee coaches and leaders should have an up to date first aid qualification

### **Declaration**

On behalf of LS Gymnastics Crewe Academy, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

|  |
| --- |
| **Signed:**  |

(n.b. One of the signatories should be the Welfare Officer)

|  |  |  |
| --- | --- | --- |
| **Name:**  |  | **Name:** |
|  |  |  |
| **Position within [LS Gymnastics Crewe Academy:** |  | **Position within [LS Gymnastics Crewe Academy** |
|  |  |  |
| **Date:** |  | **Date:** |

# **Additional Resources Followed as set out by British Gymnastics**

Flexibility Training:

<https://www.british-gymnastics.org/technical-information/performance-gymnastics/sports-science/12806-flexibility-training-guidance/file>

Pain, Injury and Gymnastics:

<https://www.british-gymnastics.org/technical-information/performance-gymnastics/sports-science/12689-pain-injury-gymnastics/file>

# **Further Additional Resources**

The h2b Safer Guide to Live Streaming Apps:

<https://www.anncrafttrust.org/wp-content/uploads/2020/09/LiveStreamingEbooklet.pdf>