



Safeguarding Children: Safe Environment Policy 2020



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FOREWARD

Quantum Leap Gymnastics is committed to supporting all young people to enjoy and excel in the sport of gymnastics and fully recognises that children need a safe, protective and nurturing environment if they are to fulfil their potential and remain in the sport.

Quantum Leap Gymnastics aims to achieve a high standard in the safeguarding of members and has a key role in supporting all its young people to ensure safeguarding and promoting the welfare of children is a fundamental consideration in everything we do. As a club we have a duty of care towards young people and we need to ensure that we offer a protective and child-friendly environment that gives parents and guardians reassurance that their children will be happy and safe.

As a condition of our membership as a British Gymnastics registered club we are required to have a Welfare Officer with the designated responsibility for safeguarding. The Welfare Officer plays a key role supporting child-centred practice and ensuring safeguarding arrangements are in place in the Club.

This policy is applicable to all Quantum Leap Gymnastic Members we all have a duty of care towards young people.

Coaches who manage and have overall responsibility for Quantum Leap Gymnastics will always support our Welfare Officer/s in fulfilling their role within our club.

This Policy is Quantum Leap Gymnasts source of reference for the clubs safeguarding and protecting children related matters. The main users of this policy and its procedures are Quantum Leap Coaches and Welfare Officer as it is their role to ensure that Quantum Leap Gymnastics is a safe, protective and nurturing environment.

This policy also provides important guidance for all members of Quantum Leap Gymnastics including parents and volunteers. This Policy is widely shared with all our members to increase general awareness and good practice.

This Policy will be amended as required by and in guidance with any changes advised to us by British Gymnastics.

Acknowledgements

Quantum Leap Gymnastics wishes to express its gratitude to British Gymnastics for their continued support and guidance which enables us to develop this document.

Aims and Objectives

The overall aim of this policy is to ensure that everyone participating in gymnastics does so in a safe, holistic and child-centred environment that supports children to meet their potential. This can only be achieved if everyone involved in the sport is fully compliant with the policy. The key objectives of the policy are as follows:

- To ensure everyone understands their roles and responsibilities in respect of safeguarding;
- To ensure everyone who comes into contact with children is able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
- To promote positive practice and challenge poor practice;
- To ensure robust systems are in place to manage any concerns or allegations;
- To develop a skilled and competent safeguarding workforce;
- To ensure everyone who is involved in a role with children completes training at a level appropriate to their role in gymnastics, which covers the above areas;
- To ensure everyone who is involved in a role with children has been through appropriate pre-recruitment checks, including the appropriate level criminal record checks;
- To ensure young people and their parents/carers are consulted and, where appropriate, fully involved in decisions that affect them.

Quantum Leap Gymnastics Policy Framework for Safeguarding and Promoting Children’s Welfare



Duty of Care

Everyone at Quantum Leap Gymnastics have a responsibility for the safety and welfare of gymnasts, coaches, volunteers, officials, visitors and others. There is a legal responsibility to ensure that participants are protected from harm whilst taking part in gymnastics. This is legally termed as the 'duty of care' and is particularly significant when dealing with children.

When working with children, an adult who carries out a supervisory role within the club have responsibilities while children are in their care. These include: -

- holding a responsibility for care and wellbeing during training;
- safe dispersal after training;
- providing first aid;
- providing/consenting to emergency medical treatment;
- supervision/chaperoning;
- team managing.

In order to fulfil our 'duty of care', we need to make sure that the following areas are properly covered:

- safeguarding and welfare;
- safe environment, including safe apparatus and equipment;
- safe development of the individual through appropriate physical and psychological preparation and progressive skill development;
- provision of suitable first aid support and emergency procedures;
- exercising reasonable care at all times.

