

TABLE OF CONTENTS

CODE OF CONDUCTS	
GYMNASTS CODE OF CONDUCT	1
PARENTS AND GUARDIANS CODE OF CONDUCT	4
COACHES, VOLUNTEERS AND OFFICIALS CODE OF CONDUCT	7
POLICIES	
SAFEGUARDING AND CHILD PROTECTION POLICY	9
HEALTH AND SAFETY POLICY	11
PHOTOGRAPHY, COMMUNICATIONS AND SOCIAL MEDIA POLICY	14
PROCEDURES	
SAFE RECRUITMENT PROCEDURE	16
BULLYING PROCEDURE	18
COMPLAINTS PROCEDURE	19
CONCERN FOR WELFARE PROCEDURE	21
LATE COLLECTION OF CHILDREN PROCEDURE	23
DOCUMENTS	
INJURY AND FIRST AID FORM	24
SAFEGUARDING INCIDENT FORM	25

GYMNASTS CODE OF CONDUCT

Good Life Gymnastics strives to maintain an environment where our gymnasts can learn, be encouraged and have fun! To do this, it is important that all our members, coaches, volunteers, parents and officials show respect for the welfare and safety of others.

To achieve this, we ask that all our gymnasts adhere to the following Code of Conduct:

1. ***Be friendly, encouraging and respectful***
 - a. Be kind, friendly and encouraging to all members of the club.
 - b. Be respectful to coaches, volunteers and officials and listen to their instructions.
2. ***Arrive dressed appropriately for gymnastics***
 - a. Wear appropriate clothing for gymnastics such as leotards, shorts, tracksuits and t- shirt – no jeans or very baggy clothing please!
 - b. Jewellery and watches must be removed before class and left with parents. Any piercings which cannot be removed need to be covered with tape.
 - c. Shoes and socks to be removed before class. If socks must be worn due to medical reasons, please inform the lead coach.
 - d. Long hair must be tied back.
3. ***No food or drink on the equipment or matted area***
 - a. No food or drink near the equipment or matted area of the gym.
 - b. Help us keep the gym tidy by putting your rubbish in the bin.
4. ***Treat the equipment with respect***
 - a. Only use the equipment when you have been given permission to by your coach.
 - b. Equipment must only be used in the way your coach has instructed you to.
5. ***If you need help or are feeling unwell, speak to your coach***
 - a. If you are unsure about a skill you are trying, speak to a coach first so that they can assist you.
 - b. If you are feeling unwell make sure you let your coach know.
6. ***Do not leave the gym unless told you can***
 - a. If you need to leave the gym at any time, ask your coach first.
 - b. Stay in the gym until your parent or guardian arrives to pick you up.

GYMNASTS CODE OF CONDUCT

To make sure our gymnasts enjoy participating in gymnastics at Good Life Gymnastics, we ask that our members follow these rules...



GYMNASTS CODE OF CONDUCT



**CHOOSE
TO BE
NICE**

**BE FRIENDLY, ENCOURAGING
AND RESPECTFUL**

**ARRIVE DRESSED
APPROPRIATELY FOR
GYMNASTICS**





**NO FOOD OR DRINK ON THE
EQUIPMENT OR MATTED AREA**

**TREAT THE EQUIPMENT WITH
RESPECT**





**WE CAN
HELP**

**IF YOU NEED HELP OR ARE UNWELL,
SPEAK TO YOUR COACH**

**DO NOT LEAVE THE GYM
UNLESS TOLD YOU CAN**



PARENTS AND GUARDIANS CODE OF CONDUCT

Good Life Gymnastics strives to maintain an environment where our gymnasts can learn, be encouraged and have fun! To do this, it is important that all our members, coaches, volunteers, parents and officials show respect for the welfare and safety of others.

To achieve this, we ask that all parents and guardians adhere to the following Code of Conduct:

1. Be friendly and respectful

- a. Be friendly and respectful to all our members, coaches, volunteers and officials.
- b. Respect the decisions of coaches, volunteers and officials. In the case that you disagree with a decision made, please speak to the lead coach

2. Ensure that your child is prepared for their class

- a. Ensure that gymnasts are wearing appropriate attire such as leotards, shorts, tracksuits and t-shirt – no jeans or very baggy clothing please!
- b. Remove jewellery and watches and tape over any piercings that cannot be removed.
- c. Have your child remove shoes and socks before starting their class. If your child must wear socks for a medical reason, please inform the lead coach
- d. Have long hair tied back.
- e. Ensure your child has water and snacks as required, and has been to the toilet.

