

Child Protection/Vulnerable Adults Policy and Procedures

Robin Hood Gymnastics Club have adopted the BG safeguarding and protecting children and vulnerable adults policy, with all coaches working towards this having attended recognised coaching courses, safeguarding and protecting children courses and completed a CRB. The club has also appointed welfare officers which have attended safeguarding and protecting children training and time to listen.

Coaches are trained to an appropriate level for the gymnasts they coach and will stay within the restriction of their qualification. They will also ensure a safe environment for the gymnast to train in, reducing the risk of injury to a minimum.

Robin Hood Gymnastics Club is committed to ensuring that those working with children and vulnerable adults adopt the best possible practice to ensure the health, safety and welfare of the participants and staff.

Robin Hood Gymnastics Club will endeavour to promote the highest standards of care for all members, staff and officials by:-

- ◆ The adoption of British Gymnastics Health, safety and welfare guidelines.
- ◆ The adoption of British Gymnastics guidelines for the protection of children and vulnerable adults.
- ◆ The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially.
- ◆ Ensuring that coaches and officials have been screened to confirm their suitability to work with children. This will include criminal record disclosure if appropriate.
- ◆ Ensuring that the best coaching practice guidelines are followed at all times.
- ◆ Ensuring that grievances or complaints are dealt with promptly and in accordance with the grievance procedure.
- ◆ Ensuring that there are a minimum of two responsible adults at all training sessions.
- ◆ Ensuring that the participants and parents are aware of the purposes of videoing, filming or photography during training or events.
- ◆ Having a zero tolerance level of poor practice, bullying or any other potential form of abuse. Enforcing a strict code of conduct for all members, staff and coaches.
- ◆ Promoting the ongoing training and development of coaches both through British Gymnastics Coaching schemes, and in child protection training.
- ◆ The club encourages individuals from all communities to become involved in all levels of participation, coaching, officiating and management. All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.

HEALTH AND SAFETY POLICY

It is Robin Hood Gymnastics Club intention to provide and maintain a healthy and safe working environment for all its employees and members who visit the premises. RHGC aim to ensure that everything that is reasonable and practicable is done to prevent personal injury and the organisation complies with the Health and Safety at Work Act 1974.

Child Protection

Robin Hood Gymnastics Club recognises and has adopted the BG safeguarding and protecting children policy. Coaches are trained to an appropriate level for the gymnasts they coach and will stay within the restriction of their qualification. They will also ensure a safe environment for the gymnast to train in, reducing the risk of injury to a minimum.

All RHGC staff is appropriately trained for safeguarding and protecting children and has a CRB. The club has also appointed welfare officers which have attended safeguarding and protecting children training and time to listen.

Regional/ BG Affiliation

All RHGC members and coaches have their own yearly affiliation to British Gymnastics and RHGC is also affiliated. Each year RHGC is also affiliated to the East Midlands Gymnastics Association.

Members Contact and Medical Details

All RHGC members fill in membership contact forms on joining via our paysubsonline, this is a secure system. Any confidential files are securely locked in an administration office with only staff access. Files are also stored on a club PC which is password protected and only staff that need access have this information. Directors and members of the committee have attended British Gymnastics GDPR awareness training and RHGC follow those guidelines – please see our privacy policy for further details.

Emergency Procedures

All staff at RHGC is appropriately trained in dealing with emergencies as it is part of all coaching courses. RHGC take responsibility for first aid provision in an emergency incident and RHGC has a telephone located on reception and coaches have personal mobile phones.

In case of fire/ bomb threat all staff are made aware on induction of fire exits, fire evacuation policy and procedures; this is also displayed around the gym.

All club contacts and welfare officer details are published in the handbook which is updated on a regular basis.

RHGC has accident and incident forms which are completed and submitted when appropriate.

In addition to the above:

- The overall responsibility for the implementation of the policy in health and safety matters rests with RHGC committee, who will be required to do all that is reasonably practicable to meet the health and safety standards.
- RHGC will identify any necessary preventative and protective measures and prioritise the actions necessary to

comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

- RHGC will updating the Health and Safety Rules for the Staff Manual and ensure that all new members of staff are aware of this policy and any rules, training and re-training where necessary for staff will be provided.
- RHGC will fully investigate all accidents and advise disciplines head coaches on safety policies .Accident forms are filed appropriately.
- RHGC will co-operate with the local Fire Authority and take adequate steps for fire prevention, along with ensuring all staff are made aware of the Safety Regulations in the event of a fire. Regular drills will take place and that alarm systems are checked on a regular basis.
- First Aiders are appointed and first aid boxes are adequately stocked at all times.
- All staff members must acquaint themselves with the rules governing health and safety within the RHGC and in addition report any faulty or hazardous fixtures, fittings, furniture or equipment. Switch off electrical equipment before leaving the building and keep all emergency exits, stairs and corridors free of obstructions.

Facility and Equipment Risk Assessments

RHGC has a responsible person for the facility risk assessment; any problems are reported to management and dealt with in a timely manner. RHGC has a responsible person for equipment checking and this is done on a monthly basis. Gymnova also attend yearly to do a full facility inspection.

Illness

RHGC require all staff and members to attend as often as possible however recognise that certain illnesses and injury require time away. Any illness or injury that significantly impairs a person's ability to concentrate, perform or regulate body temperature requires you take time away to recover. If you have had sickness or diarrhea, you should refrain from entering the club until symptoms have settled for at least 48 hours. Anyone with a contagious illness should refrain from entering the club until the incubation period has passed. Warts and verrucas should be covered up to prevent spreading.