Club Registration

When gymnasts register at the club they fill out a club registration form which is essential to obtain appropriate personal information about them. – **Quantum Leap Gymnastics Registration Form**

The type of information that we collect at the point of registration include: -

- Name and address;
- Date of birth;
- Parent/Carer information;
- Emergency contacts;
- Medical details – allergies, existing conditions;
- Information on any disability or special needs, including English not being the first language;
- Medical consent;
- Consent for participation in gymnastics;
- Consent for photography and filming;
- Equality profile.

This information is collected at the earliest opportunity when gymnasts join the club to enable any necessary risk assessments based on medical information and/or disability to be completed prior to participation.

Parental consent is always sought prior to participation in ‘regular club activity’. In addition, a separate consent form specifically requested for the intention to film gymnasts for training purposes as standard part of club training and for participation in other activities beyond regular training, e.g. competitions. – **Quantum Leap Gymnastics Consent Form-use of images and/or words**

We have a Club Privacy Notice which outlines the type of personal data we collect and how that data is used. – **Quantum Leap Gymnastics Privacy Notice**

Anyone who has an objection to any of the data they have provided being used in any of the processing activities outlined in our Privacy Notice are required to complete our - **Objection to data processing under legitimate interest Form**

If at any time personal data is need for a use other than what it has already been consented for or if additional data is required additional consent will always be requested.

The Club holds a Data Asset Register which details the type of data we hold why we hold it, how we use it and how we store it. We keep a record of who has access to certain data and why they need access to it. - **Quantum Leap Gymnastics Data Asset Register**

Welfare Officers

Quantum Leap Gymnastics Welfare Officer/s is responsible for:

- responding to child protection and poor practice concerns;
- providing support and advice in the implementation of procedures that safeguard and promote the welfare of children;
- assisting the club to be more child-focused in its activities, e.g. involving children in decision making processes.

In order to avoid any potential conflicts of interest, the role will not be taken on by a key member of the coaching team. However, an individual who has a more limited involvement in coaching may take on the role in the event that there is no other acceptable alternative.

Provision of Safe Environment

Safeguarding is fundamental in the delivery of gymnastics and the conduct of those involved. Everyone must place the protection of young people as the paramount consideration, and ensure that the environment where the gymnastics activity takes place is one where young people are safe and helps to reduce the risk of young people being abused through their participation within the sport.

Quantum Leap Gymnastics: -

- provides an open training environment;
- ensures there is a clear policy for use of changing rooms and toilets;
- maintains all apparatus, equipment and other club property. *
- provide first aid facilities. *
- safe storage of personal and sensitive information.

* These areas are covered in detail in the **Quantum Leap Gymnastics Health, Safety and Welfare Policy**.

Open Training Environment

For Health, Safety and Welfare issues parents are not allowed to sit in the gym during training sessions but are more than welcome to view through the window (with the exception of gym tots' parents who sit in the gym during their child's session). Parents who wish to observe and in the case of new or potential members are encouraged to view a session and remain with their child until the child is happy to be left.

Our viewing policy covering acceptable standards of conduct is that those viewing any training sessions are not allowed to use their mobile phone or other devices even for personal use. This is to ensure the safety and welfare of all our club members. Anyone who is seen to be using such devices for any reason will be asked to put it away and possibly asked to move away from viewing the session. Codes of conduct can be found on the club noticeboard and in Quantum Leap Gymnastics Health, Safety and Welfare Policy.

Open Training is an important part of Quantum Leap Gymnastics working ethos. Our facilities do not enable us to provide a large viewing area for parents. We regard our provision of an open training environment to be much wider than simply providing parents with a viewing area. It involves creating an overarching openness between the club and parents to include

- regular written and oral communication with parents
- providing regular feedback on a child's progress
- opportunities to discuss a child's progress and training regime
- opportunity to raise concerns and receive feedback on the outcome
- encouraging parents to become involved in the club

Changing Facilities

Toilet and changing facilities are provided but are also used by users of other facilities. Therefore, the following policy is in place to ensure the safety and welfare of all our members when using the changing facilities.

