

# **Northwood Gymnastics Safeguarding Policy Term Time**

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All coaches and admin at Northwood Gymnastics follow the British Gymnastics Safeguarding Policies

All coaches and admin staff are British Gymnastic Members and complete annual safe guarding training provided by British Gymnastics

Northwood Gymnastics run sessions at two venues

NS = Northwood School Sports Centre  
STH - St Helens Sports Centre

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**This policy is based upon the British Gymnastics Safeguarding Policy and outlines how the policy is applied at the club**

<https://a.storyblok.com/f/83342/x/58889eee3e/safeguarding-policy-and-procedures.pdf>

**The following contents follow the British Gymnastics Policy**

- Background
- Purpose
- Scope
- Policy Statements
- Definitions
- Roles and Responsibilities
- Procedures for Reporting Concerns
- Recognition and signs and indicators of abuse
- Procedures for reporting poor practice
- Responding to a disclosure
- Information sharing
- Whistleblowing
- Responding and reporting incidents
- Investigation
- Criminal records - All coaches are required to have an enhanced DBS to work with children and present to the schools they work in
- Registration and Retention of records

### **Application of British Gymnastics Policy to the club**

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## 1. Roles and Responsibilities

Northwood Gymnastics are responsible for providing coaches who are:

- \* Qualified with British Gymnastics membership
- \* Coach levels range from levels 1 and above (a minimum of 1 level 2 per session)
- \* Coach - Gymnast ratio - under direct supervision of a Level 2  
Beginners = 1:8  
General = 1:16  
If a coach is with an assistant or volunteer the ration increases to 1:18
- \* All level 1 plus coaches will be 1<sup>st</sup> aid qualified
- \* All coaches are required to have an enhanced DBS and a record is kept by the clubs admin team
- \* All coaches are members of British Gymnastics and are required to complete safeguarding training provided by British Gymnastics.
- \* No mobile phones for personal use - at ST Helens Only - phones will only be used for registers at the beginning of the session and emergencies (accidents/late pick ups)
- \* At Northwood School - tablets are provided for registration and a work phone for emergencies
- \* All coaches have access to contact details and medical information via online secure registers.

It is the coaches responsibility to provide a safe environment when setting up equipment to suit the needs of the gymnasts ages and abilities for the session.

## 2. Role of the Coaches

**Registration** - Children are registered at arrival in foyer before attending the class

- Desk to notify the coaches of the number of children that have been registered.
- Coaches to count number of children when their session start.
- Coaches to record number of children on their board.
- Late arrivals - number of gymnasts on the board is updated

**Children changing** - all children must be dressed before attending their session

### **Dismissal**

- Level 2 or over 18's only to dismiss
- Two coaches to dismiss

### **Late pick up**

- All coaches have access to contact details via online secure registers
- Never leave a child or young person alone unless she/he is over 16 and then only with parent's permission.
- Never take the child home or to another location.
- Never ask the child to wait in a vehicle or the club with them alone.
- Never, send the child home with another person without permission.

- If the parent is considered by the club as being late
  - Attempt to contact the emergency contact person nominated.
  - If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
  - Wait with the child at the club with at least one other official/coach/teacher/volunteer or parent.
  - Respond to any instructions received from the parent.

If no contact can be made - a reasonable length of time - call the police

### **Persistent Failure to Collect a Child/Young Person on Time**

Lead coaches to inform the welfare officer who will follow these procedures :

Parents who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the club they are delayed, may be failing to provide adequate care for their child. If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the Club Welfare Officer and another club officer should arrange to meet with the parent to discuss the matter. It may be the parent/carer needs assistance to arrive on time. If there is no change the Club Welfare Officer should either contact the children's team at the local Children's Social Care Services or seek advice from the BG Safeguarding & Compliance Department. If a parent arrives to collect a child and there is concern that the parent's ability to take appropriate care of the child may be impaired (e.g. the parent is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the club should seek advice from the Police or Children's Social Care Service.

### **Children with neurodivergent needs**

All coaches have access to contact details and medical information via online secure registers.

- See Medical and Neurodivergent Policy
- It is the responsibility of parents to inform coaches of any neurodivergent or medical needs

### **3. Bullying** - Bullying is not tolerated

- 1st action- log incident via secure online platform - which the admin team records on record.
- Repeated incidents - discuss with parent - log incident via secure online platform - which admin records on record. Inform welfare officer.
- Continued incidents - alert welfare officer to contact parents

Stage at which at which Welfare officer involved will also be dependant upon level of incident.

### **4. Welfare Officer**

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

All coaches have access to our welfare officer who is responsible for :

- 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 in its activities, e.g. involving children in decision making processes. In order to avoid any potential conflicts of interest, the role must not be taken on by a key member of the coaching team or member of his/her immediate family, however an individual who has a more limited involvement in coaching can take on the role in the event that there is no other acceptable alternative.

## **5. Responding and reporting incidents**

If a child has an accident or incident during the gymnastics session - the following procedures are followed

- Coaches follow guidelines outlined in the British Gymnastics Policy
- Coaches record the incident/accident and action taken - in the accident book.
- Depending on the level of the accident /incident
  - Coaches will inform the parent/carer.
  - Coaches will inform and seek guidance from the Club Welfare Officer.
  - Coaches will report the accident to British Gymnastics and a RIDDOR form will be completed if applicable.

## **6. Information Sharing**

Information sharing between organisations can be essential to protect individual rights, facilitate access to support and services and may be vital in protecting people from being harmed.

### **Information sharing between Club and Parents**

Coaches will only share information with parents and carers via the following

- Verbal - before or after the session (if sharing an incident a note must be made on the register).
- Note sent to admin via register to contact parent via secure office email
- No texts or what's apps direct to parents
- Coaches must not give parents or carers their contact details
- Coaches should not friend parents/carers or carers on social media platform eg Facebook

## **8. GDPR - Registration and retention of data**

The sharing of personal information is regulated principally by the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. These laws provide a legal framework for the use of personal information about living and identifiable people.

Use of Data - for registration and retention of records is outlined in our PT Coaching In Schools Privacy Policy on our website.

<http://www.ptcoaching.co.uk/privacy-policy>

## **9. Photography and use of images**

Coaches do not need to take photographs of children in their session.

Exceptions

- For courses - to be deleted after submitted to BG
- For evaluation in invite groups - to be deleted after viewed by child

If there is a gymnastics event with children - Coaches will follow guidelines.

## **10. Missing Children**

In the rare event that a child goes missing from a club, the following guidelines have been devised to outline the actions that should be taken. At the point that a child has been identified as missing the club should:

- Ensure that other children in the group are looked after appropriately while a search for the child concerned is conducted.
- Inform the child's parents if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done to locate the child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching to report back to a nominated adult at a specific point and time.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen.
- If child is found - report incident to school and welfare officer
- If child is not found - alert Emergency Services
- Prepare a detailed physical description of the child as this will be required by the Police. This should include: • Approximate height. • Build. • Hair and eye colour. • Ethnicity. • Clothing he/she was wearing.