3. Help us to encourage a positive learning environment

- a. Promote good sportsmanship and encourage participation over winning.

4. Keep us informed

- a. Please make the lead coach aware of any problems such as injuries or illnesses which could affect your child during their class.
- b. Keep us informed of changes to your contact details or child's medical conditions.

5. *Be punctual when dropping off and picking up your child*

- a.* Arrive with plenty of time to get your child ready before the start of their class and remain with them until their class starts.
- b.* If you're running late, please let us know.
- c.* Be ready to pick your child up at the end of their class.
- d.* Inform the lead coach if someone else will be taking your child home.

PARENTS AND GUARDIANS CODE OF CONDUCT

To make sure our gymnasts enjoy participating in gymnastics at Good Life Gymnastics, we ask that parent, carers and legal guardians follow these rules.



PARENTS, CARERS AND LEGAL GUARDIANS CODE OF CONDUCT



BE FRIENDLY AND RESPECTFUL

ENSURE YOUR CHILD IS DRESSED APPROPRIATELY FOR GYMNASTICS





HELP US TO ENCOURAGE A POSITIVE LEARNING ENVIRONMENT!

KEEP US UP TO DATE WITH YOUR CHILD'S DETAILS, INJURIES AND ILLNESSES





BE PUNCTUAL WHEN PICKING UP AND DROPPING OFF YOUR CHILD

COACHES, VOLUNTEERS AND OFFICIALS CODE OF CONDUCT

Good Life Gymnastics strives to maintain an environment where our gymnasts can learn, be encouraged and have fun! To do this, it is important that all our members, coaches, volunteers, parents and officials show respect for the welfare and safety of others.

To achieve this, we ask that all coaches, volunteers and officials adhere to the following Code of Conduct:

1. Be approachable and respectful

- a. Be approachable, respectful and maintain appropriate working relationships with all our members, parents, coaches, volunteers and officials.
- b. Respect the decisions of other coaches, volunteers and officials and set a good example for our members.

2. Maintain a positive learning environment

- a. Promote good sportsmanship and encourage participation over winning.
- b. Take time to explain to gymnasts what is expected of them and reward for progress and good effort while making criticism constructive.

3. Ensure that classes and activities are productive and run efficiently

- a. Arrive on time and ready to start coaching.
- b. Work to the lesson plan prepared by the lead coach and follow directions.
- c. Ensure that all activities are appropriate to the age, ability, experience and maturity of your gymnasts and are within your coaching qualifications.

4. Keep the gym safe for our participants.

- a. Relay any concerns regarding the welfare of our members immediately to the lead coach or welfare officer.
- b. Ensure that at least two coaches are present at all times.
- c. Always adhere to Good Life Gymnastics' safeguarding policies.

COACHES, VOLUNTEERS AND OFFICIALS CODE OF CONDUCT

To make sure our gymnasts enjoy participating in gymnastics at Good Life Gymnastics, we ask that coaches, volunteers and officials follow these rules.



COACHES, VOLUNTEERS AND OFFICIALS CODE OF CONDUCT



**BE APPROACHABLE AND
RESPECTFUL**

**ENSURE THAT CLASSES AND
ACTIVITIES ARE PRODUCTIVE
AND RUN EFFICIENTLY**





**MAINTAIN A POSITIVE LEARNING
ENVIRONMENT**

**KEEP THE GYM SAFE FOR OUR
PARTICIPANTS**





**PROMOTE THE SAFEGUARDING AND
WELFARE OF OUR PARTICIPANTS**

SAFEGUARDING AND CHILD PROTECTION POLICY

Good Life Gymnastics acknowledges that we have a duty of care to safeguard and promote the welfare of our participants. We are dedicated to ensuring that our safeguarding policies promote the best practice and comply with statutory requirements.

Aims of this policy

Through our safeguarding and child protection policy, Good Life Gymnastics aims to ensure that regardless of age, disability, race, religion or belief, gender, sexual orientation or socio-economic background:

- Our members enjoy participating in sport at Good Life Gymnastics
- We provide a safe and positive learning environment to our members
- Our members are protected from abuse or maltreatment whilst participating at Good Life Gymnastics or otherwise.