- Gymnasts all normally come to their training session already appropriately dressed to take part in gymnastic activities
- There are separate toilet and changing facilities for males and females
- All young gymnasts are chaperoned by a designated coach or appropriate official club helper or by their **own** parent, shoes must be worn.
- Adults should not enter changing rooms whilst children are changing and their chaperone should ensure there are no adults in the changing rooms before children go in.
- Mobile phones are not allowed to be taken into the toilet or changing facilities.

- Parents may **only take their own child** to the toilet or changing facilities.
- Young people with disabilities should be accompanied by an appropriate designated adult.
- Any adult or child that has any concerns about an incident or any worrying activity going on in the toilets or changing facilities must inform a senior coach or the Welfare Officer immediately

Supervision and Mixed Age Group Training

Currently as a club we do not run adult training sessions.

Supervision and coach to gymnast ratio are covered in detail in the Quantum Leap Gymnastics Health, Safety and Welfare Policy.

Provision of Personal Care

There may on occasion be circumstances where some gymnasts will need help with personal and intimate care such as going to the toilet, changing and washing. In the main this is most likely to arise for pre-school children or some gymnasts with severe learning or physical disabilities. Such care will only be carried out with parental consent by a senior coach or welfare officer and not by a young helper or volunteer.

Pre-school Children

Parents of children under three years of age and of children who require assistance to use the toilet must remain with their child. As a Club we require parents of children aged 3-4 years to remain nearby and contactable in case their child becomes distressed or requires assistance. In rare circumstances when parents are unable to stay with their children the Coach in charge will always seek consent from parents to assist their child if deemed necessary in their absence.

Children with Disabilities

Some children with disabilities, as a result of their need for practical assistance in daily living, may be more vulnerable to abuse and the risk may be greater where there are a number of carers. This may increase the likelihood of exposure to abusive behaviour and make it more difficult to set and maintain physical boundaries. It can be difficult, particularly for children

with severe learning disabilities, to differentiate between different roles if carried out by the same person. This may lead to confusion and additional vulnerability.

Taking account of the above factors, and the safeguarding concerns that can arise from coaches and others putting themselves in a position where they are alone with a child, BG views as unacceptable the routine provision of personal care by coaches. BG requires all intimate care to be carried out by someone other than the coach (except when the coach is also the parent) whose sole role in relation to the young person is to address these care needs.

In order to provide adequate support to gymnasts, British Gymnastics advocates that either a professional carer approved by the gymnast's family or the gymnast's parent or guardian should carry out the role of "carer."

Although it is acknowledged that some disabled children who take part in events that require an overnight stay may require overnight support, this should be carried out by the child's parent or professional carer. British Gymnastics considers that it is not acceptable for British Coaches or other BG members in responsible positions, to share a room with an unrelated gymnast in order to provide overnight support.

Supporting Access for Children with Disabilities and Special Needs to Participate in Gymnastics

It is the responsibility of every club to consider the needs of children; making reasonable adjustments to help provide for the inclusion of any child who wishes to participate. Quantum Leap Gymnastics will support young people and their parents to ensure the necessary support is in place for children with disabilities and other special needs to access gymnastics activity.

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.

BG 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, organisations' should look with parents at the child's needs and if appropriate approach Children's Social Care Services to request support. In the event that no support is available, Quantum Leap Gymnastics or service provider will examine whether we can meet

the needs of the young person without significantly affecting the organisation's 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 the club; for a transition period (e.g. for the first half hour of the club) or for personal care.

Consultation and Working in Partnership

Where necessary Quantum Leap Gymnastics will consult with families, Children's Social Care Services, Health and other relevant professionals and voluntary groups to determine a child's needs and identify support. Start by asking parents and, if appropriate, the child about the specific needs and if other professionals should be approached so there is a clear understanding of the support required.

