



Flair Gymnastics Club is committed to providing a safe and nurturing environment for its members to participate in the sport. There are inherent risks involved in gymnastics training, and the club recognises its responsibility to minimise these risks as much as is possible through safe practice and maintaining welfare as a key principle at our club.

The club has a lead **Safeguarding Officer** who is responsible for protecting the welfare of all our participants and acts as a confidential point of contact for any concerns that any person connected to the club wishes to report. They can be contacted in person at training sessions, or via confidential phone or e-mail:

Seonaid McMillan
Phone: 07825871018
safeguarding@flairgymnasticsclub.co.uk

If you, as a parent or gymnast, have a concern or disclosure, please do not hesitate to make contact with **any trusted person within the club**. All adults responsible for the club's activities have a responsibility to respond to any observed poor practice, inappropriate behaviour or reports or suspicions of abuse. All concerns and disclosures will be taken seriously and investigated, following Scottish & British Gymnastics' Child Protection protocol.

The Safeguarding Officer will:

- Ensure all those working with children and protected adults are recruited in accordance with the Scottish Gymnastics' Safe Recruitment procedures and conduct the associated administrative work, including criminal record checks & verifying ID documentation.
- Ensure that all those working with children and protected adults attend & maintain the relevant Safeguarding training for their qualifications & activities.
- Ensure all persons working with children, young people and protected adults at the club are fully aware of what is required of them and follow the guidelines of the club & Scottish Gymnastics' Codes of Practice.
- Be the first point of contact for coaches, helpers, parents and gymnasts on any issues concerning the wellbeing of the club members on any matter of poor practice, allegations of misconduct, abuse, etc.
- Ensure that all incidents are correctly recorded and reported in accordance with club & Scottish Gymnastics policy and procedures.
- Liaise closely with the club's coaching team to ensure that participant wellbeing remains a priority and the agreed procedures for preventing risks are followed.
- Ensure that a list of parent/guardian contact details and emergency numbers are safely accessible during club activities.
- Act as impartial advisor to the club's Trustees, when required, on matters of policy & procedure.
- Carry out relevant assessments of situations involving club activities as they arise.



Flair Gymnastics Club will:

- Promote and respect the rights of all children & individuals participating at our club.
- Promote an open atmosphere of engagement with all members to ensure that anyone is able to raise legitimate concerns without fear of victimisation or reprisal.
- Implement all Scottish & British Gymnastics policies regarding the protection of children and vulnerable adults, equity and equality, risk assessment, health and safety and safe recruitment.
- Appoint a Safeguarding Officer and support them in carrying out their duties, including providing the appropriate training via our governing bodies & local authority.
- Ensure that each individual working within the club maintains valid qualifications, insurance, Safeguarding training and PVG Scheme membership for their activities.
- Respond to any disclosures or reports of abuse confidentially and appropriately, in line with this policy and Scottish Gymnastics' procedures.
- Implement any measures required as the result of an investigation to improve or enhance the safety of our members.
- Regularly monitor & review our policy and procedures to ensure they are up-to-date and effective.

Coaches and Club Officials will:

- Maintain the participants' wellbeing and safety as the primary concern in their planning and delivery of activities for the club.
- Provide equal opportunities for all participants to learn, develop and enjoy gymnastics.
- Be prepared to challenge poor or unsafe practice and use the club's procedures to raise concerns where necessary.
- Respect the influential role they hold within the club and aim to promote positive, supportive, healthy behaviours with their example.
- Hold the appropriate level of qualification for their activities and adhere to the guidelines set out in Scottish Gymnastics' policies for coaches & officials.

DROP OFF & COLLECTION OF GYMNASTS

Flair Gymnastics Club operates within a public facility, with other users of all ages from a wide variety of sports and activities. In line with our commitment to safeguarding our participants during sessions, we also recognise the need for clear rules regarding the safe arrival and departure of our gymnasts.

When you come to sessions, you are required to **bring your child to our training hall and ensure they are signed in upon entry** – please do not drop them off in the car park or leave them in the foyer. Our legal duty of care begins when you sign your child into our designated training area via a club official.

The car park can be very busy at times so please ensure that children are safely accompanied at all times when moving through the area. Members should avoid waiting in the car park wherever possible to ensure traffic can move safely in and out and minimise the risk of accidents occurring.

At the end of their training time, gymnasts will exit from our training hall in their groups/classes. **You must come into the foyer or wait at the entrance doors to collect your gymnast(s) and sign them out.** We will not permit gymnasts to sign themselves out and walk into the car park alone unless you **provide written consent asking us to let your child**

do so. The club retains the right to use its discretion regarding the release of children even with written permission.

You can provide consent for other adults, aside from their parent, to drop off or collect your child from club training sessions – please make arrangements with our club officials at sign in, or e-mail the club with details as written consent. It is your responsibility to ensure the approved adult list is kept up to date.

