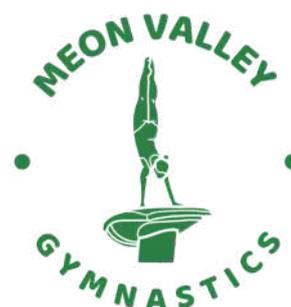


Meon Valley Gymnastics



1. **Terms and Conditions**
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1. Terms and conditions

Key information that you will need to agree to:

• Children must wear appropriate clothing – no zips or hoods please as this can cause injury when rolling etc. Children must not wear socks – please come barefoot or wearing grip socks. Long hair must be tied up and jewellery must be removed or covered. Earring tape can be provided if necessary.

• Code of conduct: children must not misbehave or act irresponsibly during the session. Gymnasts should enter the hall ready to learn and be open to take instruction from the coach. Gymnasts should only go on the apparatus when told to by the coach, and only perform the skills they have been asked to, to ensure safety in the hall. The coach has the right to stop a child performing an activity if there is risk to the child or other participants. Children should show kindness and be supportive to others. They should be helpful and show good manners. They should be respectful and have fun! Gymnasts should not be rude, disrespectful or bully others. In return, coaches will be supportive. Coaches will prioritise safety of the gymnasts and adopt a child centred approach to learning. Coaches will ensure the children have fun and any incidents of poor behaviour or discrimination are challenged and appropriately disciplined. Coaches will encourage equality, diversity and respect by treating everyone fairly regardless of gender, race, disability, religion or culture, as described in the Equality Act (2010).

- Gymnasts should talk to their coach if they are feeling unwell or have injured themselves to ensure the appropriate steps are taken to manage this.
- Any necessary medical/behavioural information must be communicated to the coach before your gymnast starts. If your child requires additional support this must be disclosed to the lead coach prior to the sessions commencing.
- You consent to your gymnast's name and DOB being sent to IGA (Independent Gymnastics Affiliation) to purchase their necessary annual gymnast insurance. These details are stored securely by the IGA. This insurance covers gymnast accidents that may occur.
- You need to ensure class and insurance fees are paid for through Club Enrolment, or logged on Club Enrolment by Alice if bank transfer is the preferred method.
- You consent to basic first aid being administered by the coach if it is required.
- Parents are not permitted to stay in a session unless under exceptional circumstances. Please speak to Alice about this if you have any questions.
- Please inform us of any changes in contact information or home address, so we have the correct emergency contact details. Any changes in medical or behavioural information must also be communicated to the club. Any changes in collection must also be communicated to us i.e if another adult will be collecting on a certain day.
- You will pay for your child's class on a termly basis upfront or via Direct Debit, unless otherwise discussed with Alice. Failure to make payment by a set date may result in your gymnast being refused entry to their class..
- Your membership information is held confidentially on a locked computer for management use only. Any information relating to injury or safeguarding of children will be stored securely when they leave the club.

Meon Valley Gymnastics is insured and registered with IGA (Independent Gymnastics Affiliation). Your gymnast will have their name and DOB sent to IGA to validate their personal insurance during their time with Meon Valley Gymnastics.

Coaches will take steps to prevent any accidents in many ways. Activities within the club will be within the abilities of the children as well as coaches. The classes are run by a qualified coach (UKCC level 2 award in WAG). At least one qualified first aider will be present at all sessions and will provide basic first aid where necessary. Please inform us before the class if a child has a new or existing injury that we need to be aware of.

You acknowledge that your child's participation in gymnastics with Meon Valley Gymnastics may be physically demanding. You are aware that the risk of injury may be significant, including the potential for serious injury. You are aware that your gymnast's name and DOB will be sent to IGA (Independent Gymnastics Affiliation) as our gymnast insurance provider.

Serious injury with low level gymnastics is very rare, but as with any type of physical activity, there is still a risk. You have read all the documentation and terms detailed above and wish to proceed with signing your child up for Meon Valley Gymnastics. Please continue to read the information below.

2. Complaints

In order to make a complaint, in the first instance please contact Alice Bath via telephone (07759224439) or via email (alice@meonvalleygymnastics.co.uk), who will contact you back to discuss the issue. We will aim to resolve it by taking any necessary steps or addressing any problems. If your concern is regarding safeguarding or welfare, please contact our club welfare officer, Alison Kalus (ajkalus@gmail.com).

We promote open and honest communication and will always be happy to discuss any concerns in confidence (for minor concerns you may talk to Alice after the session if this is suitable). If it is not suitable to contact the school designated safeguarding lead, please contact the LADO (local authority designated officer - contact details listed below in Child Safeguarding Policy).

