

Safe Environment Policy

Total Gymnastics Academies trading as Beth Tweddle Gymnastics (BTG)

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1. Safe environment Policy

1.1 Overview

Beth Tweddle Gymnastics have a duty of care to look after the safety and welfare of all of its members, coaches, parents, volunteers, visitors and others. As with all of the Beth Tweddle Gymnastics policies, a child/young person refers to anyone who has not yet reached their 18th birthday.

1.2 BTG's commitments

When working with children, an adult who is working on behalf of Beth Tweddle Gymnastics and carries out a supervisory role has responsibilities to the children in their care including:-

- A duty of care to the children with respect to wellbeing and care during their session
- Safeguarding including safe dispersal after a session has finished
- Providing first aid
- Providing/consenting to emergency medical treatment
- Supervision/chaperoning
- Team managing

In order to fulfil the duty of care to Beth Tweddle Gymnastics member, we will provide:-

- Safeguarding and welfare
- First aid and emergency procedures
- A safe environment including the venue and apparatus
- Safe development of the individuals through physical and psychological preparation and progressive skill development
- Exercising reasonable care at all times

The Beth Tweddle gymnastics operational team will ensure that all policies and procedures are in place and are adhered to as part of their duty of care to their members. The organisation acknowledges that it is impossible to establish a detailed guideline for every eventuality that could occur but will have senior members of staff that are contactable at all times during our sessions via the emergency hotline. Beth Tweddle Gymnastics will also ensure that policies, procedures and sufficient training is in place for all staff and delivery

team to deal with the situation in regards to meeting our obligation of safeguarding and promoting the welfare of the children and young people in our care.

1.3 Gymnasts Registration

When a child signs up to Beth Tweddle Gymnastics, all appropriate personal information will be taken including information such as:-

- Name
- Date of birth
- Parent/carer information
- Emergency contacts
- Medical details
- Information on any disabilities
- Medical consent
- Consent for participation
- Consent for photography

All information will be held in accordance with Beth Tweddle Gymnastics GDPR policy.

1.4 Safeguarding officers

Although safeguarding is everyone's responsibility, Beth Tweddle Gymnastics has appointed a safeguarding lead to ensure that there is an individual who is designated person for safeguarding and promoting the welfare of children and young people. The contact details are:-

Lead safeguarding officer –

Susan Farndon – 0161 9790611 / 07825 551746

Email – susan.farndon@btgymnastics.co.uk

Our lead safeguarding officer is responsible for:-

- Responding to any safeguarding concerns/disclosures and any poor practice concerns

- Providing support and advice in the implementation of procedures that safeguard and promote the welfare of children and young people
- Assisting Beth Tweddle Gymnastics to ensure that all activities are child-focused

1.5 Provision of a safe environment

To ensure the safety, safeguarding and promotion of the welfare of Beth Tweddle Gymnastics members, we ensure that the environment where the gymnastics activities take place are safe and help to reduce the risk of abuse through their participation within the sport.

To ensure this, Beth Tweddle Gymnastics will:-

- Provide an open environment – At some of the Beth Tweddle Gymnastics venues, viewing is possible in a designated viewing gallery. At venues where this is not possible, parents will be invited in at certain times to allow the parents an opportunity to view their child’s session.
Parents will be able to follow their child’s progress online via their secure online portal. Parents can also discuss any queries with the child’s coach on arrival or at the end of a session or by emailing askyourcoach@btgymnastics.co.uk. Any information regarding sessions and any changes will be communicated to parents via the details they used at registration (this includes coach changes and cancellations).
- Ensure there is a clear policy for use of changing rooms and toilets
- Apparatus will be maintained and annually serviced – all equipment owned by Beth Tweddle Gymnastics will be serviced annually.
- Provision of first aid at all sites by a first aid trained individual – At all sessions, a first aid trained individual will be onsite.
- Personal and sensitive information stored securely – all gymnasts’ information stored on the individuals’ portal account in accordance with Beth Tweddle Gymnastics GDPR policy.

1.6 Coach to Gymnast ratios

For all of our programmes, we work to ratio allowed for the coach taking that session in line with their qualification.

1.7 Changing Facilities and toilets

A risk assessment is carried out for each venue which highlights the use of changing/toilet facilities for that individual venue and the process for allowing the children to go to the toilet. Each venue is slightly different so please make sure you are aware of the procedure for the specific venue.

For the Beth Tweddle Gymnastics Centre Bolton, if children need to go to the toilet during their session, they will use the toilets that are located within the barrier of the gym floor. Only gymnasts can use these toilets. Any spectators must use the spectator's toilets. We do not have changing rooms available so we recommend that all gymnasts arrive ready to do their gymnastics session.

1.8 Provision of personal care

There may be circumstances where children and young people need help with intimate care such as going to the toilet or changing. In the main, this is most likely to occur for pre-school children age or gymnasts with learning or physical disabilities.

1.8.1 Pre-school children

For all of our Baby stars and twinkles stars children, it is a parent and me class so the children will always have one adult with them and it is the responsibility of the parent to take their child to the toilet to help them get changed if it is needed.

