



Policies & Codes of Conduct



Safeguarding Statement

SA Gymnastics and British Gymnastics are committed to safeguarding and promoting the welfare of children and vulnerable adults.

We will endeavor to promote the highest standard of care for all members and staff by:

1. The adoption of British Gymnastics Safeguarding and Protecting Children Policy;
2. The adoption of British Gymnastics Health and Safety Policies;
3. The appointment of a Welfare Officer to whom grievances and complaints can be made confidentially;
4. Ensuring all staff complete 3 yearly Safeguarding Awareness training;
5. Ensuring all coaches, volunteers and officials have been screened to confirm their suitability to work with children. All staff will be required to hold a valid Disclosure Certificate;
6. Ensuring that the best coaching practice guidelines are followed at all times;
7. Ensuring all members and staff adhere to our Codes of Conduct to maintain best practice;
8. Ensuring all complaints or grievances are dealt with promptly and in accordance with procedure;
9. Ensuring protection against the inappropriate use of photographs and recorded images by adherence to our Photography and Media Policy.

Appointed Officers

Managing Director and Head Coach

Sarah Luck

Coach and Club Welfare Officer

Berenice Webb

In a situation where a child is at risk of significant harm, or has been harmed in connection with their involvement in gymnastics, the parent/carer should contact our Welfare Officer who has the responsibility of referring any concerns of possible abuse to Children's Social Care Services, Social Services and/or the Police and informing British Gymnastics. Alternatively, the parent/carer can contact Children's Social Care Services, Social Services and/or the Police directly. It is requested that where a parent/carer has made a direct referral to Children's Social Care Services, Social Services and/or the Police, that the British Gymnastics Safeguarding and Compliance Officer and, if appropriate, our Welfare Officer is provided with the details of the concern as soon as possible so that any necessary action can be taken to safeguard all children in the sport.

Equality Policy

SA Gymnastics has adopted the British Gymnastics policy on Equality.

We subscribe to the principles of equal opportunities and aim to ensure that everyone can participate in gymnastics in a discrimination-free environment.

We aim to uphold the following fundamental equality principles:

1. All persons must respect the rights, dignity and worth of every human being and their right to self-determination;
2. All staff, members, volunteers and job applicants are to be treated fairly regardless of gender, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national, or socio/economic background;
3. All participants should be afforded equal opportunity to access services;
4. It is everyone's responsibility to ensure that no form of discrimination is tolerated;
5. No individual (or any person supporting them) who raises a concern in good faith should be treated unfairly as a result of raising the concern.

Anti-Bullying Policy

SA Gymnastics will:

- Recognise its duty of care and responsibility to safeguard all participants from harm;
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures;
- Seek to ensure that bullying behavior is not accepted or condoned;
- Respect every child's need for, and rights to a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available;
- Respect the feelings and views of others;
- Recognise that everyone is important and that our differences make each of us special and should be valued;
- Show appreciation of others by acknowledging individual qualities, contributions and progress;
- Take action to investigate and respond to any alleged incidents of bullying;
- Discuss any incident of bullying with the child's parents/guardians;
- Consult with parents on action to be taken (for both victim and bully) and agree what action should be taken'

All forms of Bullying will be addressed

Everybody in SA Gymnastics has a responsibility to work together to stop bullying. All incidents of bullying should be reported - By doing nothing, you are condoning bullying.

- Bullying can include online as well as offline behavior;
- Bullying can include:
 - physical pushing, kicking, hitting, pinching, etc.
 - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, or the continual ignoring of individuals;
 - posting of derogatory or abusive comments, videos or images on social network sites;
 - racial taunts, graffiti, gestures, sectarianism;
 - sexual comments, suggestions or behavior;
 - unwanted physical contact.

Code of Conduct

For Parents and Carers

- Encourage your child to learn the rules and participate within them;
- Be realistic and supportive, and do not place your child under pressure or push them into activities they do not want to do;
- Always ensure your child is dressed appropriately, i.e. leotard, hair tied back with clips if necessary, and brings plenty to drink during the session;
- For child safety and welfare reasons, please do not enter the gymnasium unless invited to do so by a coach. Please send your child in approximately 10 minutes before each session is due to begin;
- No food is to be consumed in the gym unless on a designated break during a double session;
- If your child is unable to attend a session, please telephone 07786 372419 as early as possible;
- Check the Club website regularly for information and updates;
- Do not contact coaches on their personal mobile phones or outside gym hours unless it is an emergency;
- Ensure your child is punctual, and always collected promptly at the end of the session. In the event of an emergency, please contact the Club as soon as possible;
- Ensure all registration, contact details, medical and consent information is up to date. Any changes should be reported to the Club immediately;
- Ensure your child understands the code of conduct;
- Support your child's involvement and help them enjoy their sport;
- Endeavour to establish good communications with the Club, Coaches and Officials for the benefit of all;
- Support and participate whenever possible in the Club's Social and Fundraising activities;
- Share any concerns or complaints about any aspect of the Club through the approved channels;
- Use correct and proper language at all times;
- Help your child recognize good performance, not just results;
- Publicly accept Officials' judgements;
- Ensure all training course fees are paid by direct debit and that events and competitions are paid for promptly;
- Use the internet responsibly and never post or send photographs or videos within the Club setting, or make comments that may be slanderous, hurtful, untrue or upsetting to others attending the Club, or deemed to be detrimental to the Club or any of the Coaches;

- Full guidance on the use of Social Networking Sites by British Gymnastics Clubs and Club Members is displayed on the Club notice board;
- Support the Club in creating an anti-bullying, discrimination free environment according to the Club's Equality and Anti-bullying policies.