3. Child Safeguarding Policy

Alice Bath is the Designated Safeguarding Lead (DSL) and any safeguarding concerns should be discussed with Alice, where appropriate. Email: alice@meonvalleygymnastics.co.uk. Phone: 07759224439

If your concern is not appropriate to be discussed with Alice, please contact our welfare officer, Alison Kalus - ajkalus@gmail.com.

Signposting: If your concern is urgent, please contact 999. If the concern is regarding Alice, or you do not feel comfortable discussing with Alice, please contact the club's welfare officer, Alison Kalus (contact email above). Alternatively, please contact the school Designated Safeguarding Lead, head teacher or a LADO (local authority designated officer).

Local Authority Designated Officer - 01962876364 - child.protection@hants.gov.uk

Local Authority Child Services - 03005551384 - childrens.services@hants.gov.uk

You can also contact the NSPCC helpline here: 0808 800 5000 or email: help@nspcc.org.uk

Meon Valley Gymnastics will create a safe environment for children by:

- Ensuring that the gymnast's welfare is paramount, their feelings and views are heard and respected, and are responded to where necessary. All coaches will be vigilant and supportive. The Children Act (1989) supports and encourages this.

- Following and referring to the 2023 act - After-school clubs, community activities, and tuition Safeguarding guidance for providers:

https://assets.publishing.service.gov.uk/media/6509558022a783000d43e81f/After-school_clubs_community_activities_and_tuition_safeguarding_guidance_for_providers.pdf

- Following and referring to the 2023 act (where necessary) - Working Together to Safeguard Children:

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

- Following and referring to the 2023 act (where necessary) - Keeping Children safe in Education:

https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

- Remaining calm and supportive if a disclosure is made and taking appropriate steps to follow this through.
- Risk assessing the gymnastics venue at the start of each school year; yet risk assessing dynamically each week to ensure the equipment and environment conform to high standards of safety for the gymnasts at all times. Gymnasts are encouraged to inform the coach if they notice anything unsafe, which will then be rectified by the coach.
- Communicating with parents and guardians to establish positive relationships and keep children safe. Working together with other agencies to build strong bonds and support the needs of children. This helps us to learn, collaborate and challenge if necessary, and also allows for a bigger picture to be made on a child's needs.
- Gathering relevant information on each gymnast (i.e medical notes and contact number) to ensure risk assessments can be accurate, emergency contact information is stored etc. All data will be held securely on a private personal device. Any information stored in the first aid or incident logs will be kept securely alongside any child protection information, where necessary, which will be kept until the child is 25.
- Sending gymnast's name and DOB to the IGA, in order to provide personal gymnastics insurance during classes.
- Being informed of any medical conditions or behavioural needs before sessions begin to allow for any necessary adaptations to be made.
- Recruiting safely - Providing an enhanced DBS check and children's barred list for the coaches working with the children, ensuring they are a good match and have relevant experience for the role. Insuring the coach and checking qualifications in gymnastics, references, safeguarding certification where necessary and valid ID. Staff will regularly be monitored and reviewed. Any accusations against will be handled correctly via the LADO and informing the police and DBS services where appropriate.
- First aid training a lead coach and providing a well maintained paediatric first aid kit, to give basic first aid where necessary.
- Having a phone on site in case of emergencies.
- Being aware of relevant fire procedures and ensuring the children know where to go in the event of a fire.
- Having had a safeguarding course/refresher course undertaken by the lead coach every 3 years. Ensuring the Designated Safeguarding Lead has relevant training that is updated when necessary and follows updates in legislation. Ensuring all coaches have an understanding of how to identify

safeguarding concerns and what steps to take. Staff will also have an understanding of how to identify signs of radicalisation and extremism.

- Ensuring that coaching stays within the remits of the qualification held (UKCC Level 2 or Level 1 qualifications for coaches, Gymnastics Helper qualification for assistant helpers).

- Maintaining a professional yet fun environment for the children, making sure the gymnasts are prepared physically and mentally for their skills.

- Coaching with clear instructions for the children to learn safely.

- Ensuring consent is received from the child and their guardian before images are taken and used on business social media platforms.

- No lone coaching takes place, ensuring that the coach is never alone with a singular child.. The ratio will always be maintained, with other adults present when necessary.

- Ensuring clothing is adequate for gymnastics activities, allowing for comfortable movement throughout the session and is safe.

