



**SANDBACH  
GYMNASTICS  
FOUNDATION**

**SAFEGUARDING &  
EQUITY POLICY**

**2021 – 2025**

**Peter Aldous / Tracy Cooper**

Updated February 2022

# WORKING GROUP

## Board Members

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Ken Danskin  
Julie Wright  
Bill Forrest  
Mark Wilson

## Welfare

Julie Wright	– Safeguarding Trustee
Julia Betteley	– Safeguarding Lead
Danni Cwiklinski	– Deputy Safeguarding Lead

## INDEX

Page 1	Working Group
Page 2	Index, Appendices
Page 3	Safeguarding Policy Statement, Definitions
Page 4	What we will do
Page 6	Coaching Child Protection Policy
Page 7	Health & Safety policy
Page 8	Equity Policy
Page 9	Photography, Mobile Phones, Online Safety
Page 10	Anti-Bullying, Position of Trust, Codes of Conduct, Complaints Procedure
Page 11	Principles, Safe Trips, Reporting Concerns Adults
Page 12	Safe Recruitment
Page 13	Safeguarding Contact Links
Page 14	Staying Safe

## APPENDICES

Page 15	<i>Appendix 1 - Categories of Abuse Defined in Working Together to Safeguard Children</i>
Page 16	<i>Appendix 2 - Categories of abuse and neglect as defined by the Care and Support Statutory Guidance</i>
Page 18	<i>Appendix 3 - Poor Practice</i>
Page 20	<i>Appendix 4 - Welfare Officer - Role Profile</i>
Page 21	<i>Appendix 5 - Key indicators of Abuse</i>
Page 22	<i>Appendix 6 - Recording Concerns</i>
Page 23	<i>Appendix 7 - Receiving Disclosures</i>

# SAFEGAURDING POLICY STATEMENT

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Gymnastics requirements. The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, social-economic background, all children:

- Have a positive and enjoyable experience of sport at Sandbach Gymnastics in a safe and child centered environment
- Are protected from abuse whilst participating in gymnastics or outside of the activity We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare
- The voice of the child is paramount; therefore, our gymnasts are actively involved in safeguarding development
- We consult with, listen to, and respond to gymnasts; this is done through our gymnast voice members

This policy applies to all members of Sandbach Gymnastics, including staff, gymnasts, volunteers, parents and carers, visitors, students, or anyone working on behalf of Sandbach Gymnastics. Safeguarding, child protection, and promoting the welfare of children is everyone's responsibility

## DEFINITIONS

**Safeguarding** – refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best chance in life

**Child Protection** – refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer significant harm

## WHAT WE WILL DO

As part of our safeguarding policy, we will:

- Promote and prioritise the safety and wellbeing of children and young people
- Value, listen to and respect children
- Ensure robust safeguarding arrangements and procedures are in operation
- Adopt safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Provide effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- Record and store information securely, in line with data protection legislation and guidance
- Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Appoint a nominated safeguarding lead for children and young people, a deputy, and a lead trustee member for safeguarding
- Develop and implement an effective online safety policy and related procedures
- Share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- Make sure that children, young people, and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in Sandbach Gymnastics. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and or government guidance
- as required by the local safeguarding partnership, UK Sport and or home country sports councils and British Gymnastics
- because of any other significant change or event

The children's act defines a child or young person as anyone under the age of 18 years. We will also act to protect vulnerable adults

Under the Human Rights Act Sandbach Gymnastics must weigh up the individuals' rights to equality and the right to an impartial and fair hearing against the rights of a child who discloses causes for concern

Sandbach Gymnastics has strict regulations for coaches and all coaches are qualified at appropriate British Gymnastics levels

There will always be a minimum of 2 coaching staff on duty at one time

Sandbach Gymnastics promotes good practice between coach and gymnast and has guidance for the parent or guardian of gymnasts.