Our promise

In order to achieve our aims, Good Life Gymnastics will:

- Prioritise the welfare of our participants above all else
- Provide safeguarding and child protection training to our staff every three years
- Ensure that every member, parent, coach, volunteer and official at the club is aware of the behaviour expected of them through our codes of conduct
- Take appropriate action to respond to any concerns for welfare or poor practice by following our clear reporting and complaints procedures
- Prevent the employment of unsuitable individuals through effective recruitment, selection and monitoring.

Furthermore, Good Life Gymnastics will have a suitably trained Welfare Officer who is designated within in the club to take on the lead role when dealing with safeguarding issues. They will be responsible for:

- Promoting this policy's aims and the importance of safeguarding
- Responding to concerns regarding poor practice and child welfare concerns
- Liaising between the club and local agencies and organisations

SAFEGUARDING AND WELFARE

- Keeping accurate and confidential records of child welfare concerns and storing these securely.
- Acting as the designated person for criminal records checks.

HEALTH AND SAFETY POLICY

At Good Life Gymnastics, the health and safety of our participants is paramount. We recognise that participation in gymnastics inherently carries a risk of injury. As such Good Life Gymnastics asks all members and coaches to adhere to this health and safety policy in order to reduce the risk as much as practicable.

Club management

To ensure the health and safety of our participants, Good Life Gymnastics will:

- Risk assess hired premises to ensure the environment is safe for our participants
- Adopt the emergency procedures implemented by the hired premises
- Provide appropriate insurance cover for its members, coaches, volunteers and officials while at Good Life Gymnastics.
- Collect member's details including their name, date of birth, parent/guardian/carer information, emergency contact details and medical details upon registration. Parents must also give their consent for their child to participate.

Coaching

To minimise the risk of injury to members and coaches, we aim to adopt the best coaching practices. Specifically, Good Life Gymnastics ensures that:

- Coaches are provided with adequate training to do their role
- Only coaches who are competent and qualified to coach an activity will do so. Similarly, coaches supervising activities will be suitably competent and qualified
- Coaches must consider the age, maturity, ability and experience of their gymnasts when setting activities
- There will be a maximum of 8 children to every coach per group or apparatus
- There will be at least 2 coaches in the gym at all times.

Dress

It is important that all members and coaches wear the correct attire so that they can participate without being restricted and do not cause a hazard to themselves or anyone else. Anyone in breach of these regulations will be asked to change.

- Clothing must not restrict movement but cannot be so loose it is hazardous
- Any clothing with buckles, zips or cords should not be worn
- Long hair must be tied up
- Gymnasts should have bare feet or be wearing gymnastics slippers, unless there is a medical reason for wearing socks
- Coaches must not have long fingernails
- All jewellery must be removed. In the case that it cannot be removed it should be covered with sports tape.

Equipment

All the equipment we use is purchased from recognised suppliers. To keep our equipment safe for use, we ask that our coaches and members comply with the following:

- All equipment must be checked before, during and after use
- Any equipment which is deemed faulty must be removed immediately and the head coach informed
- Apparatus will be used and maintained in accordance with the manufacturer's instructions and is suitably matted

Participants with disabilities or medical conditions

At Good Life Gymnastics we welcome participants with disabilities or medical conditions. As these individuals have a higher risk of injury from participation, the following regulations must be followed to maintain their health and safety.

- Where a gymnast has a medical condition or disability which increases their risk of injury, advice from their GP must be sought before participating.
- An assessment of risk to the individual will be completed prior to their participation and coach to gymnast ratios will be adjusted accordingly.
- The lead coach must inform coaches of the gymnast's disability or medical condition and advise them accordingly.

First aid and reporting accidents

We recognise that participation in gymnastics carries an inherent risk of injury and that accidents may happen. We also acknowledge our statutory duty to have adequate first aid procedures in place for our coaches and members.

- There must be a first aid kit and a designated coach trained in first aid at every class.
- Coaches must report injuries immediately to the lead coach who will inform the designated first aider and complete an Injury and First Aid form.
- For serious injuries a Safeguarding Incident form must also be completed and the head coach and gymnast's parents informed as soon as possible.

These forms must be carried by the lead coach at all times.

