

Sherburn Community Gymnastics Club

Policies and Procedures

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Sherburn Community Gymnastics Club

Safeguarding Children Statement

Sherburn Community Gymnastics Club is fully committed to the safeguarding and protection of all its members and the welfare of the gymnast is paramount. We recognise that we have a responsibility to provide a safe and enjoyable environment where children can learn gymnastics without the risk of harm, abuse or exploitation.

Sherburn Community Gymnastics Club is registered with British Gymnastics (BG), the national governing body for the sport and has adopted the British Gymnastics Safeguarding and Protecting Children Policy. A full copy of this can be found in Sherburn Community Gymnastics Policy Folder or is available for download from the British Gymnastics Webpage.

Sherburn Community Gymnastics club will:

- Adopt the British Gymnastics Health, Safety and Welfare policy
- Adopt the British Gymnastics Safeguarding and protecting children policy
- Adopt the British Gymnastics equality policy
- Ensure that 2 Welfare officers are in post at all times. They will deal with any concerns or complaints in a confidential manner as far as possible, unless duty bound to disclose under their statutory safeguarding responsibilities to protect children/adults that may be at risk.
- Ensure that all coaches work within the boundaries of their qualification and implement best practice at all times, using only appropriate and recognised techniques as taught by British Gymnastics
- Ensure that all coaches and staff have suitable training in Safeguarding and protecting children to minimise potential risks to the gymnasts
- Ensure that all coaches and volunteers involved with the club have a valid DBS check
- Not tolerate bullying in any form and the club's disciplinary policy will be followed if such an allegation is made.
- Ensure that all members, parents and the SCGC team adhere to their code of conduct
- Ensure that all registers and emergency contact details are updated termly and are easily accessible in the event of an accident
- Ensure that a minimum of 2 members of staff are in the gym at all times
- Carefully recruit any new members of the SCGC team ensuring that both the Clubs and British Gymnastics recruitment policies are followed prior to appointment
- Strictly follow the SCGC Social media policy
- Not allow the gymnast to leave the session until a parent/ guardian arrives to collect them unless the appropriate form has been completed to allow them to leave alone
- Ensure that no gymnast passes through the shared changing room unless supervised by a member of the coaching or volunteer team and that a buddy system is used.

Version 1

Sherburn Community Gymnastics Club

Coaches, Officials and Volunteers Code of Conduct

The essence of good ethical Conduct and practice is summarised below. All club coaches, Officials and Volunteers must:-

- Consider the well being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers based on mutual trust and respect
- Hold the appropriate, valid qualification and insurance cover
- Make sure that all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills
- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities
- Never consume alcohol before or during training or at any event/competition
- Obtain prior written agreement from the parent/guardian of performers under 18 before transporting them anywhere (training or competition)
- Never have performers stay overnight at your home
- Never exert undue influence over performers to obtain personal benefit or reward
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the British Gymnastics Child Protection Policy 2014
- Never condone rule violations or use of prohibited substances
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned unless there is a child/adult at risk of harm under statutory duty
- Promote the positive aspects of the sport (Eg fair play)
- Encourage performers to value their performance and not just results
- Endeavour to establish good communication with the club, coaches and officials for the benefit of all
- Use correct and proper language at all times
- Never punish or belittle a child for poor performance or making a mistake
- Never display behaviour that could be interpreted as intimidating, rude or violent towards gymnasts, any member of the coaching teams or parents/guardians
- Follow all guidelines and policies produced by British Gymnastics and Sherburn Community Gymnastics Club

Any individual found to be in breach of the Code of Conduct will be dealt with in accordance with the club's disciplinary policy

Version 1

Sherburn Community Gymnastics Club

Gymnasts Code of Conduct

As a member of Sherburn Community Gymnastics Club you are expected to abide by the following club rules:

- All members must participate within the rules and respect ALL coaches, judges and their decisions
- All members must respect opponents and fellow club members
- Members should keep to agreed timings for training and competitions or inform their coach, if they are going to be late
- Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied up and nails should be kept short. All jewellery should be removed
- Members must pay any fees for training or events promptly
- Members must not smoke, consume alcohol or take drugs of any kind whilst training or representing the club at competitions or events
- Members should treat all equipment with respect
- Members must inform the head coach of any injuries or illness they may have before warm-up begins
- Members should not eat or chew gum during a session, unless a designated snack time has been authorised
- Members must not use bad language
- Members should offer encouragement and support to other gymnasts. Bullying of any form will not be tolerated and dealt with in accordance with the club's Anti-bullying policy
- Members should remain with coaches at the end of a session until collected by their parent or guardian
- Members should not ask any member of the coaching team to follow them on social networking pages.
- Members should not use social media as a medium by which to criticise each other, other parents/guardians, members of the coaching team or other gymnastics clubs

Any individuals found to be in breach of their code of conduct will be dealt with in accordance with the clubs disciplinary policy

Version 1

Sherburn Community Gymnastics Club

Parent/Guardian Code of Conduct

As a parent/guardian you are expected to abide by the following club rules:

- Encourage your child to learn the rules and participate with them
- Discourage challenging / arguing with officials
- Publicly accept officials judgements
- Help your child to recognise a good performance, not just results
- Set a good example by recognising good sportsmanship and applauding the good performance of all
- Never force your child to take part in sport
- Always ensure that your child is dressed appropriately for the activity and has plenty to drink
- Keep the club informed if your child is ill and unable to attend sessions
- Endeavour to establish good communication with the club, coaches and officials for the benefit of all
- Share any concerns or complaints about any aspect of the club through approved channels which are explained in SCGC's Complaints procedure
- Use correct and proper language at all times
- Never punish or belittle a child for poor performance or making a mistake
- Always collect your child promptly at the end of a session. A permission slip must be signed if your child is to walk home alone.
- Support your child's improvement and help them to enjoy their sport
- Never take pictures within the gym, unless permission has been sought from the head coach and the Club's photography policy is being adhered to
- Never display behaviour that could be interpreted as intimidating, rude or violent towards gymnasts, any member of the coaching teams or parents/guardians
- Social networking sites should never be used as a medium by which to criticise or abuse the gymnasts, other parents/guardians, the club or any member of the coaching and welfare team. Further guidance is set out in the British gymnastics social network guidelines which the club adheres to.
- Do not become named friends with Sherburn Community Gymnastics Club Coaches, volunteers or officials on social media

Any parent found to be in breach of the code of conduct will be dealt with in accordance with the club's disciplinary policy. A full copy of which is available on request

Sherburn Community Gymnastics Club

Health and Safety Policy

Sherburn Community Gymnastics Club recognises the duties it has under the Health & Safety Acts and regulations, to ensure the safety, health and welfare of all Club members, coaches, helpers, officials and visitors within the club.

The club will endeavour to promote the highest standards of care for all by:-

- Adopting the British Gymnastics Health, Safety and Welfare Policy. A copy of which is available for download on the British Gymnastics website.
- Providing the correct qualified coach to pupil ratio
- Working to session plans and badge schemes that are governed by British Gymnastics
- Ensuring that risk assessments are in place for all equipment and are up to date
- Ensuring equipment is kept in good condition, yearly written inspections are undertaken and all equipment is visually inspected prior to use by the coach in charge
- Ensuring that club codes of conduct are in place and adhered to at all times
- Ensuring all members of staff are suitably trained and have a full understanding of all the clubs codes and polices
- Ensuring all members of Sherburn Community Gymnastics Club team including volunteers have undertaken safeguarding training at the appropriate level
- Ensuring best practice coaching guidelines are followed at all times
- Ensuring skills are taught safely and progressively taking into consideration the ability of each individual gymnast
- Ensuring a minimum of at least 2 adults are present in each training session
- Keep a register of all participants, together with emergency contact details of their next of kin and details of any underlying medical conditions, available at all times
- Ensuring that a qualified first aider and well stocked first aid kit is available at every session and that adequate arrangements are in place in the event of an accident
- Ensure that reporting procedures are adhered to following any accidents or incidents
- Follow a robust evacuation plan in the event of a fire
- Operate an open training environment
- Ensuring that any cleaning materials are kept in a locked cupboard at all times

Version 1

Sherburn Community Gymnastics Club

Equity Policy

Sherburn Community Gymnastics Club promotes and endorses a policy for equal opportunities for all its members and is committed to exemplary standards of conduct through the principles of equality, good ethical and moral frameworks.

