

Total Gymnastics Academies trading as Beth Tweddle Gymnastics (BTG)

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1. Safeguarding Adults at Risk (18yrs and over)

1.1 Introduction

Beth Tweddle Gymnastics (BTG) is committed to safeguarding adults in line with national legislation and relevant national and local guidelines. We will safeguard adults by ensuring that our activities are delivered in a way which keeps all adults safe.

BTG is committed to creating a culture of zero-tolerance of harm to adults which necessitates: the recognition of adults who may be at risk and the circumstances which may increase risk; knowing how adult abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experiences anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

BTG is committed to best safeguarding practice and to uphold the rights of all adults to live a life free from harm from abuse, exploitation and neglect.

1.2 Policy statement

BTG believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. BTG is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

BTG acknowledges that safeguarding is everybody's responsibility and is committed to preventing abuse and neglect through safeguarding the welfare of all adults involved. We recognise that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communicate in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

BTG recognise that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take actions to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.

Actions taken by BTG will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

1.3 Purpose

The purpose of this policy is to demonstrate the commitment of BTG to safeguarding adults and to ensure that everyone involved in BTG is aware of:-

- The legislation, policy and procedures for safeguarding adults
- Their role and responsibility for safeguarding adults
- What to do or who to speak to if they have a concern relating to the welfare or well-being of an adult within the organisation

1.4 Scope

This safeguarding adults policy and associated procedures apply to all individuals involved in BTG including board members, staff, delivery team, volunteers and members and any other associated individuals with BTG and to all concerns about the safety of adults whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations to adopt and demonstrate their commitment to the principles and practice as set out in this safeguarding adults policy and associated procedures.

1.5 BTG's commitments

BTG believe that:-

- Adults should never experience abuse of any kind

- We have a responsibility to promote the welfare of all adults, to keep them safe and to practice in a way that protects them
- Everyone has the right to participate in gymnastics in an environment free from non-accidental violence regardless of sex, gender reassignment, sexual orientation, age, marriage and civil partnership, parental or marital status, pregnancy and maternity, disability, religion or belief, colour, race including nationality or ethnicity and socio/economic background

BTG recognise that:-

- The welfare of adults is paramount in all the work we do and in all the decisions we take, regardless of age, disability, gender reassignment, race, religion or belief, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with adults and other agencies is essential in promoting adult's welfare.

BTG recognises safeguarding is everyone's responsibility. Therefore, everyone who works with adults has a responsibility for keeping them safe, irrespective of their role and whether they are paid or volunteers. BTG has appointed a nominated safeguarding lead (see appendix 3.1 for role description), deputy safeguarding lead and a director responsible for safeguarding.

BTG will seek to keep adults safe by:-

- Valuing, listening to and respecting them
- Appointing a nominated safeguarding lead officer, a deputy safeguarding officer and a lead director for safeguarding
- Adopting safeguarding best practices through our policies, procedures and code of conduct for staff and volunteers

- Ensuring that everyone involved with BTG is aware of adult procedures and knows what to do and who to contact if they have a concern relating to the welfare and well-being of an adult.
- Ensuring everyone understands their roles and responsibilities in respect of safeguarding
- Any concern that an adult is not safe is taken seriously, responded to promptly, and followed up in line with BTG's Safeguarding adults policy and procedures
- Ensuring everyone understands that any form of non-accidental violence is unacceptable and should not be tolerated
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes of conduct confidently and competently
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Ensuring everyone knows where to go to for help should they have a concern about someone's welfare and promote a culture where everyone feels able to raise a concern without fear of recrimination
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know
- Recruiting and selecting staff and volunteers safely ensuring all necessary checks (including DBS checks) are made and relevant details stored securely and checked regularly to ensure updates are conducted when needed.
- Prevent employment/deployment of unsuitable individuals by completing all suitable checks before the start of employment/deployment of all individuals
- Using our procedures to manage any allegations against staff and volunteers appropriately
- If an allegation is made against a member of staff or delivery team then effective support will be provided until a full investigation has taken place

- Developing and implementing an effective online safety policy and related procedures
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for all adults by applying health and safety measures in accordance with the law and regulatory guidance

This policy and guidelines are mandatory for anyone who takes part and is involved in Beth Tweddle Gymnastics activities. They will be widely promoted and are mandatory for everyone involved within BTG. The responsibility to report applies to any concerns whether they are within the gymnastics environment or outside of the gymnastics environment. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion/termination from the organisation.