Fire safety

In the event of the fire alarm sounding, coaches must:

- Lead their gymnasts out of the building through the fire exits to the designated rendezvous point.
- The lead coach will ensure that a register is taken and all children are accounted for.

Health, fitness and nutrition

Coaches should check their gymnast's health and fitness before participating. We also ask that parents make the head coach aware of any health concerns.

Coaches should lead by example and promote a healthy lifestyle.

PHOTOGRAPHY, COMMUNICATIONS AND SOCIAL MEDIA POLICY

This policy outlines the restrictions on the use of photography, communications and social media so that we can safeguard the welfare of our participants.

Photography by parents, carers and guardians

We understand that parents, carers and guardians wish to take photographs of their children and we do not wish to restrict you doing so. However, to safeguard the welfare of our participants we ask that you comply with the following guidelines.

- Parents, carers and guardians may only take photographs when invited to, or otherwise with permission from the head coach
- On taking photographs, parents must sign the photography sheet
- Please do not use flash photography as it can endanger our gymnasts
- Parents, carers and guardians may not publish any images taken at Good Life Gymnastics unless they contain only their child, or they obtain permission from the other children's parents
- Parents, carers and guardians may stand inside the gym to take photographs, however we ask that you do not come onto the matted areas or equipment as it can be distracting for our gymnasts and disrupt our class.

Photography by Good Life Gymnastics

There may be occasions where Good Life Gymnastics wishes to take photographs of our participants and publish them on our website or other advertisements. On such occasions:

- Permission from the child and their parent must be obtained before any coach may take or publish photographs on behalf of the club
- No personal details except first name may be displayed with photographs
- Images must not be edited in such a way that the result is embarrassing or inappropriate

Social media and communications

To safeguard our participants, we ask coaches comply with the following restrictions:

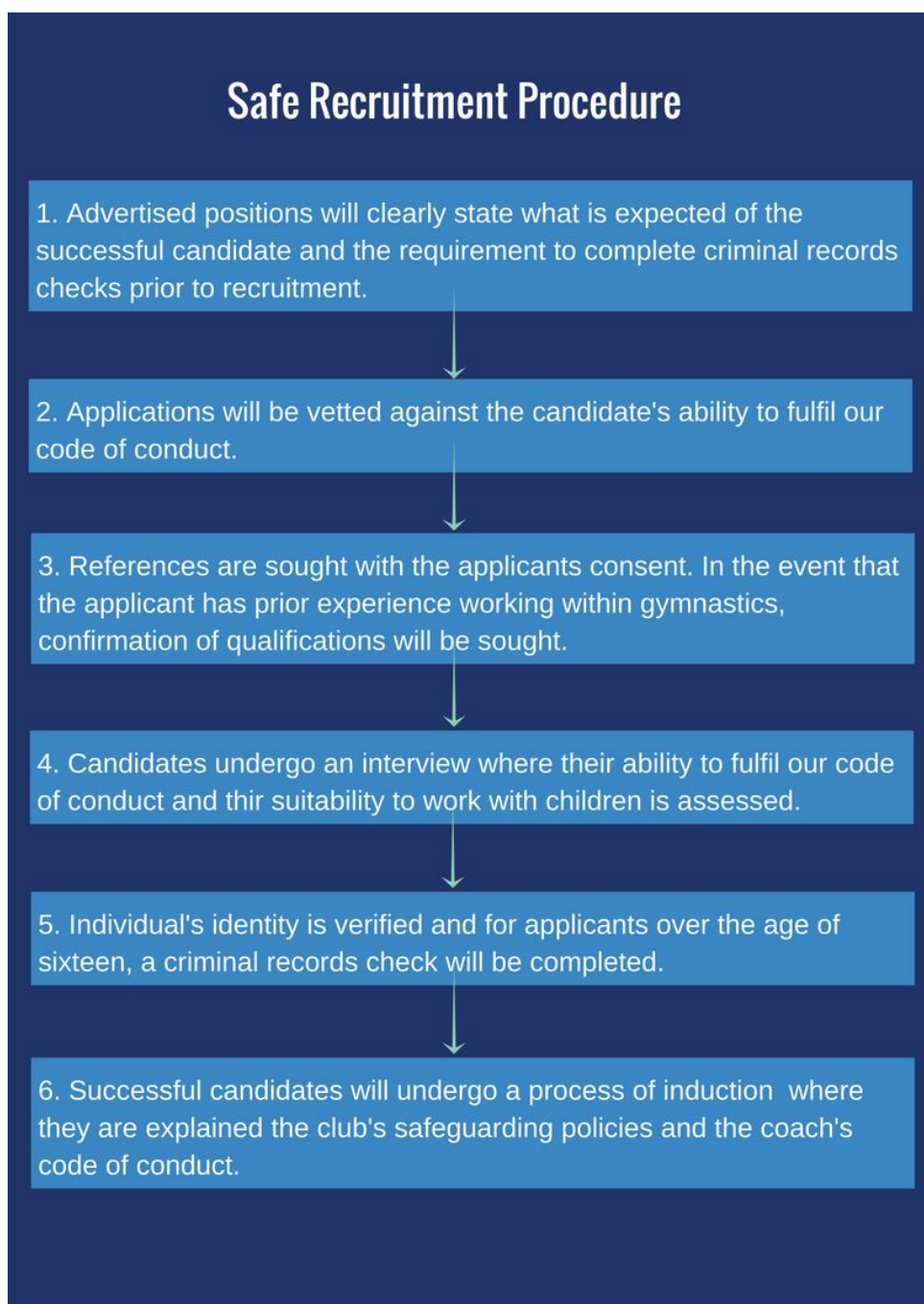
SAFEGUARDING AND WELFARE

- Coaches, volunteers and officials must not communicate with gymnasts under the age of 18 by text, social media or email under any circumstances
- Any contact with gymnasts under the age of 18 must be through parents
- Communications should be limited to gymnastics related issues.

SAFE RECRUITMENT PROCEDURE

We acknowledge that we have a duty of care to safeguard the welfare of our participants. As such we implement a robust recruitment procedure to ensure that any unsuitable candidates are prevented from working with children and young people.

Safe recruitment procedure



SAFEGUARDING AND WELFARE

This procedure will be implemented consistently and without discriminating against candidates on the grounds of age, disability, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity or gender reassignment in accordance with the Equality Act 2010, and will be fully compliant with the Data Protection Act 1998.

BULLYING PROCEDURE

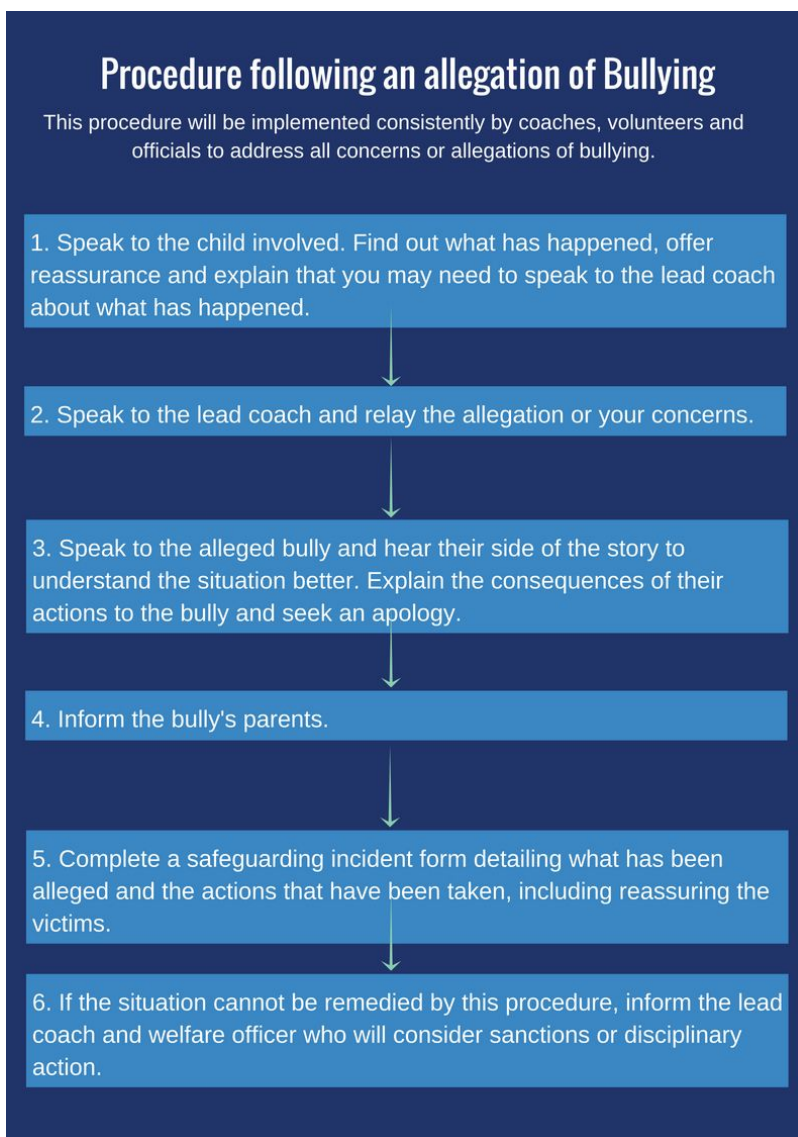
At Good Life Gymnastics, bullying by children or adults will not be tolerated. We strive to both prevent bullying and deal with any concerns effectively and at the earliest instance.

