

GYMSPIRE ACADEMY

POLICIES & PROCEDURES

SAFEGUARDING AND WELFARE

CONTENTS

1. Our Commitment
2. Policy Aims
3. Our Promise
4. Safeguarding Training
5. Designated Safeguarding Lead (DSL)
6. Local Authority Designated Officer (LADO)
7. Confidentiality
8. Anti-Bullying Policy
9. Photography and Use of Images
10. Social Media and Communication Guidelines
11. Safe Recruitment
12. Viewing Policy
13. Whistleblowing
14. Toilet Procedures
15. Late Collection Procedure

1. OUR COMMITMENT

Gymspire Academy is fully committed to safeguarding all participants and promoting their welfare. We follow current safeguarding legislation and recognised best practice guidance to ensure a safe, positive and inclusive environment for everyone involved in our programmes.

2. POLICY AIMS

We are dedicated to creating a safe, inclusive and supportive environment for all participants, regardless of age, disability, race, religion, gender, sexual orientation or socio-economic background.

Our aims are to:

- Ensure participants enjoy their time at Gymspire Academy.
- Provide a safe and positive learning environment.
- Protect participants from harm, abuse or neglect.

3. OUR PROMISE

- Placing participant welfare above all other considerations.
- Ensuring all Head coaches complete safeguarding training.
- Clearly communicating behavioural expectations through Codes of Conduct.
- Managing concerns and complaints through transparent procedures.
- Operating safe recruitment and ongoing monitoring systems.

4. SAFEGUARDING TRAINING

All coaches aged 16 and over complete basic safeguarding training. Ongoing safeguarding awareness is embedded within staff development.

5. DESIGNATED SAFEGUARDING LEAD (DSL)

Jo Beswick

Email: jo@gymspireacademy.com

Phone: 07801 565418

6. LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Email: kentchildrenslado@bromley.gov.uk

Phone: 03000 410888

7. CONFIDENTIALITY

Parents/Guardians agree to treat all Gymspire Academy programme content as confidential. Programme materials must not be copied, shared or used directly or indirectly without permission. Gymspire Academy will not disclose confidential information except where legally required or permitted.

8. ANTI-BULLYING POLICY

All bullying concerns are taken seriously and managed promptly. Incidents are recorded and escalated where necessary.

9. PHOTOGRAPHY AND USE OF IMAGES

Parental consent applies unless opted out via the office. Only first names will be used alongside images. Flash photography is prohibited. Images must not be shared publicly without appropriate consent.

10. SOCIAL MEDIA AND COMMUNICATION GUIDELINES

No direct communication with participants under 18 without parental consent (excluding Gymstar coaches where applicable). All communication must remain strictly gymnastics-related and professional.

11. SAFE RECRUITMENT

Recruitment includes reference checks, safeguarding-focused interviews, DBS checks for staff aged 16+.

12. VIEWING POLICY

Regular viewing is limited due to venue arrangements. Opportunities include competitions, showcases and holiday performances.

13. WHISTLEBLOWING

All concerns regarding misconduct are treated confidentially and investigated thoroughly.

14. TOILET PROCEDURES

Participants must ask permission and wear shoes when leaving the gym floor. Please ensure your child follows the procedure for their academy. The head coach will be able to provide the location details for their location.

15. LATE COLLECTION PROCEDURE

Coaches wait 10 minutes before contacting parents/guardians. Incidents are recorded on safeguarding forms. Persistent lateness may incur a fee.

Last Updated: 11 February 2026