Sandbach Gymnastics accepts their duty of care towards young people and is committed to providing a safe place for all gymnasts

Sandbach Gymnastics recognises that in some cases bullying may occur and all coaches and officials are trained in recognising signs of this and will take appropriate action and rigorously enforce anti-bullying strategies

Sandbach Gymnastics has the following policies which can be viewed online or on request from the centre. Health and Safety and Child Protection Policy and Recommended Coaching Practice

All Child Protection enquires should be address to: -

- Julia Betteley [CWOSandbach@gmail.com](mailto:CWOSandbach@gmail.com);
- Danni Cwiklinski [CWOSandbach@outlook.com](mailto:CWOSandbach@outlook.com)
- Julie Wright [juliepsnelson@hotmail.co.uk](mailto:juliepsnelson@hotmail.co.uk)

## COACHING CHILD PROTECTION POLICY

Designated Club Welfare Officers are responsible for: -

- Lodging all allegations and referrals of such nature & complying with the guideline 'Working Together to Safeguard Children'
- Responding and dealing with such matters, reporting them on to the designated agencies

Participation in gymnastics can and does provide valuable life experiences. Sporting activities offer significant opportunities for children and young people to develop social skills, self-esteem, confidence, teamwork, and leadership qualities that develop a well-rounded individual. Sandbach Gymnastics acknowledge that despite all the benefits of participation, sport can provide easy access to children and present opportunities for an individual who wants to harm children.

Sandbach Gymnastics accept that the welfare and safety of young people and vulnerable adults is the responsibility of everyone in the sport, whether paid staff or volunteers. Most young people and vulnerable adults are well cared for and have happy and trusting relationships with adults. However, some less fortunate do suffer from physical, emotional, and sexual abuse and possibly neglect. The abuse may occur in the home, at school or in the sporting environment. Indeed, it is known that some perpetrators of abuse may actively seek employment or voluntary work with children to harm them. Sandbach Gymnastics accepts their duty of care towards young people and is committed to providing information

and training opportunities to ensure that those working with children and vulnerable adults adopt best practice, to ensure the safety and welfare of the participants

We support the following fundamental principles:

- The Children Act defines a child or young person as anyone under 18 years of age.
- All young people and vulnerable adults, regardless of age, gender, disability racial origin, religious belief and sexual orientation have a right to be protected from abuse.
- It is the responsibility of the child protection experts to determine whether abuse has taken place, but it is everyone's responsibility to report it.
- The welfare of young people and vulnerable adults is paramount, and all concerns and allegations of potential poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- The best practice guidance and procedures apply equally in the protection of vulnerable adults, although different legislation is applied.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the common law of confidentiality.

## HEALTH & SAFETY POLICY

Sandbach Gymnastics recognises its duty of care to members, employees and affiliated bodies and is committed to providing the appropriate support and guidance to enable these matters to be addressed

The coach and provider owe a general duty to the participants and others to exercise reasonable care for their safety and wellbeing in both training and competition

Anyone in coaching owes a duty of care to those being coached. This is particularly relevant where children are concerned because the law will consider the coach to be acting as a reasonable parent (*in loco parentis*). A general duty of care is owed to the participants to exercise reasonable care for their safety both in

training & competition. The duty of care commences from the point of receipt of the child to the point of return to the parent or guardian and the duty of care is not transferable. Additionally, where coaching is undertaken for business purposes legal health & safety at work requirements must be met.

The criteria for creating a safe environment include:

- The health & safety of each participant is paramount. This includes ensuring the equipment and facilities are safe.
- The coach must have the competence and experience for the role he or she is performing.
- The coach must be fully qualified insured and licensed
- The coach must carry out coaching duties with reasonable skill and care in accordance with Sandbach Gymnastics and British Gymnastics codes of practice and ethics.
- The gymnast must be mentally and physically prepared for the level of participation.
- Suitable well-maintained apparatus & equipment must be provided.
- Best coach practices must be always employed.

## EQUITY POLICY

Sandbach Gymnastics advocates that the coach and facility provider must always comply with principles of good, moral, and ethical frameworks and exemplary standards of conduct.

Sandbach Gymnastics subscribes to the principles of equity and is committed to ensuring that these principles are implemented through the following recommendations:

- All participants must respect the rights, dignity and worth of every human being and their right to self determination
- Participants will be treated fairly and equally within the context of the activity regardless of age, gender, ability, culture, race, language, social – economic background, religion or belief, or sexual identity
- Participants will be treated fairly and equally within the context of the activity regardless of gender, age, sex, ethnic origin, religion or political persuasion or disability
- Equity must permeate throughout strategic and

- developmental plans
- An equal professional service must be provided for all participants and discrimination through race, sex, or disability must not be tolerated
- Sexual and racial harassment or discrimination will be prohibited

## PHOTOGRAPHY

It is not the intention of Sandbach Gymnastics to prevent parents from taking pictures of their children but rather to ensure photographic practices are carefully monitored to allow the authorities to act if inappropriate imagery is circulated and to deter anyone with undesirable intentions

