

Rugby Gymnastics Club Safeguarding Policy

Rugby Gymnastics Club (RGC) is committed to safeguarding and promoting the well-being of all our members and ensuring that those working with children and vulnerable adults will adopt best practice to ensure the highest standards of care. The Academy believes it is important that all associated members, coaches, administrators and parents should show respect and understanding for the safety and welfare of others.

RGC adheres to and follows the British Gymnastics Safeguarding & Protecting Children Policy and Health, Safety & Welfare Policies, and this policy should be read in conjunction with these. Links to British Gymnastics policies, are available via the policy page on our website.

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. A child should be able to go to RGC and feel safe so that they can achieve their very best and enjoy their gymnastics activities.

Safeguarding and child protection is an important subject in which all staff receive training through approved British Gymnastics providers. Our priority is to work with parents/carers but there may be times when we have to involve other people. Everybody has a responsibility to keep all children under the age of 18 safe.

RGC has a statutory responsibility to share any concerns it may have about a child in need of protection with other agencies for example the police, or children's social care. RGC is not able to investigate these concerns but have a legal duty to refer them. In most instances, RGC will be able to inform the parents/carer of its need to make a referral.

However, sometimes we may be advised by children's social care or police that the parent/carer cannot be informed whilst they investigate a concern. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. RGC follows legislation that aims to act in the best interest of the child.

At RGC we recognise that if safeguarding procedures are to help and protect children, then everyone involved in gymnastics needs to have visibility of these procedures which is why they are available to all staff and members to review and discuss.

Please also be reassured that RGC alongside British Gymnastics will support anyone who, in good faith reports their concerns that a child is at risk or being abused.

Safeguarding Issues

Attendance - Your child's attendance is monitored and significant absences are always followed up by the coaching team. This is also important for coaches to be aware of any illness or health requirements which may affect their training.

Behaviour – RGC has clear behaviour rules for our community that must be followed to keep everyone safe and ensure a positive environment. There are codes of conduct that we expect all members (and parents/carers) to follow. RGC will not tolerate any threatening or abusive behaviour towards any members or staff.

We understand that children do sometimes fall out and this will be dealt with by an adult (Coach or Welfare Officer) who will listen to the children involved and help resolve the situation, according to our codes of conduct.

Bullying - RGC takes all cases of bullying very seriously and will work with children and families to try and resolve any problems. You can contact our Welfare Officers directly about anti-bullying concerns.

Health and Safety - Everyone at RGC has a responsibility to keep adults and children safe within the gym environment. RGC has trained first aiders to assist with any accidents in the gym.

Online safety - The Academy recognises that technology plays an important role in the education of our children. Parents/carers should inform their child's coach if they do not wish for their child to be included on any photographs or social media publicity. The Academy follows British Gymnastics social media policy, which is available from the British Gymnastics website. We advise that gymnasts under the age of 16, should not be in personal contact via email, phones or social media with coaches, but that communication should be relayed through parents.

Confidentiality

- All matters relating to safeguarding and child protection are strictly confidential.
- The Welfare Officers will disclose personal information about a gymnast to other members of staff on a need to know basis only.
- Staff will be informed of relevant details only when the Welfare Officer feels their having knowledge of a situation will improve their ability to deal with an individual gymnast.
- A written record will be made of what information has been shared, with whom, and when.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's own safety or well-being, or that of another child.
- All welfare disclosures are taken seriously and will be investigated initially by our Welfare Officers
- Where significant concerns arise, the Welfare Officer may seek support from the Regional Welfare team or British Gymnastics.

Specific Expectations

Rugby Gymnastics Club will ensure:

- Robust and rigorous recruitment procedures for employees and volunteers. Our recruitment and selection policy includes all appropriate checks on employee suitability including Disclosure and Barring Service checks.
- The name of any individual considered not suitable to work with children will be notified to either the Disclosure and Barring Service and / or British Gymnastics depending on the nature of the concern
- All employees and volunteers complete regular safeguarding and child protection, and health, safety and welfare training.
- All Academy members adhere to all RGC and British Gymnastics policies and procedures
- All staff and volunteers know how to respond to a disclosure and the procedures to be followed
- We maintain a minimum of 1 Welfare Officer who complete mandatory British Gymnastics training
- That the role of the Welfare Officers and the importance of welfare is promoted and visible within the club.
- Details of the Welfare Team are prominently displayed (noticeboards & the welfare page of our website) along with the process to follow to raise concerns.
- That we always listen and work closely with parents/carers if we are concerned about a child though sometimes, we may not be able to discuss our concern (in accordance with safeguarding legislation and British Gymnastics Safeguarding & Protecting Children Policy)
- That at least two responsible adults are present at all training sessions or events
- That all participants and their parents are aware of the purpose of videoing, filming or photography during training or events
- That legislation and guidance is taken in to account when updating policies and procedures
- Our procedures will be reviewed regularly

Staff, and volunteers will:

- Be familiar with our Safeguarding Policies
- Be subject to Safer Recruitment processes and checks.
- Understand the role of the Welfare Officers and the procedures for reporting any concerns
- Have access and adhere to the RGC and British Gymnastics Code of Conduct
- Have a zero tolerance level of poor practice, bullying or any potential form of abuse
- Be alert to signs and indicators of possible safeguarding concerns
- Be in regular communication with the Welfare Team
- Record concerns/disclosures and give the record to the Welfare Officers; and
- Deal with a disclosure of abuse from a child in line with our procedures; informing the Welfare Team immediately, and provide a written account as soon as possible.

If, a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately, notifying British Gymnastics. Anyone can make a referral. Where referrals are not made by the Welfare Team, a member of the Welfare Team should be informed, as soon as possible, that a referral has been made.

Parents/carers should:

- Feel confident to raise concerns about your child.
- Talk to your child's coach or Welfare Officer if you need help or support.
- Let us know if your child has a medical condition.
- Let us know if you have any court orders, family matters relating to the safety of your child.
- Let us know if there is a change in your circumstances such as a house move, a new contact number, a change of name, a change of parental responsibility.
- Ensure we have details for two different emergency contacts.
- Let your child's coach if there is any specific person who we should not release your child to on collection following a training session.
- Let your child's coach know if your child is going to be absent and the reasons why.

Welfare Officers will:

- Deal with all safeguarding concerns raised/allegations of abuse within RGC, investigating and / or refer all cases of suspected abuse to the appropriate agencies.
- Be a visible presence within RGC to gymnasts, coaches, and parents/carers.
- Seek advice from the police and liaises with British Gymnastics if a crime has been committed.
- Act as a source of support, advice, and expertise to staff on matters of safety and safeguarding and when deciding appropriate action to take.
- Receive regular training to be competent and confident in the role.
- Maintain confidential records on disclosures and concerns.
- Ensure each member of staff has access to and understands the Academy's Safeguarding & Child Protection Policy.
- Be alert to the specific needs of our children, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Keep and monitor written records of concerns, even if there is no immediate need for action or referral.
- Mark all child protection records as such and keep securely locked.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures RGC may put in place to protect them.