1.6 Contact details within the BTG Organisation and other useful contacts for each element of this policy:

Nominated safeguarding lead:-

Name: Susan Farndon

Phone: 0161 979 0611 / 07825 551 746

Email: susan.farndon@btgymnastics.co.uk

Nominated deputy safeguarding lead:-

Name: Hannah Humphries

Phone: 0161 979 0611 / 07841 029 071

Email: hannah.humphries@btgymnastics.co.uk

Ann Craft Trust Telephone: 0115 9515400 <https://www.anncrafttrust.org>

Childline – 0800 111

Local authority designated officer (LADO)

Multi-agency safeguarding hub <https://www.gov.uk/government/news/working-together-to-safeguard-children-multi-agency-safeguarding-hubs>

1.7 Definitions

To assist working through and understanding this policy a number of key definitions need to be explained:

An Adult is a person aged 18 or over, who requires care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse. The term 'vulnerable adult' which originated from previous adult protection guidance 'No Secrets- DoH2000' has been replaced by the term 'Adults at Risk of abuse or neglect' in the Care Act 2014.

Adult safeguarding is protecting a person's right to live in safety, free from abuse and neglect. "Adult safeguarding" is the process of protecting adults with 'care and support needs' from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities. (Care Act 2014).

The aims of adult safeguarding are to:

- stop abuse or neglect wherever possible;
- prevent harm and reduce the risk of abuse or neglect to adults with care and support needs;
- safeguard adults in a way that supports them in making choices and having control about how they want to live;
- promote an approach that concentrates on improving life for the adults concerned;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support in accessible ways to help people understand the

- different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult; and
- address what has caused the abuse or neglect

1.7.1 Types of Abuse

The care and support statutory guidance identify the following types of abuse and neglect that apply to adults at risk:-

- Physical abuse
- Domestic Abuse
- Sexual abuse
- Psychological including emotional abuse.
- Financial or material abuse.
- Modern slavery.
- Discriminatory abuse.
- Organisational abuse.
- Neglect and acts of omission.
- Self-neglect including hoarding.

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern. The above are described below.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so-called ‘honour’ based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Down’s Syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological or Emotional Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern Slavery – encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory Abuse – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice with an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes within an organisation

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect - this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Other forms of abuse for adults could include the below:-

Cyberbullying – this occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage -this is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime – this is defined by the Safety Net Project as 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate crime is carried out by someone the adults knows and often happens in private.

Radicalisation - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Extremism

In order to protect adults and communities, most public bodies now have a statutory duty to be aware of the signs of extremist behaviour and to try and prevent individuals who may be

at risk of being exploited by radicalisers and subsequently drawn into terrorist-related activity. Extremism “Is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

If you are concerned that an individual is being exploited in this way it is important that you share these concerns with Active Lancashire’s Safeguarding Lead Officer.

To view the Government’s Strategy on Prevent please go to;

<https://www.gov.uk/government/uploads/.../prevent-strategy-review.pdf>

1.8 Monitoring and evaluation

This policy will be annually monitored and a full policy review will take place every three years.

A policy review may also be conducted in response to any of the following occurrences:

1. Changes in legislation or guidance.
2. Changes in the governance of the sport.
3. Changes in the nature or size of BTG.
4. A procedural review taking place following a significant case.

2. Procedures for reporting

2.1 Overview

This document sets out the steps that should be taken should there be a concern that an adult who is taking part in BTG may be at risk of or is experiencing abuse or neglect.