Sandbach Gymnastics adopts the British Gymnastics policy statement for the use of filming via, camera, video or mobile phone at all competition or events

Any parent, amateur or professional photographer or any person using picture recording equipment must provide the club with all relevant details and have the permission of the club

## MOBILE PHONES

The staff and volunteers should not use their personal mobile phones, recording devices, laptops to take images of gymnasts. Parental consent must be sought before any images of gymnasts are taken and consent given for the image to be uploaded to social media or website

## ONLINE SAFETY

We will work hard to ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media, or mobile devices

## ANTI – BULLYING POLICY

Bullying by children or adults on children within Sandbach Gymnastics must never be tolerated. All forms of bullying are taken seriously and responded to appropriately in accordance with the following minimum standards.

## POSITION OF TRUST

A position of trust exists where an adult by virtue of their role, is in a position of power or influence over another person. Although an adult engaging in any sexual activity with a young person under the age of sixteen would be committing a criminal offence, in some circumstances engaging in sexual activity within a relationship of trust with a young person between the age of 16-18 years is also a criminal offence. For the purposes of this policy and procedure we regard coaches, welfare officers, judges and other officials as being in a position of trust even where the legal definition does not specifically include that role.

## CODES OF CONDUCT – COACHES, VOLUNTEERS, GYMNASTS & PARENTS

Coaches, Parents, and gymnasts have a great influence on the enjoyment, success, and positive impact of Sandbach Gymnastics. Every person involved within the club should be able to enjoy their time at the club. Sandbach Gymnastics is dedicated to nurturing that enjoyment and enthusiasm for the sport as a foundation for developing the skills and tactical abilities of each child. We therefore require coaches, volunteers, parents, and gymnasts who attend Sandbach Gymnastics and events to read, understand, and sign a copy of our code of conduct, and to abide by it at all relevant times. We ask parents to encourage their child to learn the rules and participate within them

## COMPLAINTS PROCEDURE

Sandbach Gymnastics is committed to providing a quality service to its members and the complaints procedure will ensure a fair and consistent solution to complaints or allegations

## PRINCIPLES

The complaints procedure will be implemented on receipt of complaints or allegations against a coach, official, individual member, or the club. We will endeavour to respond within 15 working days of the complaint being lodged

## PROCEDURE

A copy of the complaint's procedure is available for download on our website, [www.sandbachgymnastics.com](http://www.sandbachgymnastics.com)

## SAFE TRIPS - Welfare Officer Contact

Although CWO's may not always be present, they should be 'on-call' at the time of external activities and events and contactable for any concern relating to the external activity. Sandbach Gymnastics will follow all guidelines in its Safe Trips Policy.

## REPORTING CONCERNS - ADULT GYMNASTS

There is no statutory requirement to report safeguarding concerns about an adult, even though it is recognised that elite athletes remain particularly vulnerable to harassment and abuse

Anyone who has concerns about an athlete can report their concerns to our Club Welfare Team or to British Gymnastics Integrity Unit

Any concerns about a gymnast who is a child should be reported in accordance with the guidelines for reporting concerns about a child

Gymnasts who are adults have a right to make their own decisions including whether information relating about them is shared. However, if concerns are raised about the welfare of a gymnast or they themselves disclose that they are being subjected to harassment and abuse by someone connected to the sport, this information may need to be shared even if this is not in accordance with their wishes

Anyone who becomes aware that an adult gymnast may be experiencing harassment or abuse has a responsibility to report these concerns. In the first instance, it may be appropriate to discuss the matter with a senior coach within our team to determine whether the information amounts to a safeguarding or conduct concern

Where the concern is considered a serious safeguarding conduct matter, the information will be shared internally with the safeguarding team who will be responsible for determining whether this information needs to be shared with a statutory authority

If the accused person holds a position of trust with children or others who may be vulnerable are at risk of harm and if a serious crime has been committed, it is likely that the information will need to be shared with local authority and the police

Unless there is an immediate risk to others, if it is considered necessary to share information outside the organisation, the reasons why this is necessary will be explained to the gymnast and any objections they have will be fully considered. If it is deemed necessary to share information about them, the gymnast should be informed who the information is to be shared with and why

If it is determined that there is no lawful reason to share the information unless the gymnast consents, then this will be explained to the gymnast and consideration will be given to why sharing this information might benefit them, for example, it could help them to access better help and support