- Funding - Additional funding may be required where there is requirement for one-to-one support or a higher ratio of staff to children (depending on needs). Funding sources include: Local Authorities, Community Councils, Lottery Grants, Private Businesses, Voluntary Services and Charities that provide grants to support children with disabilities. Local Authority schemes may be able to help with funding for one-to-one support workers.
- Facilities are suitable and accessible. Reasonable adjustments have been made for disability access and toilet changing facilities.
- Learning Needs - Although BG does not require coaches to hold a BG qualification for coaching people with disabilities. One of our coaches has been on a BG Disability conference and BG hold specialist training modules that may be beneficial to help with communication methods, ensuring a positive attitude towards inclusion etc. Where additional training is deemed necessary by the Club we will ensure coaches are supported with appropriate training opportunities

Involving Children and Young People

The British Government agreed, in 1991 to undertake the obligations set out in the UN Convention on the Rights of the Child, ratified by the British Government in 1991. One of the four core principles is the need to show respect for the views of the child. Article 12 of the Convention states: 'children have a right to an opinion and for it to be listened to and be taken seriously'. The Government is therefore committed to giving children and young people a real say and real choices about the government policies and services that affect them.

Quantum Leap Gymnastics actively promotes the involvement of all its members as much as possible. Where appropriate, we will involve them in decisions that relate to their involvement in the sport as well as within the specific area of safeguarding policy and procedures.

Key principles when involving young people:

- The extent that a child can be involved in decision making will depend on their age and level of maturity and understanding;
- Children and young people's involvement and opinions will always be acknowledged and appreciated;
- Children and young people will always be treated honestly. Their expectations need to be managed and boundaries that may limit their involvement explained;
- Children and young people are provided with timely feedback about how their involvement has shaped or influenced the running of the club;
- All children and young people are given the opportunity to be involved irrespective of race, religion, culture, disability, age, ethnic origin, language or the area in which they live;
- Children are provided with age-appropriate information to help them understand;
- Information for young people is be clear and accessible and in appropriate language and style of communication;
- Children are supported to enable them to make a positive and effective contribution, e.g. by the Welfare Officer.
- We have a number of young gymnast helpers who volunteer in the coaching of recreational sessions who we actively encourage to engage with younger gymnasts to encourage their involvement within the club and make everyone feel valued.
- Involve young people in helping develop literature, posters and website information on child safeguarding issues;
- Hold meetings with young volunteers to make sure they are familiar with the club policies and to seek their views on club issues.

Bullying

Bullying by children or adults on children or other adults will never be tolerated at Quantum Leap Gymnastic Club. All forms of bullying are taken seriously and responded to appropriately in accordance with the following minimum standards.

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group; physically or emotionally. There is often a power imbalance that makes it hard for the victim/s to prevent or deal with the perpetrator'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).

Bullying can occur between:

- An adult and young person.
- A young person and young person.
- A parent and own child.
- An adult and another adult

Bullying may take many forms and may be conducted in person or through the actions of another person/other people. These include: -

- Emotional: for example, being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures), name-calling, sarcasm, spreading rumours, teasing/taunts, graffiti.
- Physical: for example, pushing, kicking, hitting, punching or any use of violence.
- Sexual: for example, unwanted physical contact or sexually offensive comment/s.
- Cyber: for example, email & internet chat room misuse, mobile phone threats by text messaging & calls, misuse of technology (camera & video footage).

Bullying may also take the form of singling out individuals because they belong to a particular group or are different in some way from others (prejudice-based bullying) and may include:

- Racist and religious based bullying
- Homophobic/ bi-phobic/ trans-phobic: because of their sexual orientation, or perceived, or actual gender identity
- Disablist: may focus on, or exploits, a particular aspect of the individual's disability.

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 circumstance. Examples of bullying in gymnastics could be:

- a gymnast who intimidates fellow gymnasts inappropriately;
- a coach who adopts a win-at-all costs philosophy;
- a parent who pushes too hard;
- an official who places unfair pressure on a person.