Preventing bullying

To prevent bullying we encourage an open environment where our participants feel confident speaking to coaches, volunteers and officials about their concerns. We will take all allegations of possible bullying seriously and will take steps to address these.

Procedure following an allegation of bullying

This procedure will be implemented consistently by coaches, volunteers and officials to address all concerns or allegations of bullying.

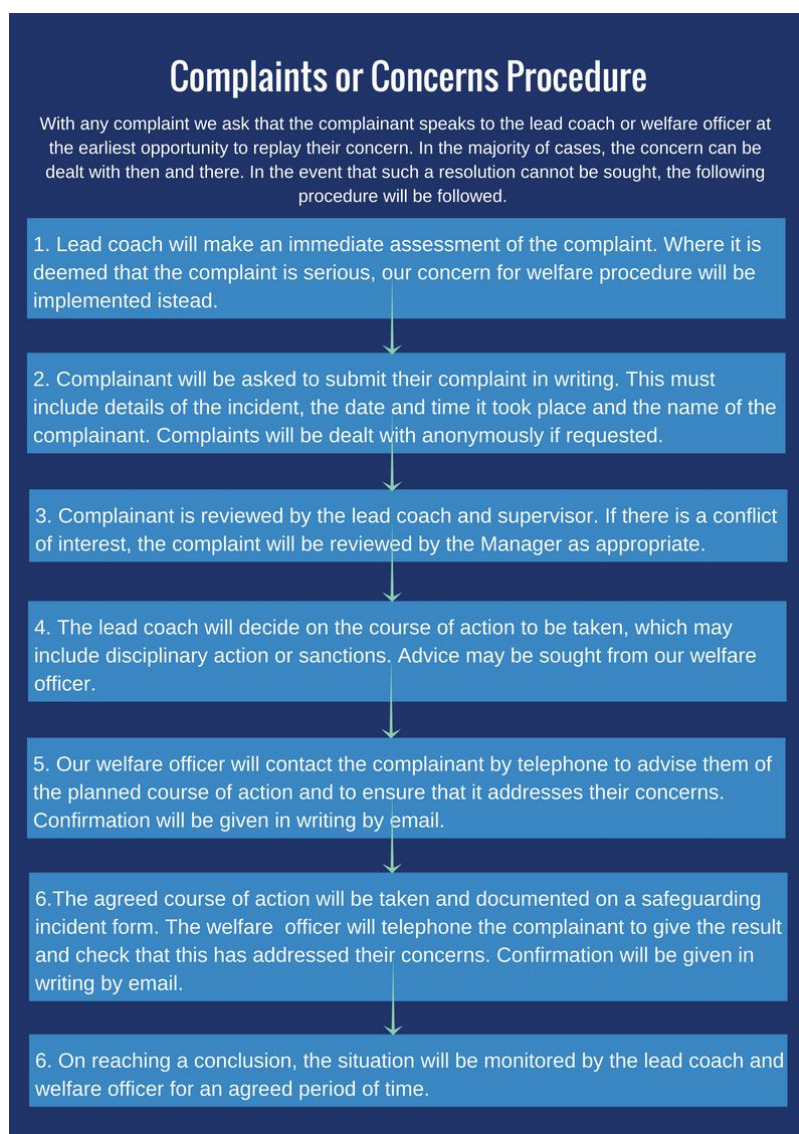


COMPLAINTS PROCEDURE

Despite the best efforts of Good Life Gymnastics, there may inevitably be occasions when a complaint or concern needs to be addressed. As such, the following procedure must be consistently implemented so that concerns can be resolved at the earliest opportunity.