If the gymnast does not wish to give their consent, then the safeguarding conduct concerns will be recorded together with the gymnast's decision at the time. In all cases, the gymnast should be given reassurance that any information will only be shared with those who have a legitimate need to know, and that appropriate support will be available to them if required

## SAFE RECRUITMENT

Sandbach Gymnastics is committed to safe recruitment available for viewing on our website

## SAFEGUARDING CONTACT LINKS

[Working Together To Safeguard Children 2018](#)

[Equality Act 2010](#)

[Data Protection Act 2018](#)

[Guide to GDPR 2018](#)

[Disqualification Under the Childcare Act 2006 \(amended following the 2018 Regulations\)](#)

[Children's Act 1989](#)

[Care Act 2014](#)

[British Gymnastics Safeguarding Information](#)

[NSPCC](#)

[Childline 0800 1111](#)

## STAYING SAFE

Safeguarding Lead	Julia Betteley - <a href="mailto:CWOSandbach@gmail.com">CWOSandbach@gmail.com</a>
Deputy Safeguarding Lead	Danni Cwiklinski - <a href="mailto:CWOSandbach@outlook.com">CWOSandbach@outlook.com</a>
Trustee with the safeguarding responsibility	Julie Wright - <a href="mailto:juliepsnelson@hotmail.co.uk">juliepsnelson@hotmail.co.uk</a>
Safeguarding and Compliance Team Lilleshall National Sports	0345 1297 129 ext. 2564/2609/2724 <a href="mailto:safeguarding@british-gymnastics.org">safeguarding@british-gymnastics.org</a>
Safeguarding Officer North	Helen Murphy 07860 844 160 <a href="mailto:helen.murphy@british-gymnastics.org">helen.murphy@british-gymnastics.org</a>
Regional Welfare Officer	Justine Carroll <a href="mailto:northwest.rwo@british-gymnastics.org">northwest.rwo@british-gymnastics.org</a>
Cheshire East Safeguarding of Children Concerns	0300 123 5012 Cheshire East Consultancy Service 0300 123 5022 Emergency Duty Team
Cheshire East Allegations against staff working with children	01270 685904 / 01606 288931 <a href="mailto:LADO@cheshireeast.gov.uk">LADO@cheshireeast.gov.uk</a>
Prevent Referrals	01606 362147
Police (Emergency)	999
Police (Non-Emergency)	101

## Appendix 1 - Categories of Abuse Defined in Working Together to Safeguard Children

**Physical abuse** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Child sexual exploitation is a form of child sexual abuse that occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur using technology.

**Neglect** - The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers) or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2 - Categories of abuse and neglect as defined by the Care and Support Statutory Guidance

**Physical abuse** - Assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanction.

**Domestic violence** - Psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence.

**Sexual abuse** - Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological/emotional abuse** - Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Financial or material abuse** - Theft, fraud, internet scamming, coercion in relation to an adult at risk's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

**Modern slavery** - Slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude, and inhumane treatment.

**Discriminatory abuse including hate crime** - Forms of harassment, slurs, or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, or religion.

**Organisational abuse** - Neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes, and practices within an organisation.

**Neglect and acts of omission** - Ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition, and heating,

All staff should be aware and understand the club's policy and procedures concerning Peer-On-Peer abuse.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment.
- non-consensual sharing of nude and semi-nude images and or videos
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- up-skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress, or alarm.
- Initiation of hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element.
  
- Consensual image sharing, especially between older children of the same age, may require a different response. Children need to know it that non-consensual sharing is illegal and abusive.

#### CHILD CRIMINAL EXPLOITATION (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening and committing to serious violence to others.

National Crime Agency CEOP link - <https://www.thinkuknow.co.uk/>

## Appendix 3

**Poor Practice** - Poor Practice is behaviour or actions that may fall short of abuse and neglect but is still unacceptable. Poor practice can be split into different types. These include: -

Practices that may be on the fringe of abuse and/or if repeated, could amount to abuse. Most of the examples are linked to emotional abuse.

Examples include: -

- Name-calling including sarcasm and racism
- Excessive monitoring of weight
- Constant criticism
- Exerting excessive pressure
- Forcing a child to do something against their will
- Use of inappropriate language
- Harassment
- Being ostracised or ignored

### **Emotional abuse**

Within Gymnastics examples of emotional abuse may include: -

- Continually belittling a participant's efforts
- Placing extreme pressure on a participant to perform
- Breaches of British Gymnastics Safeguarding policy and procedures by British Gymnastics clubs and members.