Concerns may arise in the following formats:-

- Disclosure form a child or adult
- Direct or reported observations of possible abuse, neglect, suspicious behaviour, poor practice including those of BTG Team
- Significant changes in an individual’s behaviour, appearance, attitude or relationship with others

- Reports from external agencies or individuals

Safeguarding allegations can fall into two categories:-

- Gymnastics activities related. Allegations involving someone within the sport or in a position of trust
- External to the sport – concerns of abuse or neglect by an external member who is not connected to gymnastics

Concerns can be a current situation or connected to non-recent events and may be about allegations or disclosure of abuse and or poor practice of an individual

2.2 Safeguarding responsibilities

All staff and volunteers need to be aware of their safeguarding responsibilities to ensure that all adults are kept safe and be aware of when and how and who to report any concerns to.

Safeguarding Lead and deputy for BTG are:-

Nominated safeguarding lead:-

Name: Susan Farndon

Phone: 0161 979 0611 / 07825 551 746

Email: susan.farndon@btgymnastics.co.uk

Nominated deputy safeguarding lead:-

Name: Hannah Humphries

Phone: 0161 979 0611 / 07841 029 071

Email: hannah.humphries@btgymnastics.co.uk

2.3 Recognising signs or suspicions of abuse

Everyone must be alert to the signs and triggers of abuse and neglect. Sometimes an individual may disclose information but in many cases, the indicators may be less obvious and only become apparent over time. It is important to be aware of the signs and indicators but to also

be alert to any changes in an individual's behaviour. Accurate and timely recording of any unexplained indicators that may be a sign of abuse is fundamental in effective safeguarding.

It is essential that everyone accepts responsibility to report any information. Where a safeguarding concern is disclosed to a member of staff, or volunteer as part of their role within the organisation, the responsibility for that information rests with the organisation, not the individual. The individual who is made aware of a safeguarding concern should share their concerns with the safeguarding lead. Reporting should not be delayed.

Commitment to working with adults is important when having concerns. Therefore, in most situations, it would be important for the adult to help clarify any initial concerns. For example, if a person seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, a separation or divorce or bereavement.

If there is an emergency ALWAYS dial 999. If an individual is at risk of significant harm then the police should be contacted immediately.

2.4 Responding and reporting concerns

If an individual discloses a concern, it is important that they are provided with appropriate support and guidance but in a way that does not jeopardise any potential investigations. It is not our role to investigate the concerns but to ensure that the information is shared to the correct individuals and where appropriate the relevant statutory authorities.

Where a member of staff or volunteer receives information about a safeguarding concern, they should explain to the individual to whom it relates that they have a responsibility to share the concern with the appropriate safeguarding lead or manager. It is important to reassure the individual, who may be fearful of any repercussions and provide appropriate support to help them understand why it is necessary to share this information.

If an individual says or indicates that he or she is being abused, or information is obtained which gives concern that an individual is being abused, you should respond immediately and

take the allegation seriously. See 2.4.1 for a reporting flow chart to understand how to report any incidents or concerns.

The safeguarding lead may be informed of situations where there is uncertainty about whether or not the allegation constitutes abuse or not and therefore are unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult the safeguarding lead or gain advice from social care, the police or the NSPCC if there is any doubt. Sometimes it may be one of a series of incidents which when added together cause concern.

The following steps must be taken (an example incident form can be found in appendix 3.2)

