Rising Phoenix Gymnastics Club is committed to adopting best practice in line with our Governing Body British Gymnastics. (Please see Appendix 2)

**Welfare Officers:**

Please find our Club Owner and Welfare Officer contacts in Appendix 1.

**Safeguarding**:

Our staff are monitored during sessions and screened (enhanced DBS checked) to confirm their suitability to work with children. This will always be done using the Disclosure and Barring Service and through British Gymnastics (BG).

We commit to endorse the highest standards of care for all our members, staff and officials by:

* Using BG Guidelines in Health, Safety and Welfare and the Protection of Children and Vulnerable Adults.
* Nominating a Welfare Officer (Child Protection Officer) to whom grievances or complaints can be made confidentially.
* Ensuring that staff are suitably trained in Child Protection and Health, Safety and Welfare issues and updated following BG Guidelines.
* Our coaches and officials have been screened through an enhanced DBS check to confirm their suitability to work with children. This will always be done using the Disclosure and Barring Service and through BG.
* Ensure best coaching practice guidelines are followed at all times.
* Ensure grievances or complaints are dealt with promptly and in accordance with the grievance procedures.
* Ensuring a minimum of two responsible adults are present at all training sessions or events.
* Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training sessions or events (identified in our members pack).
* Having a zero tolerance of poor practice, bullying or any potential form of abuse.
* Doorbell: Access door to the gym is locked during classes. This measure is to ensure a safe and secure environment for all participants. If you need access to the club outside of the allocated drop-off and pick-up times, a doorbell will be available for your convenience. Please be patient while a coach will come and open the door for you.

We endeavour to promote the highest standards of care by adopting policies from our National Governing Body – British Gymnastics. This includes:

* BG Health, Safety and Welfare guidelines.
* BG guidelines for the Protection of Children and Vulnerable Adults.
* Appointing a number of Welfare Officers (Child Protection Officers).
* Deputy Welfare Officer
* All staff are suitably trained in Child Protection, Health and Safety and Welfare issues as required by British Gymnastics.
* All staff and volunteers working with gymnasts hold a current DBS (Disclosure and Barring Service) check previously known as CRB (Criminal Records Bureau).
* All staff and volunteers utilise online learning set by British Gymnastics including ‘Positive Coaching’ online service.
* Ensuring two adults are in attendance for all coaching sessions.
* Ensuring all Guardians are aware and have agreed to the purpose of filming and photography in sessions.
* Zero tolerance of poor practice, bullying or any potential form of abuse.
* Management ensures all best coaching practice and guidelines are followed at all times.

We have a number of Welfare officers that oversee the running of the club and help make everyone's experience safe and enjoyable. It is the reasonability of the Welfare officer to deal with any grievances or complaints promptly and privately according to our ‘Grievances and Complaints Procedure’.

**Grievances and Complaints Procedure**

As a British Gymnastics affiliated club, we are bound by the British Gymnastics Procedures for complaints, disciplinary issues and Membership suspensions and expulsions. The club places the welfare and safety of its members as the highest priority

We have designated Welfare Officers to whom all complaints, grievances and suspicions of poor practice should be addressed. Matters will be dealt with confidentially and only those who need to know will be informed.

The British Gymnastics procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed within the club. A copy of the British Gymnastics Policies and Procedures can be found on the British Gymnastics website. Please see our useful links Appendix 2.

**Anti-Bullying Policy**

The following policy is provided by our National Governing Body – British Gymnastics. We also follow this policy.

**Bullying**

Bullying and harassment occurs where repeated deliberate actions by one or more people cause hurt to an individual or group and where it is difficult for the bullied person(s) to prevent or deal with this person’s actions.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self harm).

12 Anti bullying and abuse ‘Kidscape’ (www.kidscape.org.uk), a UK charity established specifically to prevent bullying and child sexual abuse, defines bullying as the use of aggression with the intention of hurting another person that results in pain and distress to the victim.

It splits bullying into the following categories:

* Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
* Physical - pushing, kicking, hitting, punching or any use of violence
* Racist - racial taunts, graffiti, gestures
* Sexual - unwanted physical contact or sexually abusive comments
* Homophobic - because of, or focusing on the issue of sexuality
* Verbal - name-calling, sarcasm, spreading rumours, teasing
* Cyber - All areas of internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities Bullying can occur between:
  + An adult and young person.
  + A young person and a young person.
  + A parent and own child.

It is acknowledged that the competitive nature of sport can result in tensions that may lead to bullying but bullying cannot be condoned in any circumstances. Examples of bullying with in gymnastics could be:

* A gymnast who intimidates fellow gymnasts inappropriately i.e. abusive text messages and/or through social networking sites.
* A coach who adopts a win-at-all costs philosophy i.e. shouting, name calling, or ignoring.
* A parent who pushes too hard i.e. shouting at a child.
* An official who places unfair pressure on a person.
* Older coaches intimidating younger coaches under the age of 18 years i.e. Senior coach shouting or intimating and assistant coach.

**Responding to Bullying**

Bullying by children or adults on children within a club must never be tolerated. Bullying may take many forms including physical, verbal, or through the written word, and may be conducted in person or through the actions of another person/other people.

Cyber bullying is now recognized as a serious concern and must be dealt with in line with the BG Anti Bullying policy.

**Strategies to Discourage Bullying**

* Create an open environment and provide adequate supervision at all times.
* Encourage children to speak out and share any concerns with the person in charge, the Welfare Officer or other responsible adults.
* Take all signs or allegations of possible bullying seriously.