Examples include: -

- No Welfare Officer within a club
- Inadequate safeguarding arrangements
- Providing inadequate supervision and/or care
- Failure to respond appropriately to concerns
- Expelling anyone from the club who raises a concern
- Excluding parents from observing or asking questions about training
- Inappropriate use of photographic equipment or materials, including live streaming with external access viewing

### **Neglect**

- Neglect in a sports situation might occur if a teacher or coach fails to ensure participants are safe or exposes them to unduly cold temperatures at their training venue or not taking action to stop young people from doing things that put them at risk of injury

Breaches of recognised best practice in coaching include: -

- Providing coaching, or running a session, without another responsible adult present
- Exceeding personal level of coaching competence and qualification status

Employing practices that are inappropriate for the stage of psychological and physical development of the individual:

- Excessive training or competition
- Inappropriate and excessive supporting or stretching

In Gymnastics an example of physical abuse could include:

- Provision of performance enhancing drugs
- Setting a training regime that exceeds the capacity of a child's immature and growing body
- Inflicting pain on a participant that is beyond an acceptable level of discomfort involved in physical preparation and training
- Forcing a participant into a highly restricted and unhealthy diet that may lead to extreme weight loss

Practices that are known to be significant risk factors in cases of abuse include:

- Taking a child or adult at risk home or other secluded place unaccompanied by others
- Engaging in rough, physical, or sexually provocative games
- Sharing a room with a child or adult at risk
- Allowing or engaging in any form of inappropriate touching
- Making sexually suggestive remarks
- Reducing a participant to tears as a form of control
- Allowing participants to use inappropriate language unchallenged
- Allowing allegations made by a participant to go unchallenged, unrecorded, or not acted upon.
- Carrying out personal care for a child or adult at risk that they can do unaided
- Departing from the premises without first supervising the safe dispersal of children or adults at risk.
- Abusing a privileged position of power or trust
- Resorting to bullying tactics, or verbal abuse. Causing a participant to lose self-esteem by embarrassing, humiliating, or undermining the individual. Spending excessive amounts of time alone with children or adults at risk away from other adults
- Having children or adults at risk as 'friends' or 'followers' on social networking sites such as Facebook, Twitter, and Instagram
- Engaging with children or adults at risk on 'one to one' personal electronic communication
- Sending inappropriate text messages or social media messages to children or adults at risk
- The above is not exhaustive. Any practices which raise a concern should be considered and advice sought from the Club Welfare and or British Gymnastics

There may be circumstances in a club, competition or visit which may contain risk factors which may or may not be in the control of the organisers. In such circumstances, advice should be sought from the Club Welfare and or British Gymnastics with an appropriate Risk Assessment completed. The Risk Assessment must identify the risk(s) or potential risk(s), what measures are to be adopted to prevent, reduce, or minimise the risk and who is responsible for its management

## Appendix 4

### Welfare Officer - Role Profile

The following Roles and Responsibilities are to be adhered to by the designated person, as appointed:

#### Club Welfare Officer

- 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 and alleged abuse
- Ensure that all incidents are correctly reported and referred in accordance with the Club Welfare and or British Gymnastics guidelines
- Ensure that all relevant club members access appropriate safeguarding training
- Ensure that the Club and British Gymnastics procedures for recruitment of staff and volunteers are followed with all appropriate staff or volunteers to have a valid Disclosure and Barring Service certificate (DBS)
- 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 staff, volunteers, officials, children, and parents
- Advise club management on updates to safeguarding issues
- Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis.
- Update the Board and or Trustee (for safeguarding) with safeguarding issues within the club environment

#### Regional Welfare Officer

- Ensure club personnel understand what their 'duty of care' towards children means on a day-to-day basis, working closely with the Club Welfare Officers to achieve this.
- Develop and maintain working relationships with Club Welfare Officers within their region, where possible, and the Safeguarding Team.
- Keep up to date contact details for the Safeguarding Team, local details for Children's Social Care Services, the Police and Local Authority Safeguarding panels.
- Ensure clubs hold and follow the appropriate Policies and Procedures, including but not limited to, Safeguarding Policy, Anti-Bullying Policy, Equality and Diversity Policy and any other documentation, as asked to review by the Safeguarding Team.
- Ensure serious and repeated incidents of poor practice are reported to the Safeguarding Team as appropriate.
- Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis.
- Promote the completion of Safeguarding and Time to Listen training before Club Welfare Officers are appointed and ensure that all relevant training of all staff within the club is kept up to date.

