



Welfare Officer: Olivia Robinson

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Monitoring & Review

The policy will be annually monitored, and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance.
- Changes in governance of the sport.
- Changes in the nature or size of Ignite Gymnastics Club.

At Ignite Gymnastics, we prioritise safeguarding all our members, especially children. We focus on child protection to ensure their safety and wellbeing, addressing any instances of significant harm or potential harm.

Ignite Gymnastics have an important leadership role in embedding a no tolerance approach towards all forms of abuse and taking steps to prevent other forms of harm which include:

- Poor or unsafe practice.
- Discrimination, harassment, and victimization.
- Bullying
- Extremism

Roles and responsibilities

Ignite Gymnastics Club is committed to establishing strong measures and procedures to safeguard and protect our participants and to:

- Provide effective leadership to promote and implement the policy and minimise incidents of harassment and abuse.
- Develop a skilled and competent safeguarding workforce.
- Develop and implement standards of conduct that establish appropriate behaviours and boundaries for individuals in positions of trust and gymnasts.
- Develop and implement appropriate training to recognise, identify and respond to signs of harassment and abuse.

- Ensure children and their parents, adults at risk and other athletes are consulted and, where appropriate, fully involved in decisions that affect them.
- Implement appropriate practices for sharing information, where it is necessary to protect a child or adult at risk with relevant statutory agencies and other stakeholders, including relevant gymnastics organisations.
- Ensure any suspicions and allegations involving abuse of a child or adult at risk are reported in line with the applicable statutory guidance and where it relates to a Ignite Gymnastics Club member.
- Provide appropriate support to the individual(s) involved in incidents or concerns, and, including the person who reported the concern.
- Ensure that confidential, detailed and accurate records of all concerns are maintained and securely stored.
- Ensure robust safeguarding arrangements are in place for all Ignite Gymnastics Club activities.
- Develop and implement safe recruitment procedures to prevent unsuitable individuals from being appointed to positions of trust and responsibility.
- Have appropriate systems and processes in place to make sure children and adults at risk are protected from harassment and abuse.
- Take action against any coaches or volunteers where arrangements for safeguarding and/or behaviours fall below the expected standard required.

Ignite Gymnastics Club prioritises the importance of safeguarding and promoting the welfare of children and vulnerable individuals. The Club is accountable for:

- Ensuring the Club Manager takes leadership responsibility for the organisation's safeguarding arrangements.
- Designate an individual or group of individuals with responsibility for safeguarding (Welfare Officer) whose role is to promote safeguarding and provide a safe environment for children and adults at risk and to respond to any concerns of harassment and abuse that are brought to their attention.
- Promoting the safeguarding and welfare of all participants, including those who are children and adults at risk.
- Ensuring that young people and adults at risk are listened to and are involved in decision making.
- Ensuring staff and volunteers receive appropriate supervision and safeguarding training and are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and adults at risk.
- Ensure any suspicions and allegations of abuse to children and adults at risk involving a member of Ignite Gymnastics Club are reported to the relevant statutory authorities and to British Gymnastics Safeguarding Team.

- Take action to address any poor practice and behaviours such as bullying and harassment that occur within their own organisation.
- Ensure everyone knows what to do if they are concerned about someone's welfare and promote a culture where everyone is encouraged to raise concerns without fear of negative repercussions.
- Ensure where appropriate that children and adults at risk are aware of behaviour that is not acceptable and how they can help to keep themselves safe.
- It is essential that everyone involved in gymnastics is fully aware of the early signs of abuse and understands the appropriate steps to report these concerns.
- Anyone who has reason to believe that a child or adult at risk has or is experiencing abuse has a duty to report it to the relevant statutory authority and to Ignite Gymnastics Club where the abuse is connected to their role in the sport.
- Failure to comply with the policy and associated procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.

Duty of Care

Ignite Gymnastics Club must ensure the safety of gymnasts, coaches, volunteers, officials, visitors, and others on their premises. We are legally required to protect participants from harm during gymnastics activities at our club, a duty known as 'duty of care,' especially when it involves children and young people.

Ignite Gymnastics Club defines children as individuals under 16 years old and young persons as those between 16 and 18 years old, regardless of their role.

When working with children, an adult who carries out a supervisory role takes on certain responsibilities while the child is in their care. This may include:

- Holding a responsibility for care and wellbeing during training.
- Safe dismissal after training.
- Providing first aid.
- Providing/consenting to emergency medical treatment.
- Supervision/chaperoning.
- Team managing.

To fulfil the 'duty of care', Ignite Gymnastics Club make sure that the following areas are properly covered:

- Safeguarding and Welfare.
- Safe Environment, including safe apparatus and equipment.
- Safe development of the individual through appropriate physical and psychological preparation and progressive skill development in line with coaches' qualifications and discipline specific syllabus.
- Provision of suitable first aid support and emergency procedures.

Welfare Officers

Although the responsibility for safeguarding falls on everyone, a critical element in safeguarding is the designation of an individual or individuals who is/are responsible for safeguarding and promoting the welfare of children and young people:

- Responding to safeguarding, child protection and poor practice concerns.
- Providing support and advice in the implementation of procedures that safeguard and promote the welfare of children.
- Assisting the club or event to be more child focused on its activities, e.g. involving children in decision making processes.

Supervision

Ignite Gymnastics Club ensures proper supervision ratios. Staff are trained for their roles. Ratios depend on age, activity type, and location.

Ratios:

- Minimum 1:16 low level floor activity of a level 2 coach
- 1:8 for apparatus work
- 1:6 for preschool where possible
- 1:10 for holiday club activities

Pre-school Children

Parents of children under three years of age and of children who require assistance to use the toilet must remain with their child on site during the class. Ignite Gymnastics Club would recommend that parents of children aged 3-4 years remain nearby and contactable in case their child becomes distressed or requires assistance.

Photography and Use of Imagery

- All images of Ignite Gymnastics Club gymnasts are securely stored on unencrypted club computers, located on site and club tablets and Facebook pages.
- Coaches must not use any personal equipment such as phones or tablets etc or personal social media platform (whether to publish or store).
- Coaches only use devices belonging to the club.
- Withdrawal of consent to use photographs/Images. In circumstances, where parental consent is withdrawn, Ignite Gymnastics Club will adhere to existing Data Protection legislation and guidance provided by the Information Commissioners Office. The Act states that where consent has been removed, the relevant organisation must conform to such a request within a reasonable amount of time. Whilst this is not further defined in law, Ignite Gymnastics Club will do so as soon as possible and provide confirmation to the

parent(s) of such. The club welfare team should be informed of any inappropriate use of imagery on social media platforms or websites or any other form of media, which is not in keeping with this guidance.

Use of Video as an Aid to Coach analysis

The use of video equipment can be a valuable aid to coaching. The points below have been implemented to safeguard against inappropriate practice:

- Inform the performers and the person with parental responsibility the purpose of the filming as a coaching aid. This is communicated in the squad pack.
- Ensure that there is at least one other responsible adult present in addition to the person filming.
- All video recording is stored securely on club iPads, which is kept in the offices, encrypted, to avoid inappropriate or unauthorised use and deleted when it is no longer require for coaching purposes.
- No imagery should be stored on personal tablets/phones

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