For older gymnasts (i.e. senior school-aged) to have permission to enter/leave unaccompanied, we require your **written consent via e-mail**; we also ask for notice of their planned travel arrangements where possible to ensure we can respond in an emergency.

UNCOLLECTED CHILDREN

If a child is not collected from their session at the normal finish time, they will be asked to remain in our training hall to await collection. A minimum of two club officials will remain with them; if this is not possible for some reason, the adult and young person should move to a public space (i.e. foyer) to wait.

Parents/guardians should **make every effort to contact the club** in the event that they will be delayed in picking up their child:

- Contact us via e-mail (info@flairgymnasticsclub.co.uk) or our social media accounts
- Phone/message the Safeguarding Officer, Administrator or Head Coach to inform us and provide guidance or consent for another parent to be responsible for collection
 - Safeguarding Officer – **07825871018**
 - Administrator – **07429121555**
 - Director of Coaching – **07800940272**

If we do not receive any communication regarding uncollected gymnasts, we will follow the steps outlined below:

Step 1 – After 10 Minutes

We will phone and/or text the contact details on record for the gymnast.

Step 2 – After 20 Minutes

We will phone and/or text the emergency contacts available for the gymnast.

Step 3 – After 40 Minutes

We will make an initial phone call to the police (101) outlining the situation.

Step 4 – After 50 Minutes

We will contact the police again to inform them of an “abandoned child”. Duty of care is transferred to the police at this time.

Step 5 – Record the Incident

Document the incident and send a copy to Ethics & Welfare at Scottish Gymnastics.

TOILETS & CHANGING FACILITIES

There are separate male, female & disabled toilets and changing rooms available within the venue; these are located at the left-hand side of the building following entry, through the door at the end of the central corridor beside the stairs.

The club has taken over the changing room & toilets at the far end of the toilet area; these are signposted on the door and kept locked when not in use to prevent other users of the facility from straying inside. If you need access to these facilities prior to your session, please ask a member of the team for a key.

We recommend that if your gymnast needs to get changed before their session, they are accompanied until they are ready. If a child comes to the training venue in non-gymnastics kit, we will ask them to go and change in the changing rooms and ask you to stay until they can enter their session.

TOILET ARRANGEMENTS DURING SESSIONS

The toilets are located within the changing room facilities. These are a short distance from our training hall, and **we strongly recommend that all gymnasts make sure they have gone to the toilet immediately prior to starting their session** in order to avoid unnecessary breaks during the session. We will make all our gymnasts aware of their location and how to go to/from them when they attend.

As many of our gymnasts will train for multiple hours at a time, we will also need to release them to the toilet during sessions. Our policy is that **any gymnast who is not attending high school must be accompanied** if they need to leave the training hall during sessions. A club official will chaperone and take children in groups where possible.

Gymnasts of high school age may be released to go to the toilet unaccompanied; where possible we will still ask for groups to leave & return together and use our discretion if necessary.

Footwear must be worn to & from the toilet/changing area and then removed again when returning to the training hall. This is both for safety purposes and also to keep the gymnasts' feet clean for when they are working on our equipment.

PHOTOGRAPHY & VIDEOS

The club requests the right to take photos and videos of members during training and at club events. This serves as both a training aid – i.e. to help gymnasts see their own performance and where corrections can be made – and also supports the club’s publicity, including social media platforms.

If **you do not wish for your gymnast to be included in club photography & media** for any reason, please **inform the club in writing via e-mail**. You may also change your consent at any point.

Should the club wish to use any photographs or videos that feature a particular gymnast prominently, additional permission will be sought from the gymnast and their parents/guardians.

Any photos or videos taken of any member of the club should only remain on a personal device for the purpose of transferring it onto the club’s online storage. All media taken to assist with training exercises must be deleted from personal devices as soon as it has served its purpose.

Gymnasts themselves are **not allowed to use their phones** to take pictures or videos during their training sessions without the explicit permission of their coach. This helps ensure that no member’s confidentiality is breached and reduces the risk of cyber-bullying.

SOCIAL MEDIA

The club has a separate **Social Media Policy** that covers this area fully and should be read in conjunction with this document. This section summarises the key points.

We operate various social media accounts as part of our publicity strategy and as a means of communicating and engaging with our members. We recognise there are risks involved in online communication, especially with regards to children & young people. Therefore, the club has a clear policy regarding the use of social media for its members and personnel:

- The club’s social media pages and accounts are to be used for the purposes of publicity, communication regarding club training and events, and promoting gymnastics only.
- No adult involved with the club is to accept or make a request to connect their own social media profile with any club member under the age of 18.
- No adult involved with the club is to allow or instigate online or social media communication with any member of the club under the age of 18.
- All parents/guardians are responsible for monitoring their child’s online and social media activities to ensure that their actions do not put them at any risk of violating club policy.