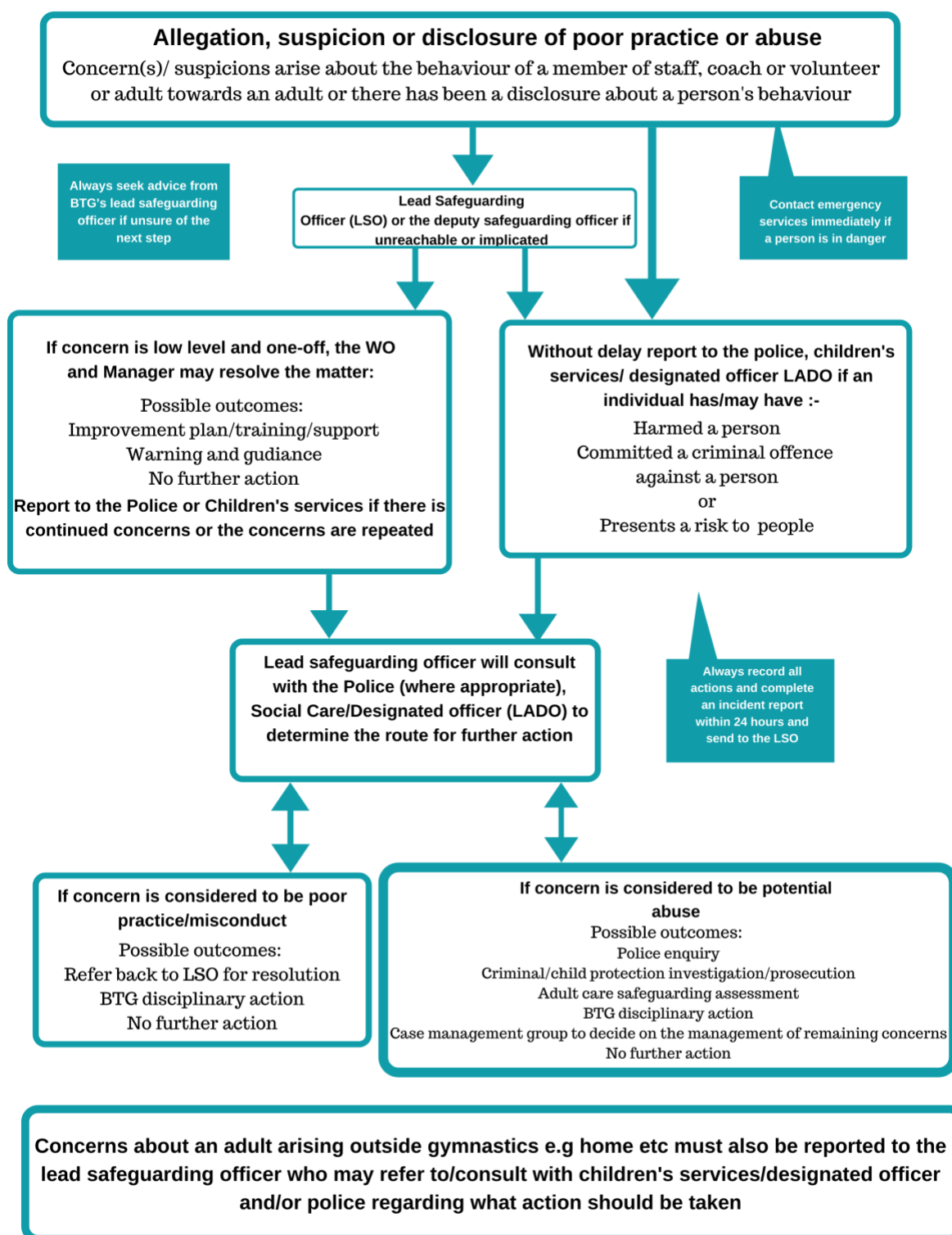
Make a full record of what has been said, heard and/or seen as soon as possible, the information should include the following:

- Name of the individual at risk.
- Age of individual at risk and date of birth.
- Home address and telephone number.
- Is the person making the report expressing their concerns or those of someone else? In the latter case, also include the other person's details.
- What is the nature of the allegation? Include dates, times and special factors and other relevant information.
- Make a clear distinction between what is a fact, opinion or hearsay.
- A description of any visible bruising or other injuries.
- Witnesses to the incidents.
- The individual at risk account, if it can be given, of what has happened and how any bruising or injuries have occurred.
- Has anyone been contacted (family member)
- If so, what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the individual at risk making the report has the individual concerned been spoken to? If so what was said?

- Has anyone been alleged to be the abuser? Record details.