Strategies to Discourage Bullying

Quantum Leap Gymnastics has an open environment and provides adequate supervision at all times – see Open Training Environment and the Quantum **Leap Gymnastics Health, Safety and Welfare Policy**.

- We encourage children to speak out and share any concerns with the person in charge, the Welfare Officer or other responsible adults;
- We take all signs or allegations of possible bullying seriously. Quantum Leap Gymnastics has an Incident Book where coaches and welfare officers can record any incident that takes place within the club that they feel should be recorded. This is a good way to keep a record of potential bullying activity to be able to confront issues at their earliest point and deal with them appropriately.

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 welfare officer.

Confronting the Bully(ies)

- Talk to the bully, or bullies; explain the situation and try to get the bully (or bullies) to understand the consequences of their actions;
- Seek an apology from the bully (or bullies) 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 (or bullies) to change his/her behaviour.

Supporting the Bullied

- Children who have been bullied will be supported by the Welfare Officer and Senior Coach to deal with the impact of the bullying. The bullied child will be allocated a specific person to whom concerns can be raised in specific situation or given a named senior gymnast to help support them as a 'buddy'.
- If necessary we will encourage support external to the club from parents, other relatives and sometimes school teachers.
- We may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person.
- We can advise the child or parent to contact Kidscape (contact details in the information section), 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.

Communication

Quantum Leap Gymnastics regards the use of communication devices to be a potential safeguarding and welfare risk to all our members and therefore insist on the following ;

- Mobile phones should be turned off in the gym except in the case where a phone is used as a club contact number or for emergencies.
- It is inappropriate for adult members to communicate with gymnasts under the age of 18 years by: text message; through internet chat rooms/networking sites; e-mail. All communication by the above methods should be through the parent.

- Subject to parental consent, coaches can communicate with young people over the age of sixteen years either by group e-mails/texts or by copying correspondence to either the Welfare Officer or a senior official.
- Coaches should limit communications to training related issues.
- In the event of a gymnast showing a coach a text message, image or email that is considered to be inappropriate for a child to have, the coach must inform the Welfare Officer.
- Use of mobile phones in the club is outlined in the Club's Codes of Conduct for gymnasts, Parents and Guardians and Coaches

As technology has developed, the internet and its range of services can increasingly be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of images of child abuse. In addition, networking sites and chat-rooms have increasingly been used by people for the purpose of 'grooming' children and young people for abuse, and by children as a means of bullying.

Further information and guidance on this subject can be found in the BG Good Practice Guidance on the Use of Social Networking Sites.

Spotting and Manual Support

Supporting and shaping the gymnast is an essential part of coaching gymnastics in that it helps the gymnast to understand shapes, movement patterns and complex skills, but also reduces the risk of injury due to a fall or error in performance. Detailed guidance on appropriate supporting techniques is provided as part of the BG Coach Education programme.

The key points on safe spotting and manual support are:

- the coach must ensure that support is only used when necessary and 'over-handling' is avoided, however;
- the coach must always be alert to the possibility of performance errors or anxiety, which may increase the risk of injury;
- supporting techniques must not inhibit performance;
- physical contact should not be invasive of sensitive areas of the body, i.e. genital areas, buttocks or breasts.

Infrequent non-intentional physical contact can arise out of error on the performer or coach's part. Such situations should not be ignored and need to be acknowledged through an apology to the gymnast, and reported to the Club Welfare Officer or head coach and parents. A written report should be made of any significant incident (examples of these might be accidental scratch marks or marks left by tight holding).

Acrobatic Gymnastics is a highly contact sport where gymnasts are in very close physical contact with one another. The sport requires gymnasts to hold each other in balance moves and catch each other in tempo moves. There will be on occasion times when balances, tempo moves go wrong and coaches'/gymnast partners have to quickly react and intervene to ensure the safety of their fellow gymnasts, which in some instances may result in unavoidable contact in intimate places and accident marking of the body. On such occasions open discussions will take place between coaches and gymnasts and incidents recorded appropriately either in the Incident or Accident book and parents will be informed. If a gymnast or parent has any concerns, they will be encouraged to raise these with our Welfare Officer.