- Keeping an accident book and incident book well maintained throughout the sessions, which is then logged securely on a private laptop. Any relevant incidents will be reported in the log and appropriate action taken. Assistant coaches and helpers are encouraged to report any concerns to Alice. Assistant coaches will have undertaken relevant safeguarding courses.

- Not letting children leave the session until their parent/guardian has picked them up, unless permission has been granted for them to leave beforehand.

- Reporting any allegations, suspicions or concerns regarding a child to the relevant authorities (i.e Police, Social Services) or the safeguarding lead at school when necessary. This will also be reported in the incident book and then transferred to a secure laptop. LADO (local authority designated officers) can also be contacted.

- Liaising with any relevant authorities, where necessary, to ensure child safety. Calling 999 if the concern implies the child is in danger.

- Complying with Data Protection legislation to keep sensitive information confidential, unless there is a lawful and necessary reason for disclosure.

- Aiming to ensure that parents/carers feel able to raise queries or concerns without fear of judgement.

- Sending children to use the bathroom in pairs rather than alone, when necessary. Walking younger children to the bathroom and standing outside the block if necessary, so they aren't locked in. Coaches to check safety of the location of toilet in relation to the hall.

- Ensuring that manual support is provided to the children when necessary and in compliance with the individual's relevant British Gymnastics qualification.

- Because of the nature of gymnastics, accidental/non-intentional contact can sometimes arise – these instances should not occur often and they generally come as a result of a gymnast falling. These incidents should be acknowledged via an apology to the gymnast, and a written log being made of the incident where necessary. Parents/guardians should also be informed of this upon collection.

- Please contact the coach (07759224439) if you are delayed collecting your child and inform us of what you would like us to do.

- The lead coach will never leave a child alone.

If you have concerns regarding the coaches at Meon Valley Gymnastics; if appropriate, please discuss with us to determine a plan of action and resolve the concern. Please contact a LADO (Local Authority Designated Officer) if you have concerns regarding one of the coaches at Meon Valley Gymnastics that can not be resolved by us or the school's designated safeguarding lead.

4. Privacy policy

Meon Valley Gymnastics takes your privacy seriously.

Your gymnast's name and DOB will be sent to our governing body, IGA (Independent Gymnastics Affiliation). This is done in a spreadsheet format, in order to assign each gymnast with personal accident insurance cover. All data will be sent and stored securely by both Meon Valley Gymnastics and IGA.

We will ensure your sensitive, personal information is kept secure by following the legislation outlined in the Data Protection Act (2018). Your information will be stored confidentially on a private computer. Any information regarding child protection, where necessary, will be kept on file until the child is 25. Concerns regarding staff will be kept until the adult reaches pension age, or for 10 years, whichever is longer.

At times we will need to process information about you or your child for certain reasons. This could be:

- To communicate with you about the gymnastics club, including any changes to the session, changes to our terms and conditions, and to process your payment/enrolment.
- To undertake any relevant risk assessments at the start of each school year – medical and behavioural information will need to be taken for this. We ask that you agree to undertake any appropriate medical assessments that may be necessary before your child attends gymnastics. If you or your child has a disability or any additional needs, we will use the information you provide to review and identify any actions we can take to support inclusion. We may need to ask you for additional information on this to ensure gymnast safety at all times.
- To respond to any comments or questions you may have surrounding the gymnastics session.
- For maintaining class attendance records and contact details for emergency purposes.
- Any first aid concerns or incident reports.
- To assign gymnast insurance.

5. Fire and evacuation policy

Meon Valley Gymnastics runs classes across multiple schools. Therefore, the fire and evacuation policies will differ between each venue. However, with this being said, the themes will remain largely the same:

In each class -

- Fire escape routes will be clear
- Fire extinguishers will be on site
- Fire assembly point will be known to staff
- Fire alarm will sound
- Fire safety co-ordinator and/or fire marshalls will be designated at the schools
- Children will know to leave their belongings and line up quickly/sensibly
- Fire safety information will be available at all schools that coaches will familiarise themselves with
- Evacuation procedure will be available at all schools that coaches will familiarise themselves with

6. Whistleblowing policy

Meon Valley Gymnastics promotes open and honest communication. With that being said, it is important to know that if you are concerned about another staff member, you can share your concerns by whistleblowing.

The NSPCC has a whistleblowing advice line: 08000280285 NSPCC email: help@nspcc.org.uk

It is important that you contact the whistleblowing line if you feel a concern has not been addressed, if you feel concerns are being covered up or if you feel you are being treated unfairly. The conversation is important to ensure that the company knows they need to improve on things, and to make sure children and adult's safety remains paramount. Discussing the concerns will ensure this is done.

More information can be found here:

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>