2.4.1 Safeguarding Adults Flowchart

If you have a concern, please follow the actions below:-



2.5 Speaking to the adult

In speaking to adults regarding suspected or alleged abuse, ensure you do the following:

<p>Do:</p> <ul style="list-style-type: none"> • allow the adult time to speak • react calmly so as not to frighten them • reassure the adult and ensure that the allegations will be taken seriously • take what the adult says seriously, recognising the difficulties inherent in interpreting what is said by an adult who has a speech impairment and/or differences in language • keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said • reassure the adult but do not make promises of confidentiality which might not be feasible in the light of subsequent developments 	<p>Do not:</p> <ul style="list-style-type: none"> • show any feelings of anger, disgust, and disbelief to the adult as they may stop talking for fear of upsetting the person further or feel that the negative feelings are being directed towards them • interrupt or make suggestions • ask probing or leading questions • speculate or make assumptions • make negative comments about the alleged abuser • approach the alleged abuser • make promises to keep secrets
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Please see appendix 15.2 for Safeguarding Incident/Concern Form

2.6 Inform the Designated safeguarding Lead Officer

Lead Safeguarding office for BTG

Susan Farndon - 0161 979 0611 / 07825 551 746 – susan.farndon@btgymnastics.co.uk

Once the designated Safeguarding Lead Officer has been informed, it is their responsibility to refer to the social care department by telephone and confirm it in writing within one day. The designated Safeguarding Lead Officer is to report allegations and/or suspicions of abuse to social care, and if there are issues of poor practice this must be reported to the appropriate organisation or governing body.

Reporting the matter to the police or social care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social care department should be confirmed in writing within 24 hours by the safeguarding lead. A record should also be made of the name and designation of the social care member of staff or the police officer to whom the concerns were passed, together with the time and date of

the call, in case any follow-up is needed. A copy of this information may be sent to the NGB and Local Authority Designated Officer (LADO) as appropriate.

If there is an emergency ALWAYS dial 999.

2.7 Dealing with allegations against staff/delivery team

The procedure for dealing with allegations made against staff or gymnastics coaches will be used where the individual has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards an adult in a way that indicates he or she would pose a risk of harm if he or she works regularly or closely with adults

Any allegation or concern that an employee, delivery team member or volunteer has behaved in a way that has harmed or may have harmed a child will be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place. This includes for people who BTG do not directly employ.

Depending on the situation, an appropriate response may involve:-

- BTG following the relevant procedures with individuals concerned
- Your local child protection services making enquiries and/or assessing where a child needs support
- The police investigating a possible criminal offence

The reporting procedure is the same as any other disclosure or concern that needs reporting. If the disclosure or concern is about the safeguarding lead, then it should be reported to the deputy safeguarding lead or a senior manager. Any people involved will be given the appropriate support during the process.

Interim Measures

As part of any investigation and in order to protect all parties concerned, BTG may impose interim protective measures, including temporary suspension pending the outcome of the investigation. Where appropriate these decisions will be taken in consultation with the lead safeguarding officer.

2.8 Confidentiality

Confidentiality is a key issue in safeguarding work. Whilst information should not be shared freely, it must be shared with appropriate agencies to ensure that a child is not left unprotected. Decisions on who needs to be informed should be taken by the safeguarding lead after discussion with social care.

- Remember that the Data Protection Act is not a barrier to sharing information
- Be open and honest
- Seek advice
- Share with consent where appropriate
- Consider safety and well-being Necessary, proportionate, relevant, accurate, timely and secure
- Keep a record

2.9 Sharing Information

- Sharing of information between practitioners and organisations is essential for effective identification, assessment, risk management and service provision. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of people at risk of abuse or neglect.
- While the focus here is on sharing information about abuse or neglect concerns, sharing information may also be appropriate in other circumstances to promote the welfare or wellbeing of an individual.
- Personal information held by BTG is subject to a legal duty of confidentiality and will not normally be disclosed without the consent of the individual. However, the right to

confidentiality and respect for private and family life (Article 8, Human Rights Act, 1998) is not absolute.