In any circumstance where abuse is suspected, BG reporting procedures will be followed.

Flexibility/Stretching Exercises

There is a range of techniques and types of exercise for extending flexibility that involve the application of force. These techniques can also lead to the person applying the force coming into close proximity with the gymnast and having prolonged contact with areas of the gymnast's body.

Coaches must follow the following guidelines:

- use slow, progressive and prolonged stretching exercises, within the , 'discomfort zone', rather than what might be considered to be excessive force;
- avoid exercises that place the coaches and gymnasts body in ,close proximity' and might be seen as unnecessary by the less-informed parent or observer;
- be sensitive to how the exercise might be perceived by the parents and children;
- we have an open viewing policy so that parents and view gymnastic activities at all times
- use partner exercises with more experienced gymnasts where possible.

Adults in positions of trust in dual roles

Some BG coaches hold relevant professional accreditations that would enable them to fulfil a range of support roles within the sport, for example, physiotherapists. Any coach within the club who wish to make use of their professional qualifications must ensure the person being treated is completely clear about the capacity in which they are acting and will only do so with parental consent.

High Performance Coaching

Key factors in safeguarding young people include always ensuring there are at least two responsible adults present during training, and avoiding situations where a responsible person is alone with a child. However, a small proportion of young people involved in gymnastics who are training at the high performance levels may find that these principles are in conflict with the practicalities of intensive training.

One-to-one coaching has clear benefits for a small proportion of appropriately prepared and highly experienced gymnasts and is recognised as the best way to achieve excellence. The number of gymnasts who would benefit from training in this manner is small. In all such sessions parental consent will be collected in advance and there will always be another person present in the building on case of emergencies. The club welfare officer will always be made aware of such sessions taking place

Photography and Use of Imagery

General Principles Concerning the Use of Photographs or Recorded Images

Implicit within the British Gymnastics policies and procedures for the Protection of Children is the commitment to ensure that all publications and media represent participants appropriately and with due respect. It is not the intention of British Gymnastics to prevent parents from taking pictures of their children, gymnasts or their friends, or enthusiasts of the sport of gymnastics but rather to ensure that photographic practices are carefully managed and effective prevention measures are in place to deter anyone with undesirable intentions from taking and publishing inappropriate images.

Quantum Leap gymnastics comply with the following guidelines from British Gymnastics:

- a photograph, video clip or other image of a gymnast should not be published whether in print or electronically (e.g. on a website) without written, informed consent from the gymnast concerned (or in the case of a child from their parent or guardian);
- no personal information, other than their name and their club, should accompany published images (particular provisions apply in connection to photography at public events such as competitions and displays);
- while some editing of images is acceptable, images taken of gymnasts should not be modified, merged or manipulated in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate;
- care must be taken to ensure that images of children who are under a court order are not recorded or published without permission;
- simultaneous 'live streaming' of images onto a website should be approached with caution and prior guidance will be sought from BG. BG recommends pre-recording and, where appropriate, editing material to remove any inappropriate images before it is published;
- any instance of the use or publication of inappropriate images of gymnasts will be reported to British Gymnastics who may then inform the appropriate authorities;
- All Quantum Leap members are required to complete **Quantum Leap Gymnastics Consent Form-use of images and/or words consent form**, as part of the process applied when a gymnast joins the club, concerning the taking of images for training purposes.

British Gymnastics recognises that there is a potential for abuse of any image placed on the Internet or within other forms of media. Although the exploitation of such images may be rare, British Gymnastics has a responsibility to provide guidance on how images of young people should be used to reduce the risk of potential 'grooming'.