As a parent/carers you have the right to:

- Be assured that your child is safeguarded during their participation in the sport;
- Be informed of problems or concerns relating to your child;
- Be informed if your child is injured;
- Have your consent sought for issues such as trips or photography;
- Have any concerns about any aspect of your child's welfare listened to.

Any breaches of this Code of Conduct will be dealt with immediately by Sarah Luck. Persistent concerns or breaches may result in a written warning. The ultimate action, should a parent/carers continue to breach the code, may be that SA Gymnastics Ltd requires your child to leave the Club.

Before your child is accepted as a Member of the Club, you are required to complete and sign the Declarations Form to confirm you have read, understood and will comply with this Code of Conduct.

Code of Conduct

For Members

- Members must participate within the rules and respect coaches, judges and their decisions;
- Members must respect opponents and fellow Club members, demonstrating team spirit and support at all times;
- Refrain from any sort of bullying of other gymnasts at any time, including by text and social media;
- Inappropriate behavior or risky situations should be reported immediately to a Club Coach or to our Welfare Officer, if preferred;
- Members should arrive on time for training and competitions, or inform their coach if they are going to be late;
- Members must wear suitable attire for training and events as stipulated by the coach.
- **Long hair must be tied back** and clipped up into a bun or short pony tail.
- **All body jewellery must be removed;**
- Members must not consume food in the gym unless on a designated break during a double session;
- Members must pay training course fees by direct debit and pay for events and competitions promptly;
- Members must not use bad language, smoke, consume alcohol or illegal drugs of any kind whilst in the gym or representing the Club;
- Members must treat all equipment with respect;
- Members must inform their coach of any injuries or illness they may have before warm-up begins;
- Members must remain with their coaches at the end of each session until collected by their parent/carer;
- Use the internet responsibly and never post or send photographs or videos within the Club setting, or make comments that may be slanderous, hurtful, untrue or upsetting to others attending the Club, or deemed to be detrimental to the Club or any of the Coaches;
- Full guidance on the use of Social Networking Sites by British Gymnastics Clubs and Club Members is displayed on the Club notice board;
- Support the Club in creating an anti-bullying, discrimination free environment according to the Club's Equality and Anti-bullying policies.

All Members have the Right to:

- Be safe and happy in their chosen activity;
- Be listened to;
- Be respected and treated fairly;
- Enjoy the sport in a protective environment;
- Be protected from abuse by other Members;
- Be believed;
- Ask for help;
- Have their concerns taken seriously.

Any minor misdemeanors and general misbehavior will be addressed by your child's coach and reported to parents. More serious or persistent misbehavior may result in the child being asked to leave the session, and potentially dismissed from the Club. Parents will be informed at all stages.

Potential Members are required to complete and sign the Declarations Form to confirm you have read, understood and will comply with this Code of Conduct.

Parents: Please ensure you support your child in understanding this Code of Conduct and the behavior that is expected of them as a Member of this Club.

Photography and Media Policy

SA Gymnastics has adopted the British Gymnastics policy on the use of photography or recorded images in order to protect children and vulnerable adults. The following is a guide to measures which we will take to ensure compliance with this policy:

Use of Recorded Images as an aid to coaching/learning

The use of recording equipment can be a valuable aid to coaching and may be used during training to highlight errors or to demonstrate good technique. These images will be erased or securely stored to prevent inappropriate usage.

Uses of Images for Marketing and Club Promotion

Photographs may be taken by coaches for the SA Gymnastics Website, Facebook page, Twitter, Notice Board, Newsletters and Leaflets. On occasion this may include Facebook and Twitter accounts of our Coaches and High Profile Gymnasts in order to promote the Club's activities to as wide an audience as possible. Use of this activity will be monitored to avoid inappropriate use.

Press and Media Photographs and Recorded Images

On occasion, local television companies, press and magazines may be invited to take photographs to support articles and reports written on a recent event or competition. The photographer will be an approved, accredited professional photographer who has been verified by the relevant newspaper, magazine or television company.

It is understood that there are certain circumstances where **any** photographic use is not acceptable due to either personal preference or for court or legal reasons.

Before your child is accepted as a Member of the Club, you are required to complete the declaration form and return it to your child's coach so that the club is able to adhere to parents' and carers' wishes regarding photographs and recorded images.