



Safeguarding – Safe Environment

Reviewed Mar 21

Open Training Environment

Our facility at London Road has a glass window to allow parents to observe lessons. We discourage parents coming into the gym due to disruption to the class. However, we will always make an exception for new members or in situations where a gymnast is upset.

Logistically, it is more difficult for parents to observe lessons at Herts and Essex Sports Centre. However, if requested we will make the session open to any parent who would like to observe their child at any time for the purposes of safeguarding.

Changing Facilities

We do not have changing rooms at London Road, so we request that our gymnasts arrive wearing their leotards/gymnastics/wear under their clothes. Coaches should similarly arrive already wearing their tracksuit/club top. Any changing on the premises is at the parents / coach's own discretion. There are changing rooms at Herts & Essex.

Supervision

Stortford Gymnastics will ensure that the 'coach to children' ratio is always within those specified by UK Gymnastics. This ratio is 1 coach to 8 children. In most cases our ratios are more favourable than this.

We request that children do not leave the gym during the class. However, if there is an urgent requirement to, the gymnast must ensure that their coach is aware that they are leaving.

There should be a minimum of 2 coaches in the gym at all times. If there is only one coach (e.g. private lesson) then the parent should be in the gym with the coach.

We ask that parents of children who are 5 or under, stay on the premises throughout the class, in case of emergency.

Provision of Personal Care

Parents of children in our daytime pre-school classes and our 4-5 year classes, are asked to stay on the premises as they will be needed to assist their child to use the toilet if needed during the lesson. This also applies to parents of any other child who are unable to use the toilet unattended.

Children with Special Needs and or Disabilities

We are a fully inclusive club. We will consider the needs of any gymnast on an individual basis at a trial lesson, making reasonable adjustments to help provide for any child who wishes to participate. Whenever we can, we will provide 1 to 1 support from one of our Young Leaders at no extra cost. If we can accommodate the child in our classes, we will put a plan in place to provide the required support. This may be required until the child settles into the club, or for the first 10 minutes of each class (to warm up) or on a more permanent basis.

Personal Information

The club will ask parents to register information at the time of their initial enquiry on the Love Admin system. We will only store appropriate personal information and will adhere to Data Protection Law.

Coaches

Our coaches are requested to review and re-sign our Code of Conduct at every development review (approx. every 6 months). A copy can be found in the policy folder.

Young Leaders

We commit to providing opportunities for young people (aged 14 to 18) at our club. The roles and responsibilities offered will vary depending on the different sessions and the commitment of the individual to attending training courses.

We understand that young people should be treated fairly and honestly. We will ensure their opinions are acknowledged and appreciated and they will be provided feedback in a timely manner. We support our Young Leaders to enable them to make a positive and effective contribution to the club.

Bullying

Bullying can be perpetrated by children or coaches and may take the form of emotional, physical, sexual or cyber bullying. We will take all allegations of possible bullying seriously.

We aim to reduce any opportunities for bullying by providing an open training environment and work in small groups so that we can ensure adequate supervision at all times.

Any child who has any concerns should speak to their parent, their coach, the Head Coach or our Welfare Officer.

Depending on the severity of the situation we may use any of the below. We may

- talk to the bully, and try to get them to understand the consequences of their actions
- keep the bully and victim away from each other in classes
- assign a specific coach to the gymnast to raise any ongoing concerns to
- seek an apology from the bully to the victim
- speak to the bully's parents
- impose sanctions if necessary

Communication

No personal mobile phones should be used in the gym at any time. Those mobile phones & devices that are the property of Stortford Gymnastics may be used from time to time for emergencies.

No communication should be made directly with gymnasts under the age of 18. All communication will be made via the parent.

For further information on Social Media, please refer to our specific policy covering that area.

Spotting and Manual Support

Spotting and Supporting is an essential part of coaching gymnastics and trampolining. The coach must ensure that support is only used when necessary and 'over-handling' is avoided.

Photography

Consent will be obtained prior to using any images of gymnasts. Our coaches will check that consent has been provided on Love Admin, it is the parents responsibility to ensure that these details are kept up to date. No personal information, including name should accompany any published images.

Only devices that belong to the club will be used to take and store images.