## Appendix 5

**Key indicators of Abuse** - The following guidance has been provided by the NSPCC, which describes various indicators of abuse and neglect in different age groups:

### All ages

- Talks of being left home alone or with strangers
- Poor bond or relationship with a parent, also known as attachment
- Acts out excessive violence with other children
- Lacks social skills and has few if any friends

### Under 5s

- Doesn't cry or respond to parent's presence or absence from an early age
- Reaches developmental milestones late, such as learning to speak, with no medical reason
- Significantly underweight but eats well when given food

### 5-11-year-olds

- Becomes secretive and reluctant to share information
- Reluctant to go home after school
- Unable to bring friends home or reluctant for professionals to visit the family home
- Poor school attendance and punctuality, or late being picked up
- Parents show little interest in child's performance and behaviour at school
- Parents are dismissive and non-responsive to professional concerns
- Is reluctant to get changed for sports
- Wets or soils the bed

### 11-16-year-olds

- Drinks alcohol regularly from an early age
- Is concerned for younger siblings without explaining why
- Becomes secretive and reluctant to share information
- Talks of running away
- Shows challenging or disruptive behaviour at school
- Is reluctant to get changed for sports

Further information can be obtained from the NSPCC website.

## Appendix 6

**Recording Concerns** - Any information passed to the Children's Social Care Services, the Police or British Gymnastics must be as accurate and helpful as possible and, ideally, should be accompanied by a detailed record providing:

- Details of the person receiving the disclosure or recording the information including their role
- Details of parent or carers and an indication of what, if any, information has been shared
- Full details of the person about whom the concern or allegation is made including full name, date of birth, address, relationship to the child concerned and or position held in the club, if any
- Details of the place, date and times of the incident(s) or other relevant information
- The nature of the allegation(s)
- Description of any visible injuries or bruising
- Detailed description of the child's account of how the injuries or bruising occurred
- Details of any online or social media involvement including the types of any devices, applications, formats used and whether any photographs and or text used
- A clear distinction between what is fact, hearsay, or opinion

Reporting the matter to Police or Children's Social Care Services should not be delayed by attempts to obtain more information. Wherever possible referrals made by telephone should be followed up with a copy of the incident report form within 48 hours. The Welfare Officer should record on the incident form the name and designation of the Children's Social Care Services member of staff or Police Officer, including their rank and department to whom the concerns were passed, together with the time, date, and reference of the call.

A copy of any case information should also be sent to British Gymnastics Safeguarding Team or the appropriate Home Country governing body Safeguarding Lead Officer.

## Appendix 7

### Receiving Disclosures:

- Listen, try not to look shocked or be judgmental
- Believe what they say, accept what they say and take it seriously
- Don't make them feel bad by saying "you should have told me earlier"
- Don't 'interrogate' them – let them tell you, try not to interrupt
- Note the date and time, what was done, who did it, and where it took place
- Don't criticise the perpetrator
- Don't ask leading questions – use 'open' questions to clarify only (T.E.D)

- ✓ **T**ell me what you mean by that
- ✓ **E**xplain that to me
- ✓ **D**escribe that....

### Reassure

- Stay calm, tell the child they've done the right thing in telling you
- Reassure them they are not to blame
- Empathise – don't tell them how they should be feeling
- Don't promise confidentiality, explain who needs to know
- Explain what you'll do next
- Be honest about what you can do

### Report and Record

- Make a brief, accurate, timely and factual record
- Discuss with the Safeguarding Lead or their Deputy, without delay
- The SL will assess the situation and decide on the next steps

Things to include:

- Time and full date of disclosure or incident and the time and full date the record was made
- An accurate record of what was said or seen, using the child's words as appropriate
- Whether it is first or secondhand information
- Whether the child was seen or spoken to
- Whether information is fact in your professional judgement
- Full names and roles, status of anyone identified in the report
- Sign the record with a legible signature
- Record actions agreed with/by the Designated Lead
- Avoid acronyms, jargon, and abbreviations

Review records regularly; add any new concerns respond to these immediately

*DO NOT PHOTOGRAPH INJURIES OR MARKS EVEN IF REQUESTED TO DO SO*

## UPDATES

### SAFEGUARDING POLICY – ADDITIONAL LEGISLATION

This legislation is reviewed annually and updated if needed, so that it is kept up to date with safeguarding issues as they emerge and evolve.

February 2022

Peter Aldous  
Chief Executive

### POLICY ADOPTED

May 2022