- BTG recognises that information sharing between key organisations is essential to safeguard people at risk of abuse, neglect and exploitation. A key factor in many serious case reviews has been a failure to record information, to share it, to understand the significance of the information shared, and to take appropriate action in relation to known or suspected abuse or neglect.
- The third-party organisations with whom safeguarding concerns may need to be shared include: Statutory authorities (police/social care) and other organisations e.g. Other sports organisations or community clubs where risks posed by an individual cannot be managed without the disclosure of information.
- BTG will ensure that confidential information is only shared where it is lawful and ethical to do so.
- Where a safeguarding concern is external to the sport, and an individual is not clear that information should be shared, advice about whether sharing is appropriate can be sought from the police or local authority without disclosing the identity of the person in the first instance.
- If you would share the information irrespective of whether the individual consents because of safeguarding concerns about the individual or about others who may be at risk if the information is not shared, it is not appropriate or necessary to ask for consent. However, it is always best practice to be open and honest with the individual from the outset as to the reason why and with whom their information will be shared and try to get their agreement to share, where it is appropriate and safe to do so, especially where the individual may not expect their information to be shared.

- Anyone who makes decisions about whether to disclose confidential information to a third-party organisation is accountable under data protection law for these decisions. Decisions about who needs to know and what information needs to be shared should always be taken on a case by case basis and the justification for any sharing decisions should be recorded.

2.10 Retention of records

Any information relating to safeguarding concerns must be stored securely. Any concerns that have been reported to BTG will be retained as is deemed necessary to safeguard the individual.

3. Appendix

3.1 Appendix 1 Description of safeguarding lead role

Club Safeguarding lead

1. Assist the club to put in place policies and implementation plans for safeguarding and promoting and protecting children and young persons' welfare
2. Be the first point of contact for staff, delivery team and volunteers, children and parents for any issue concerning safeguarding, poor practice or potential/alleged abuse.
3. Ensure that all incidents are correctly reported and dealt with in accordance to Beth Tweddle Gymnastics procedures.
4. Ensure that all relevant staff/delivery team complete appropriate safeguarding training.
5. Ensure that Beth Tweddle gymnastics procedures for safe recruitment of staff, delivery team and volunteers are followed and all appropriate existing staff, delivery team or volunteers have up-to-date Disclosure and Barring Service (DBS) disclosures.
6. Maintain local contact details for Children's Social Care Services, the Police and Local Authority Safeguarding panels.
7. Ensure that codes of conduct are in place and adhered to for staff, delivery team and volunteers/officials, children and parents.

- 8. Advise Beth Tweddle Gymnastics on safeguarding issues.
- 9. Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis.
- 10. Ensure all individuals understand what their duty of care towards children means on a day to day basis

3.2 Appendix 2 – Safeguarding incident/concern reporting form

Details of person completing the form

Name:.....

Academy name:.....

Position (safeguarding lead, coach, parent etc):

Address:

.....Postcode:

Phone number:Email:

Name of person who raised concern (if different from above):

Details of person concern is attributed to

Name:

Academy name:

Position:

Relationship to alleged victim:

Details of alleged victim

Name:

Academy name:

Date of birth:/...../..... Age at time of incident:

Address of parent/carer:.....

..... Postcode:

Contact number:

Details of incident

Date(s) or period of incident:

Description of the incident(s). Please provide as much detail as possible. If a child talked to you, write down the exact details of the conversation; remember not to lead the child. Please include other information including location, number of incidences, any witness details. Please continue on a separate sheet if necessary.

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Any actions taken?

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Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number:

Social services:

Police:

Other:

Any other additional information:

.....
.....
.....
.....

Declaration

I confirm that the above information is correct to my knowledge

Signature of person reporting the incident:

.....

Position i.e. coach, parent:

.....

Date:/...../.....

This document is applicable to any services delivered by Total Gymnastics Academies LTD trading as Beth Tweddle Gymnastics.