The club will encourage individuals from all communities to be involved at all levels of the club: participation, coaching, officiating and management.

It is the responsibility of everyone to ensure that no form of discrimination is tolerated at Sherburn Community Gymnastics Club.

All members and staff are to adhere to the following principles

- All persons must respect the rights, dignity and worth of every human being
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability
- Equity will be reflected in all strategic and development plans
- An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated
- Harassment and discrimination on grounds of racial, sexual, religious, disability or gender is prohibited

Anyone who feels they have received unfavourable treatment within the scope of this policy should raise the concern in line with the club's complaints procedure.

Version 1

Sherburn Community Gymnastics Club

Complaints Procedure

As a club affiliated to British Gymnastics, Sherburn Community Gymnastics Club is bound by the procedures for complaints, disciplinary issues and membership suspension and expulsion.

As a club we are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore members are encouraged to be open at all times and share any concerns or complaints that they have about any aspect of the club with any member of the welfare team.

All complaints, grievances and suspicions of poor practice should be submitted in writing to a club welfare officer. Matters will be dealt with confidentially and only those who need to know will be informed.

The British Gymnastics procedures for dealing with complaints will be followed and if an issue cannot be addressed at club level, the British Gymnastics procedure will be implemented.

A copy of the British Gymnastics complaints procedure and the policy for the protection of children and vulnerable adults is available from the head coach or copies can be obtained via the British Gymnastics website at www.british-gymnastics.org

Version 1

Sherburn Community Gymnastics Club

Discipline Policy

Sherburn Community Gymnastics Club expects all members to adhere to the club's policies including their code of conduct at all times whilst within the Gymnastics setting.

We as a club operate a 3 strikes policy:-

1. Any gymnast, parent or guardian failing to meet behavioural standards as defined in the Code of Conduct will receive a verbal warning which will be recorded by the club
2. If the behaviour continues, a second warning will be issued to the gymnast, parent or guardian. This would be in your 1st written warning.
3. Should the first written warning and continued verbal warnings have no effect on the behaviour of the individual, the individual will be suspended or expelled from the club at the discretion of the club committee

Version 1

Sherburn Community Gymnastics Club

Anti-Bullying Policy

At Sherburn Community Gymnastics Club we aim to provide all our members with a happy, safe and fulfilling experience throughout their gymnastics career.

Bullying in any form will not be tolerated or condoned within the club. All allegations of bullying will be investigated.

All acts of bullying are taken seriously and can include

Physical - punching, kicking, hitting, pinching etc

Verbal – Shouting, name calling, sarcasm, spreading rumours, persistent teasing

Emotional - through ridicule, humiliation and the ignoring of individuals

Sexual, religious, gender or disability comments or suggestions

Cyber Bullying

- All complaints of bullying will be taken seriously
- All reports of bullying should be taken to the head coach or one of the welfare officers
- All reports will be dealt with as quickly as possible and both sides listened too
- All reports and investigations will be recorded by staff.
- In serious cases parents/guardians will be asked to attend a meeting to discuss the problem
- If bullying persists despite this, the club will have no choice but to follow the disciplinary procedure, which could result in the parent/guardian or gymnast having their membership revoked

Version 1

Sherburn Community Gymnastics Club

Whistle Blowing Policy

Sherburn Community Gymnastics Club is committed to the highest possible standards of openness, integrity and accountability. We support an environment where people feel free to raise concerns, safe with the knowledge that these concerns will be taken seriously

- Sherburn Community Gymnastics Club adopts British Gymnastics Safeguarding children: Recognising and responding to abuse and poor practice policy. A full version of this is available of the British Gymnastics webpage.
- This policy covers concerns about practice, procedure and the code of conduct of an individual
- Any concerns should be raised with the welfare officer
- All concerns will be dealt with in a confidential and timely manner unless there is a duty to share the information in which case this will be on a need to know basis.
- The Welfare Officer will follow the channels set out by British Gymnastics with regard to investigation and further referral
- If the whistle blower feels that they cannot approach the club welfare officer for any reason, concerns should be referred to the regional welfare officer. A list of regional welfare officers is available on the British gymnastics page

