

Safeguarding and Protecting Children Policy

Policy Introduction

Safeguarding Children is the action we take to promote the welfare of children and protect them from harm, which involves:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

The welfare of children (anyone under the age of 18 years) is paramount. All children, regardless of ability, age, disability, sexual orientation, parental status, race, religion or belief or socio/economic background have a right to be protected from abuse.

Safeguarding children is everyone's responsibility – every individual and organisation must play their part in ensuring the sport is safe.

Airies Gymnastics Club strives to create an environment where all children can thrive and realise their potential and, in accepting a duty of care towards children, has set the standards and defined best practice for working with children within the sport:

- A child-centered approach to meet the needs of children.
- All children and young people, and their parents, are aware of behaviour that is not acceptable and how they can help to keep themselves safe.
- There is zero tolerance for poor practice, bullying or any form of abuse.
- The overall responsibility for safeguarding sits at the most senior level of our organisation.

Photography/Videography/CCTV & Surveillance

- Participants, staff, visitors and parents/guardians are made aware of the purposes of any videoing/photography which may take place during class.
- When signing up to join the club, parental consent is either given or not given for videography and photography. This is for the club to take photos/videos of their child while participating in classes at Airies Gymnastics Club and to publish images, photographs, audio, and/or video footage of their child in media, advertising and website use. No personal information, other than the child's first name, class level and the club accompany the image. Parents/guardians can contact the club at any point to withdraw their consent, and/or ask them not to use an image of their child and the club will comply with their request.

Airies Gymnastics Club Ltd

www.airiesgymnastics.co.uk

airiesgymnastics@gmail.com

Saskia Leigh – Head Coach | Company Director

07415-758-680



- Employees are not permitted to use their personal phones to video/photograph of any participant. The club work phone in the gymnasium is used instead.
- There are two CCTV cameras installed in the gymnasium - one is operated by Saskia Leigh of Airies Gymnastics Club, and the other is operated by One YMCA. Further information on this is in the CCTV & Surveillance Policy found on the website and posted in two areas of the gymnasium.

Employees must

- Not abuse or misuse any relationship of trust or position of power or influence.
- Report promptly any concerns, or present evidence or other information concerning any abuse or neglect of a child or adult at risk.
- Not victimise, attempt to victimise or encourage the victimisation of any individual (or their parents, guardians or dependents) for raising concerns or making a complaint.
- Inform the manager and British Gymnastics if you are arrested for or charged with a criminal offence.
- Inform the manager and British Gymnastics of any criminal conviction, caution or warning issued by the police.

Dismissal after class

- Participants are only permitted to leave the gymnasium once the coaches can see their parents/guardian.
- Parents/Guardians must inform the club if another adult will be collecting their child after class, instead of themselves. A full name must be given.
- Parents and Carers who report to collect children from their class while drunk or intoxicated will not be permitted to take their child if they are solely in charge of the child. Drunk or intoxicated means unable to either legally operate machinery, in this instance their car or if walking are too drunk or intoxicated to make reasonable judgement. In the event of this situation, the Welfare Officer is immediately involved to further manage the situation.

Accidents, Injuries, First aid

- Any minor incidents, injuries or concerns that arose during the class is communicated with the parent/guardian at dismissal. If the injury or incident, injury or concern is more severe, then they will be called immediately.
- Parents/Guardians must make sure the club has their current phone number, and keep their phones on them when class is taking place.
- Only qualified first aiders are to help give first aid.
- All of our coaches aged 16 years and above are put on a Paediatric First Aid

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course and renewed every 3 years.

- An accident report form must be filled out for all accidents and injuries, even those that are considered or appear minor.
- Permission must be given from the participant before helping them. The coach must ask if they can touch the injured area before doing so.

Keeping the gymnasium fire exit door closed

- For the safety of all participants and employees, the gymnasium door is kept closed when class is taking place, all year round, to ensure no one can enter without permission. Air conditioning has been installed (2024) to ensure this.
- Before opening the door, employees are trained to check who is there first.

The Club Welfare Officer: Grace Brazer

Grace Brazer is the one suitably trained and competent Welfare Officer designated within the club and takes the lead role in dealing with safeguarding issues. Her responsibilities include:

- Assist the club to put in place policies and implementation plans for safeguarding and promoting welfare.
- Be the first point of contact for club staff and volunteers, children and parents for any issue concerning safeguarding, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred in accordance with British Gymnastics guidelines.
- Ensure that all relevant club members access appropriate safeguarding training.
- Ensure that British Gymnastics procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up-to-date Disclosure and Barring Service (DBS) disclosures.
- Maintain local contact details for Children's Social Care Services, the Police and Local Authority Safeguarding panels.
- Ensure that codes of conduct are in place for club staff and volunteers/officials, children and parents.
- Advise club management on safeguarding issues.
- Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis.
- Attend Club Management meetings to provide an update on safeguarding within the club environment.