Any children in any of our other classes (Bright Stars, shooting stars or above) should highlight to the coach if their child is unable to go to the toilet by themselves so that arrangements can be made with the parent for when their child needs the toilet or for any other reason.

1.8.2 Children with learning difficulties or disabilities

Some children with disabilities and learning difficulties, as a result of their need for practical assistance in daily living may be more vulnerable to abuse. For children with learning difficulties or disabilities who need support with intimate care, it is not allowed to be the personal coach (unless the personal coach is their parent/carer). The Beth Tweddle Gymnastics Team will work with the parent/guardian/carer to ensure there is a suitable arrangement in place for their intimate needs (the parent themselves or a professional carer).

Supporting Access for Children with disabilities and special needs to participate

Beth Tweddle Gymnastics will work with the parents of the individual provide opportunities for all. Beth Tweddle Gymnastics does not offer disability gymnastics specific sessions but will talk with the parent to see how we can help offer their child an enjoyable experience at gymnastics.

Under Section 17 of the Children Act 1989, Local Authorities are required to provide services for any child who would be defined as a 'Child in Need'. This may include children with significant disability and children with impaired health and development. Although the Local Authority is responsible for ensuring appropriate needs are met, services may be provided by a voluntary organisation acting on behalf of the Local Authority.

Beth Tweddle Gymnastics expects that where a child with a disability requires support from a carer to access gymnastics activity, and the support is not already provided by a professional carer or family member, Beth Tweddle Gymnastics should look with parents at the child's needs and if appropriate approach Children's Social Care Services to request support. If no support is available, Beth Tweddle Gymnastics will examine whether we can meet the needs of the child or young person without significantly affecting our ability to provide gymnastics activity to others. Not every child will need continual one-to-one support. Additional support may be required just for a temporary period until the child settles into BTG or for personal care.

1.9 Manual Support and spotting

Supporting and shaping of gymnasts, is an essential part of gymnastics coaching to ensure the gymnasts understand correct techniques, movement patterns and complex skills but to also reduce the risk of injury due to an error or a fall when completing a skill. Guidance on supporting techniques is taught during coach education courses. To ensure a gymnast is safeguarded and their wellbeing looked after but to also ensure their safety, the following must be applied when supporting a gymnast:-

- Ensure support is only used when needed and over handling is avoided
- The coach must be aware of performance anxiety or errors which may increase the risk of injury
- Supporting technique must not inhibit the gymnasts' performance
- Physical contact should not be invasive to sensitive areas of the body (genital areas, buttocks or breasts)
- Shaping of gymnast when stretching or performing exercises, without physical force
- Infrequent non-intentional physical contact can arise out of error on the coach or the gymnasts' part. Such situations should not be ignored and should be acknowledged through an apology to the gymnast and reported to the safeguarding lead, the head coach and the gymnasts' parents. A written report of any significant incident should be sent to the safeguarding lead

It is also good practice to explain and provide some written guidance, perhaps as part of an induction pack, to new members and parents that some physical contact will be required but that only appropriate, non-invasive techniques should be used. If a gymnast or parent or member of staff/delivery team has any concerns, they should be raised with the safeguarding lead.

1.10 Late Collection of Children

All parents must advise Beth Tweddle Gymnastics if they know that they are going to be late and how they would like the situation to be dealt with (another parent/guardian to take the child home).

- Please email info@btgymnastics.co.uk and let us know your child's name, the venue they attend and the class time and any other instructions you would like BTG to do if you are going to be late (e.g. goes home with another parent)

Beth Tweddle Gymnastics will have the contact details for all of the gymnasts to enable coaches to contact parents should the parents not be there to collect their child. BTG will not leave a child/young person alone at the end of a session and will always wait with the child until they have been collected. Two members of staff/ delivery team will wait with the child.

BTG staff/ delivery team will not take the child/young person home or ask the child/young person to wait in their car (*unless there are unforeseen circumstances - see transport policy). BTG staff/ delivery team will not send the child/ young person home with another responsible person unless the child's/young person's parent/guardian gives permission to.

If the parents are considerably late, the BTG staff/ the delivery team should:-

- Attempt to contact the parents/guardians/carers on the contact numbers the company have from when the gymnast registered.
- Attempt to contact emergency contact details
- Leave a voicemail if no answer
- Send a text message to all available mobile numbers
- If you cannot reach anyone on the contact details or emergency contact details, ask the child if there is another family member who may be contacted
- Wait with the child with another delivery team member/ staff member or parent until the child's parent/guardian arrives
- Respond to any instructions from the parent
- If no one can be reached in a time period, in consultation with the coordinator for the venue, a decision would be made to contact the local police or children's social care services to enquire about the best course of action
- Raise this on the emergency hotline following the standard BTG processes

1.10.1 Persistent failure to collect the child on time:-

- Parent who persistently fail to collect their child on time or have failed to inform BTG that they are going to be delayed may be failing to provide adequate care for their child.
- If the parents persistently do this, the safeguarding lead and another member of the BTG Team will arrange to meet the parent to discuss the matter
- If there is no change, BTG may contact social services to get advice
- If a parent arrives to collect a child and there is a concern for the parent's ability (drunk, under the influence of drugs) to look after the child, contact your coordinator to discuss and if needed the police should be contacted to seek advice.