Complaints or concerns procedure

With any complaint we ask that the complainant speaks to the head coach or welfare officer at the earliest opportunity to relay their concern. In the majority of cases, the concern can be dealt with then and there. In the event that such a resolution cannot be sought, the following procedure will be followed.



Example of this procedure being implemented

For example, a parent has spoken to the head coach after their child's class stating that while their child was learning a somersault, the coaches supporting technique was dangerous.

1. Initial assessment undertaken by the head coach was that this concern did not constitute a serious or immediate concern for welfare and so our complaints procedure will be implemented.
2. The parent emailed the head coach with details of the incident as requested.
3. The head coach and the welfare officer review the complaint.
4. The head coach liaises with the welfare officer and decides the following course of action. The coach will be given training on supporting technique by the head coach and their competency on supporting this skill will be reassessed. Until this time the coach will not support this skill.
5. The welfare officer speaks to the parent who agrees this course of action addresses their concerns. Confirmation is sent by email.
6. The coach is spoken to regarding the incident and training is provided. The coach is subsequently deemed competent supporting the skill and a period of supervision while coaching this skill is agreed. This is relayed to the parent by our welfare officer and the parent agrees this resolves their concerns. These actions are fully documented on a safeguarding incident form.
7. Situation has been resolved.
8. The head coach monitors the coach's competency during their supervision period and deems them competent to support the skill unsupervised.

CONCERN FOR WELFARE PROCEDURE

Good Life Gymnastics recognises our duty to promote the welfare of our participants. In the event that a concern for the welfare of one of our participants is raised, we will consistently implement the following procedure.

Concern for welfare procedure

On being made aware of a concern our head coach and welfare officer will make an initial risk assessment on how immediate the concern for the child's welfare is and the seriousness of the concern or complaint.

- Low risk – where the concern for the child's welfare is not immediate and the nature of the concern is not deemed serious.
- Medium risk – where the concern for the child's welfare is not immediate but the concern is ongoing or there exists a complaint is of a serious nature.
- High risk – where there is an immediate concern for the child's welfare.

Depending on the risk level, the appropriate procedure will be implemented as follows.

Low Risk

1. The Lead coach as appropriate will speak to the child's parent in person or if not practical then by phone to relay their concern.

2. Details of the incident and any action taken will be documented on a safeguarding incident form by the welfare officer.