The Welfare Officer has attended British Gymnastics approved Safeguarding and Protecting children awareness training and the British Gymnastics Time to Listen course.

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She also holds a British Gymnastics membership and has undertaken an enhanced DBS check which is re-processed every 3 years.

Email: gracebrazer@gmail.com

ChildLine: 0800 1111

www.childline.org.uk

NSPCC Helpline: 0808 800 5000

www.nspcc.org.uk

Staff Training

All staff, and volunteers, who are working with children receive appropriate training, updated when required, and have access to advice on child protection, safeguarding and promoting the welfare of children.

Toilet Policy:

- Employees do not enter the toilet with a child.
- If the child cannot use the toilet alone, then their parent/guardian is called.
- The child also uses the disabled toilet down from our corridor, to ensure no one can be in there with them.
- We encourage children to lock the toilet door, so no one can enter whilst they are in there.

Whistle Blowing

- Whistle Blowing is supported and ensures employees, participants, parents/carers, and others, feel able to raise concerns without fear of negative repercussions.
- Any person or their child, if a participating gymnast reports a concern in good faith must not be subject to reprisal or other adverse consequences. These protections shall not apply to a person who intentionally makes a complaint that is false, vexatious, retaliatory or frivolous.

Retention of records

- Any information relating to safeguarding concerns is stored securely.
- Any safeguarding concerns that have been reported is retained as is deemed necessary to safeguard that individual.
- In the case of children, records are normally retained until the child reaches the age of twenty-five.
- Airies Gymnastics Club will retain information about significant safeguarding concerns relating to members in a position of trust for a minimum of 10 years and/or any subsequent review.

Confidentiality

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Confidentiality is maintained in relation to concerns and referrals, and information is only shared on a genuine 'need to know' basis in line with British Gymnastics Confidentiality and Information Sharing Guidance.

Safe Recruitment

- Airies Gymnastics Club complies with the British Gymnastics guidance on safe recruitment to prevent unsuitable people from obtaining, or remaining in, positions of trust or responsibility.
- Airies Gymnastics Club works in partnership with British Gymnastics to ensure poor practice is addressed and any required remedial action is taken.
- All staff have an enhanced DBS checked upon first starting work at the club and then every 3 years, to check for criminal records and their suitability to work with children.
- Airies Gymnastics Club ensures all coaches teach using only the best coaching practices and guidelines at all times.

Our Key Role

It is not the role of Airies Gymnastics Club Officials to investigate possible abuse or neglect. However, we have a key role to play by referring concerns about those issues to Children's Social Care Services, our Welfare Officer and/or British Gymnastics and providing information for police investigations.

Safeguarding Incident Recording Form

If an incident or concern is immediate and there is a risk of significant harm to a child or that they are in need of protection, then call your local Police and/or Social Care.

Once the matter has been referred then complete this form and submit to British Gymnastics.

This form should be used by club officials to record the details of any concerns raised.

A copy should be sent to the Safeguarding and Compliance team at British Gymnastics ethics@britishgymnastics.org.

All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult. The form should be completed for all levels of concern, even where no immediate action may be necessary.

DETAILS OF PERSON COMPLETING THE FORM

Name: _____

Club Name: _____

Position Held: (Welfare Officer/Coach, etc.): _____

Address: _____

Postcode: _____

Contact Numbers: _____

Name/details of person who raised concern (if different from above):

DETAILS OF ALLEGED VICTIM (if more than one, continue on a separate sheet)

Name: _____

Club Name: _____

Discipline _____

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Date of Birth: _____

Age at time of incident(s): _____

Parent/Carer details: (incl. name and address) _____

Postcode _____

Email/Contact Number _____

Any identified special needs or disability? _____

Ethnic background: _____

DETAILS OF INCIDENT

Date(s) of incident(s): _____

Description of the incident(s) (please include as much detail as possible. If a child talked to you, write down the exact details of the conversation – remember not to lead the child.

Please include any other information including location, number of incidents, any witness details etc. – please continue on a separate sheet of paper if necessary)

Any actions taken?

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Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number:

Children/Adult Social Care Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice:

Police Name of contact: _____

Contact Number/s: _____

Email: _____

Action they are taking/details of advice:

Any relevant additional information

Signed: _____

Date: _____