Version 1

Sherburn Community Gymnastics Club

Social Media Policy

These guidelines are in place to protect both yourself and your gymnasts and need to be adhered to at all times

- Sherburn Community Gymnastics Club asks that all coaches, Officials and Volunteers do not become named friends with gymnasts or gymnasts parents on your own social networking page
- Should an under 18 coach/volunteer also be a gymnast within the club they can have contact with other gymnasts within their own training session. However they should not have social media contact with gymnasts for whom they have responsibility
- For coaches/volunteers aged 16/17 it is acceptable for them to have contact with other members of the coaching/volunteers team. Provided that that individual is not in a position of trust or responsibility. However written permission would need to be sought from the parent/guardian of the young coach and any contact is only in matters that are relevant to the young coaches' professional role within the club. All communications would also need to be shared with a 3rd party (Eg parent/guardian or welfare officer)
- Social networking sites should never be used as a medium by which to criticise gymnasts, parents/guardians, other members of the coaching/welfare team or other Gymnastics Club, as set out in the British gymnastics social networking guidelines

Any individuals found to be in breach of the social networking guidelines will be dealt with in accordance with the club's disciplinary policy

Version 1

Sherburn Community Gymnastics Club

Social Media Policy

Social Media Permission Slip For Parent / Guardian

I give my permission for(child's name) to have contact with
..... (Coach/volunteers name) on the social networking site
.....(insert site name). I understand that the contact will be to
discuss matters that are of relevance to my child's professional role with in Sherburn
Community Gymnastics Club only.

Signed (Parent/Guardian).....

Date.....

Sherburn Community Gymnastics Club

Open Training Environment Policy

Sherburn Community Gymnastics Club adheres to the British Gymnastics Safeguarding Children: Safe Environment Policy. A full copy of which is available to download on the British Gymnastics website.

The Club welcomes parents that wish to watch the training session. However we ask that you:

- Do not interrupt the session
- Remain in the designated viewing area at all times
- Do not use mobile phones/cameras to record images, unless the head coach is aware and then only use in accordance with the Club's photography policy
- Keep small children under control

These requests are for the participants' safety and protection. Any spectator not adhering to this will be asked to leave the session. If this persists the Clubs disciplinary policy will be followed.

Sherburn Community Gymnastics Club believe that an open gym is more than just parents/guardians being permitted to view the sessions. It involves having an open culture between all involved. Sherburn Community Gymnastics Club will therefore provide:-

- Regular written and oral communication with parents
- Provide regular verbal feedback on a child's progress
- Provide opportunities to discuss a child's progress and training regime
- Provide opportunities to raise concerns and receive feedback on the outcome
- Encourage parents to become involved in the club
- Invite Parents/guardians to attend welfare briefings prior to an away event

Sherburn Community Gymnastics Club supports Whistle Blowing and welcomes any concerns. Please raise any issues in accordance with the whistle blowing policy

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Sherburn Community Gymnastics Club

Events Policy

Sherburn Community Gymnastics Club aims to enhance gymnasts experience and this can often mean attending events away from the normal training venue. This policy is to be used in conjunction with British Gymnastics Safeguarding Children: Safe Environment Policy. A full copy of which is available on the British Gymnastics Website