**Responding to victims of Bullying**

* Anyone becoming aware that a child is being bullied should offer the child reassurance and try to gain the child’s trust.
* Explain that someone in authority may need to be informed.
* Keep accurate records of what happened together with names of those involved and any action taken.
* Report suspicions or concerns to the person in charge. Confronting the Bully(ies)
* Talk to the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their actions.
* Seek an apology from the bully(ies) to the victim.
* Inform the bully’s parents.
* Insist that any borrowed items are returned to the victim.
* Impose sanctions or disciplinary action if necessary.
* Report and record all actions taken.
* Provide support for the victim and his/her coach.
* Encourage the bully(ies) to change his/her behaviour.

**Anti-bullying and abuse: Supporting bullied children**

* Children who have been bullied will often need support from club officer’s to deal with the impact of bullying. This may include having a specific person to whom concerns can be raised in specific situations or providing a named senior gymnast as a “buddy” in changing facilities.
* They will need support external to the club from parents, other relatives and sometimes school teachers.
* The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person.
* The club can advise the child or parent to contact Kidscape, a charity that offers support to bullied children as well as day courses to help them deal with bullying and its after effects including how to avoid being bullied in future at [www.kidscape.org.uk](http://www.kidscape.org.uk)

**Club Checklist:**

| **Topic** | **Completed** |
| --- | --- |
| Named Club Welfare Officer\* (CWO) with contact details visible in the club | * Club Notice Board * End of this policy * Website |
| No conflicts of interest (Welfare Officers related/in a relationship with Head Coach/Owner | There are no conflicts of interest relating to Welfare Officers |
| Safer recruitment processes including DBS\* checks for all staff /volunteers where appropriate | * All staff working with children over 16 yrs are DBS checked |
| Mandatory safeguarding training completed | * All welfare officers have completed both safeguarding and welfare officer training * All coaches have completed the following to be covered by BG insurance and yo coach at Rising Phoenix:   + Coaches over 16 yrs have complete safeguarding courses   + All coaches have have/will completed ‘Positive Coaching’ providing by BG   + Level 2 Coach have/will completed ‘Flexibility Training’ provided by BG |
| All Support Staff working in the club should be registered with national governing body | All staff (including administration staff) have British Gymnastics Membership/Insurance  Monitored by Amy Beck |
| Up to date coach qualifications for the level they are teaching | All coaches hold the relevant qualifications to the skills they are teaching.  Monitored by Amy Beck |
| Correct gymnast to coach ratios | All classes follow the ratio of Coach to Gymnast set out by British Gymnastics Guidance found in their ‘Safeguarding Children: Safe Environment’ Policy and ‘Health and Safety Guidance: Coaching Practice’ (links found in Appendix 2) |
| Safeguarding & Health and Safety Incident Log | Safeguarding incidents are kept confidential by Welfare Officers.  Welfare email (found in Appendix 1) can only be accessed by the named Welfare officers.  No coaches have access to this email account (including the Owner, Amy Beck).  Health and Safety checks are completed and logged by Amy Beck. |
| Codes of Conduct, Safeguarding Policy and other relevant policies in place and followed | * Onsite - Gymnastics office * Website: Appendix 2 |

| Updated | March 2025 |
| --- | --- |
| Next Review | January 2026 |

**Appendix 1: Contacts**[risingphoenixwelfare@outlook.com](mailto:risingphoenixwelfare@outlook.com)

| **Rising Phoenix Owner:**  Amy Beck | **Contact**:  [amy-beck@hotmal.co.uk](mailto:amy-beck@hotmal.co.uk) |
| --- | --- |
| **Welfare Officers**  Lauren Parker  **Pending Officers**  Katie Hubbard  Samantha Mulcahy | **Welfare Contact:**  risingphoenixwelfare@outlook.com |

**Appendix 2: Useful Links**

| Rising Phoenix Website - Policies Section | <https://www.risingphoenixgymnastics.com/clubpoliciesandsafeguarding> |
| --- | --- |
| British Gymnastics Safeguarding Policy and Procedures | <https://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures>  <https://a.storyblok.com/f/83342/x/58889eee3e/safeguarding-policy-and-procedures.pdf> |
| British Gymnastics: Safeguarding Children: Safe Environment | <https://a.storyblok.com/f/83342/x/9359a928ee/safeguarding-children-safe-environment.pdf> |
| British Gymnastics Health and Safety Guidance: Coaching Practice | <https://a.storyblok.com/f/83342/x/17e393ad91/health-and-safety-guidance-coaching-practice.pdf> |
| Report a concern to British Gymnastics | <https://www.british-gymnastics.org/safe-and-fair-sport/report-a-concern> |
| British Gymnastics Social Networking Guidelines | <https://a.storyblok.com/f/83342/x/2b44e11855/2021_12_01_social_networking_guidelines_-v3-0.pdf> |
| 1. NSPCC 2. NSPCC Child Protection Unit 3. NSPCC - Keeping your child safe in sport 4. Dedicated NSPCC Helpline | 1. <https://www.nspcc.org.uk/> 2. <https://thecpsu.org.uk/> 3. <https://www.nspcc.org.uk/keeping-children-safe/away-from-home/sports-clubs/> 4. 0800 587 6696 |
| Local Area Safeguarding Procedures | <https://www.activepartnerships.org/active-partnerships>  <https://www.gov.uk/find-local-council>  <https://www.gov.uk/report-child-abuse-to-local-council> |
| Kidscape Charity to aid families with bullying | [www.kidscape.org.uk](http://www.kidscape.org.uk) |
| Anyone experiencing mental health problems | <https://www.mind.org.uk/> |
| British Gymnastics Safeguarding Area for Parents/Carers | <https://www.british-gymnastics.org/safe-and-fair-sport/parents-carers> |
| British Gymnastics Safeguarding Area for Gymnasts | <https://www.british-gymnastics.org/safe-and-fair-sport/gymnast> |