Quantum Leap Gymnastics ensures that any personal data shared with our website administrator is carefully monitored and all data and information published on our website is done so with appropriate consent.

When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed on line.

The following steps will be taken to reduce the risk from the publication of imagery:

- do not use any personal details if it is possible from the image to ascertain a specific location, or there are any details on your site about the training venue;
- if it is not possible to ascertain any training or competitive location, consider using a first name only next to an image;
- the dress of a child should be considered when using the photo: - i.) If it is a posed shot for example taken during a medal presentation, try to ensure that the child is fully clothed in a tracksuit or similar attire; ii.) If it is an action shot, try to use profile imagery and avoid full-length shots. Alternatively, use digital software to blur the child's facial features;
- do not use images that can appear staged and potentially provocative;
- avoid using images that appear to focus unnecessarily directly on the groin area in movements where legs are in a split position;
- always use a parental consent form to request the use of a child's image for publication. The parent should be encouraged to discuss the matter with their child before signing a consent form.

British Gymnastics will be informed of any inappropriate use of imagery on Gymnastics websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that appears to be being used illegally online should report the matter to Child Exploitation and Online Protection Centre (UK) (CEOP), who provide a single point of contact for reporting abuse of children online.

Photography at Gymnastic Events

Official Photography BG accredited photographers may be present at BG events, and in some cases events will be videoed and/or live streamed by BG TV. These images may be used by BG and our subsidiary companies for the purposes of promotion, education and development of the sport. They may also be shared with relevant third party organisations for journalistic/promotional purposes.

British Gymnastics competition entry forms will advise participants that photography and filming will take place at the event. BG will also announce the photography/filming arrangements at the event. Clubs must ensure that gymnasts/parents are informed of the photography arrangements for the relevant event. Any gymnast or parent who does not

wish themselves or their child to be photographed/filmed at the event must advise the BG Events department or the event organiser. Although it is not always practical to manage the content of live steamed footage, British Gymnastics will ensure any identifiable images of the participant are not published.

Personal Photography

British Gymnastics does not wish to discourage the use of video or photographic equipment at events for appropriate use, but will take all reasonable precautions to protect gymnasts against the possible inappropriate use of films or photographic images. BG Photography Regulations require anyone organising a gymnastic event to regulate the taking of photographs and apply, as a minimum, the BG Conditions for Photography at Gymnastic Events, (see Appendix 1 in BG Photography Regulations).

If the event organiser/welfare officer (or authorised representative of the event organiser/welfare officer) suspects inappropriate photography or filming, the officer/organiser should exercise his/her powers under the conditions to request the person to leave the venue and to surrender any film and/or delete any images relating to the event. Any person present at an event who has any concerns about any images being taken, by any person, should bring them to the attention of the competition organiser or other designated person.

Use of Video as an Aid to Coaching

The use of video equipment can be a valuable aid to coaching. The points below are implemented by Quantum Leap gymnastics to safeguard against inappropriate practice:

- ensure that the performers and their parent/carer are aware of the purpose of the filming as a coaching aid and consent is obtained - **Quantum Leap Gymnastics Consent Form-use of images and/or words**
- ensure that the person designated for participants' welfare and one other responsible and approved adult is present to ensure that performers are protected against inappropriate filming – filming of gymnasts during training will only be done by a designated coach;
- ensure video is stored securely to avoid inappropriate or unauthorised use – will only be stored by the designated coach and not used for any other purpose than that of training. Storage of video footage will be on the Club ipad/laptop/phone. If it's use is required for any other reason than additional specific consent will always be sought.

Transporting Gymnasts

The following guidance relates to coaches who transport gymnasts to training or events/competitions.

