



# Child Protection & Welfare

HGC POLICY & PROCEDURES



## "Every Child Matters

**Harlow Gymnastics is proud to be a successful, caring and child friendly club. All HGC employees have the welfare and safety of the participants as their priority.**

**We recognise that we have a moral and legal responsibility to protect participants from any form of abuse or danger.**

**As a club we have adopted and abide by the Independent Gymnastics Association Child Protection Policy and Procedures.**

### **Our child protection policy is based upon three fundamental principles:**

- The participants' welfare and safety is of paramount importance.
- The rights and dignity of every participant must be respected.
- All participants have a right to be protected from abuse.

### **Our strategy for doing this is by:**

- Adopting and implementing BG guidelines for the Protection of Children and Vulnerable Adults.
- Appointing suitably trained Welfare Officers to whom grievances or complaints can be made confidentially.
- Ensuring that best practice guidelines are followed at all times.
- Ensuring that all staff are suitably trained in 'Safeguarding' and 'Health, Safety and Welfare' issues.
- Implementing appropriate screening procedures to confirm the suitability of coaches and officials working with children. This will include Criminal Record Bureau disclosure.

- Ensuring that grievances or complaints are dealt with promptly and in accordance with the published procedures.
- Ensuring that 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 or filming during training or events.
- Having a zero tolerance level for poor practice, bullying and any potential form of abuse.



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## Welfare Officers

### What to do if you have a concern:

- If your concern is regarding your child's training or gymnastic progress it is best to speak to your child's coach or the club manager in the first instance. If you are not comfortable doing this you can, of course, speak to one of the welfare team and they will pass on your concerns.

- If your concern is regarding a specific incident please make a note of the date and time it occurred and report it as soon as possible. Please also make a note of the key facts relating to the incident and speak to a member of the welfare team or the manager as soon as possible.

- If you have a general concern please make a note of the main points of your concern and report them either to the welfare officer or to the manager.

- If you are not sure about whether to report a concern or not we advise that you speak in confidence to one of our welfare officers as they will give you advice about what to do next. Please remember it is important that the club is aware of your concerns even if you are unsure about them.

**All HGC employees are bound by their code of conduct to treat all reports with the utmost discretion and confidentiality.**

### Ways of making contact:

- You can raise your concerns in person by dropping into the main office or arranging a meeting.

- You can phone if you are not comfortable discussing the issue in person.

- You can write a letter highlighting your concerns either to the club manager or one of the welfare officers.

- If you so wish you can send a letter anonymously highlighting your concerns however, please be aware that it is sometimes more difficult to address the problem if we cannot contact the person who has reported it.

**Please remember that these guidelines are for children as well as parents. It doesn't matter who makes the report, or how old they are, everyone's concerns are equally important and will be taken seriously.**