- In the event of an overnight stay a trip manager will be appointed. Parents will be made aware of who this is and their contact details.
- Where possible a trained Welfare Officer will be available at all events. Failing this an individual with safeguarding training will be available.
- A minimum ratio of 1 adult to 10 gymnasts will be adhered to for Over 11's. This will be increased to 1 adult to 7 children for under 11's
- Under 11's will need to be accompanied by a parent/guardian for overnight trips
- Any parent/guardian participating in the trip will be expected to provide a DBS check and sign the volunteer's code of conduct. For trips abroad they will also require temporary British Gymnastics membership
- Each under 8 will require a specific risk assessment addressing any hazards associated with a younger child's needs
- A comprehensively stocked First Aid kit and trained First Aider will be available at all times
- Permission will be sought from British Gymnastics prior to taking gymnasts abroad
- A full list of up to date contact details of parents will be held securely but be accessible for the duration of the trip/event
- Consent forms will be required for all children regardless of the duration of the event
- Written communication will be given to parents/guardians detailing: Transport arrangements, key timings, destination & contact details, code of conduct, contact details for trip staff and any specific trip requirements. E.g. Kit
- In the event that a coach should transport gymnasts, it should be ensured that drop offs/ pickups are performed in a manner that ensures that the coach is not left alone with just one gymnast
- If a coaches own car is being used for transport purposes, copies of driving license, car insurance and MOT Certificate are required (Booster seats if applicable) and written parental consent containing parental contact details is obtained

NB: It should be noted that British Gymnastics personal accident insurance policy covers any member travelling to or from a BG event

Version 1

Sherburn Community Gymnastics Club

Photography Policy

At Sherburn Community Gymnastics Club we strive to provide a safe environment to enable the participants to develop skills to their full potential. Sherburn Community Gymnastics Club fully supports the British Gymnastics Safeguarding Children: Safe Environment Policy. It is not the intention of Sherburn Community Gymnastics Club to prevent parents/guardians from taking pictures of their children but rather to ensure that photographic practices are carefully managed and effective prevention measures are in place to deter anyone with undesirable intentions from taking and publishing inappropriate images.

Photography/Filming by Parents/Guardians

Any person wishing to film/photograph **MUST** first seek permission from the Head Coach

- The permission to photograph or video your child at a gymnastic training session/event is regarded as a privilege and not a right
- Parents/guardians should try as far as reasonably possible to restrict filming or photography to their own child
- Any photograph/film containing another child **MUST NOT** be shared on social media
- Parents/guardians must not interrupt the training session/event for the purpose of photography or filming
- For Safety purposes flash photography is prohibited
- You must not use photographs/films for any reason that could be derogatory to the gymnasts, coaches or to discredit the club
- This policy applies to all forms of photography/filming including hand held tablets and mobile phones
- Any breach of these conditions will be taken seriously and could result in disciplinary action as set out in the disciplinary policy

Photography/Filming by Sherburn Community Gymnastics Club

Sherburn Community Gymnastics Club may use photographs/films for training purposes and club promotion. However:-

- The club will not publish photographic images/ films of any gymnast without written consent
- No personal information will be published with any images
- Care will be taken to ensure that no images are recorded or published of children under court orders. (Please make Head Coach or Welfare Officer aware of any children this applies too)

Version 1

Sherburn Community Gymnastics Club

Safe Recruitment Policy

Sherburn Community Gymnastics Club recognizes that its coaches and volunteers are committed, dedicated individuals who work within the club for commendable reasons. However, all reasonable steps must be taken to ensure that unsuitable individuals, or individuals with inappropriate motivation, are prevented from working with children. For this reason Sherburn Community Gymnastics Club fully adheres to the British Gymnastics Child Protection Policy on Safer Recruitment. A Copy of which is available on the British Gymnastics Website.

All potential coaches and volunteers will be required to produce the following:

- Name, address and telephone number
- National Insurance Number
- Contact details of at least 2 referees
- For Coaches - Evidence of qualifications
- Appropriate evidence to enable a full DBS to be completed

In addition to this candidate will be expected to submit an application form and attend an informal interview. If successful the candidate will be informed in writing. This letter will include a job profile and a code of conduct. The individual will be required to sign this and return it to the head coach.

The individual will also be expected to attend a British Gymnastics session on Child Protection if they have not already done so.

All volunteers, helpers and coaches will be required to sign an agreement to abide by the club's policies and Code of Conduct. Failure to adhere to these will result in disciplinary action which is outlined in the Club's disciplinary policy.

All Sherburn Community Gymnastics Club coaches and helpers will undergo a probationary period the length of which will be provided in writing upon appointment.

The head coach will continue to monitor standards of coaching and identify any training needs and plan development opportunities on an individual basis.

Version 1