Coaches responsibility is to coach and not to provide transport for their child. BG Safeguarding Policy requires that BG Coaches do not take children alone on car journeys, except in unforeseen circumstances. {Unforeseen would only apply in the event of an accident or where something unexpected has happened and there is no other alternative but to take a child alone in the car and to fail to act would put the child at risk of harm. Where these situations are unavoidable, and whenever possible, the full consent of either the Welfare Officer or Head Coach and the child's parents will be obtained.}

- When a child joins the club, parents are asked to commit to ensuring the child attends all training sessions and to be responsible for making the necessary transport arrangements.
- Parents are encouraged to share transport with other parents.
- Gymnasts should always be transported in groups

Coaches will not transport one gymnast alone and in the case of transporting a group of gymnasts where possible there will be two responsible adults on the car. Where a coach is transporting a group of gymnasts alone prior consent from all relevant parents will be obtained. The coach will ensure that

- That there is a central pick up and drop off point to ensure they are not alone with a child.
- That parents have full details of the journey with planned breaks, departure and arrival times
- Gymnasts seated in the back with booster seats if required
- The Club Welfare Officer will be aware of all such journeys

In the case of gymnasts attending squad training sessions, parents will be encouraged to team up with each other to arrange transport. On occasion if parents are unable to provide transport, a coach will transport them as a partnership.

Transport gymnasts in groups.

It is unacceptable for coaches to transport one child alone, and in the case of transporting a group of gymnasts best practice would require two responsible adults in the car.

Late Collection of Children

Quantum Leap Gymnastics will act in the following way where a parent, for whatever reason, does not arrive at the required time to collect their child.

All parents must be advised that in the event that they are delayed for any reason, they must:

- contact the club at the earliest opportunity;
- provide clear guidance on what they wish the club to do, e.g. consent for another parent to transport their child home.

Quantum Leap Gymnastics must:

- maintain a list of parent contact details and emergency numbers;
- never leave a child or young person alone unless she/he is over 16 and then only with parent's permission;
- carry out appropriate assessments of situations as they arise, acknowledging that some young people aged 16 and over can go home alone if their parent is delayed.

Club Officers' must not:

- take the child home or to another location;
- ask the child to wait in a vehicle or at the club with them alone;
- send the child home with another person without permission.

If the parent is considered by the club as being unduly late, the Club Officers should:

1. Attempt to contact the parent – from the information sheet completed on registration/membership.
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other official/coach/teacher/volunteers or parents.
5. Respond to any instructions received from the parent.
6. If no-one can be reached, contact the local police or Children's Social Care Services to enquire about the best course of action.

Persistent Failure to Collect a Child/Young Person on Time

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing to provide adequate care for their child.

If the parent makes no effort to contact the club or provide reasonable explanation for the delays, the Club Welfare Officer and another club officer will arrange to meet with the parent to discuss the matter. It may be the parent/carer needs assistance to arrive on time.

If there is no change the Club Welfare Officer will contact the children's team at the local Children's Social Care Services or will seek advice from the BG Case Manager.

If a parent arrives to collect a child and there is concern that the parent's ability to take appropriate care of the child may be impaired (e.g. the parent is considered to be under the influence of alcohol or drugs to the extent that she/he is unfit to drive, and/or take care of the child) the club will seek advice from the police or Children's Social Care Service.

Missing Children

In the rare event that a child goes missing from the club, actions will be taken.

At the point that a child has been identified as missing the club will:

- ensure that other children in the group are looked after appropriately while a search for the child concerned is conducted;
- inform the child's parents if they are present, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that everything is being done to locate the child;
- organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully;
- search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds;
- request all those searching report back to a nominated adult at a specific point;
- make a note in the Incident Book of the circumstances in which the child has gone missing and where he/she was last seen;
- prepare a detailed physical description of the child, including: approximate height; build; hair and eye colour; clothing he/she was wearing, as this will be required by the police;

- report the concern to the police if the search is unsuccessful. This must happen no later than 30 minutes after the young person's disappearance is noted, even if the search is incomplete;
- follow police guidance if further action is recommended and maintain close contact with the police;
- ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located;
- refer the concern ASAP to the BG Ethics and Welfare department.