3. Situation will be monitored for a suitable period of time,

Medium Risk

1. The Manager as appropriate will call the child's parent and ask them to attend.

2. The Manager will contact and liaise with the appropriate authorities or agencies.

3. The Manager will fully document the incident on a safeguarding incident form.

4. Situation will be monitored for a suitable period of time, if applicable.

High Risk

1. The Manager will call the child's parent and ask them to attend immediately.

2. The Manager will contact police or ambulance services as applicable.

3. The Manager will fully document the incident on a safeguarding incident form.

4. Situation will be monitored for a suitable period of time, if applicable.

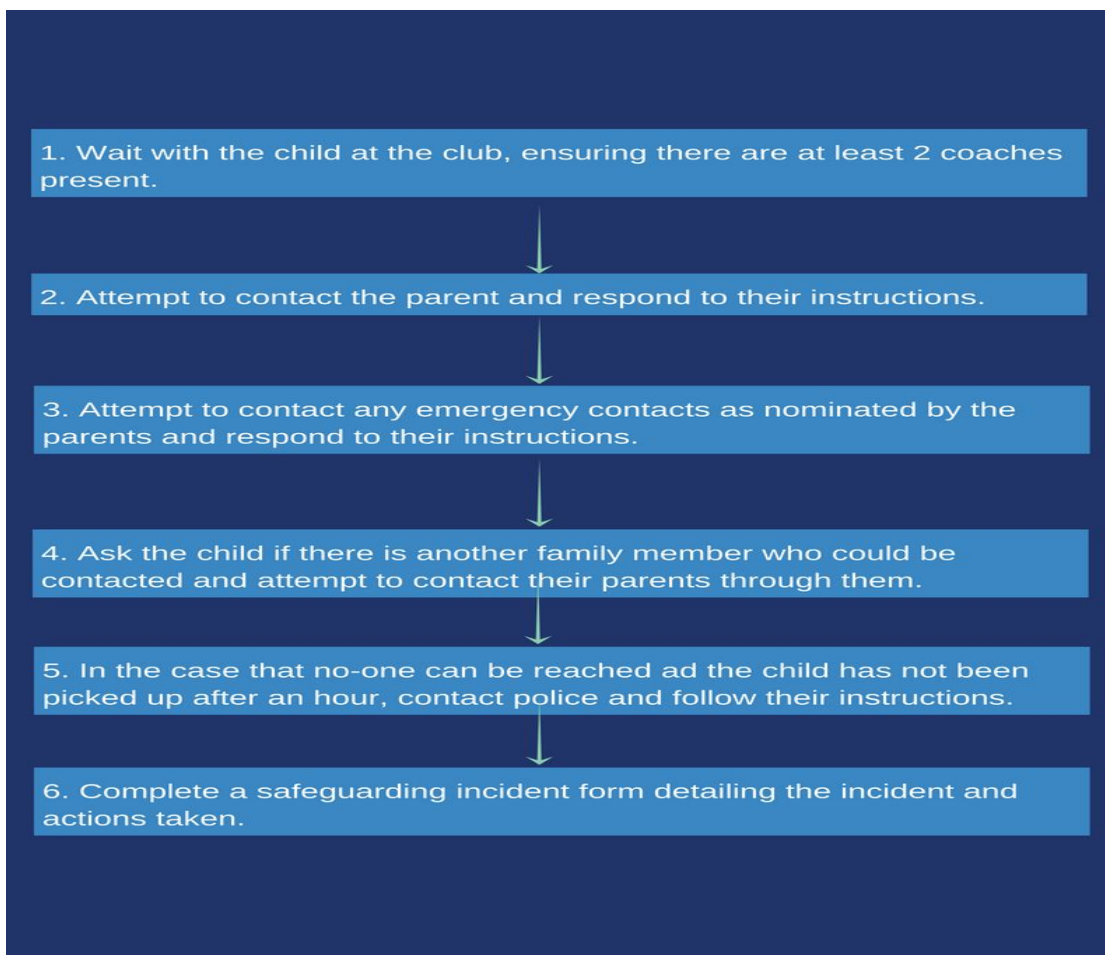
LATE COLLECTION OF CHILDREN PROCEDURE

We understand that there are occasions when parents are late in collecting their children. In such circumstances we ask that parents contact the club at the earliest opportunity and if they are unable to collect their children, make alternative arrangements and inform the club of these, including giving their consent for another person to collect their child.

Please note that Good Life Gymnastics will not send children home with any person other than a parent without permission or drop children home under any circumstances.

Procedure

In the event that a parent is late collecting their child and haven't contacted the club, the following procedure will be implemented.



SAFEGUARDING AND WELFARE

Injury and First Aid Form

To be completed by the child's coach and the first aider.

<i>NAME OF INJURED GYMNAST</i>	<i>NAME OF COACH(ES)</i>
<i>VENUE OF INCIDENT</i>	<i>TIME OF INCIDENT</i>
<i>HOW THE INJURY OCCURRED (including times and details of others involved)</i>	
<i>DETAILS OF INJURY (including details of injuries which are not visible)</i>	
<i>ACTIONS TAKEN (including times and by whom)</i>	

I confirm this to be a true and accurate account of this incident:

Head Coach Signature _____ Date _____
First Aider Signature _____ Date _____

I agree with the course of action taken by Good Life Gymnastics as detailed above:

Parent/Guardian Signature _____ Date _____

Safeguarding Incident Form

Details of person reporting	
Name	Position (Head Coach, Welfare Officer...)
Date and Time of Incident	Date and Time of Reporting
Person Raising Concern (if not the above person named)	

Details of the child	
Name of Child	Date of Birth
Name of Child's Parent/Carer	Parent/Carer Contact Number
Address	

<p>Incident details (including as much detail as possible, dates and times, persons who witnessed the incidents. Ask open, not leading questions e.g. what happened? Use continuation sheets if necessary)</p>

SAFEGUARDING AND WELFARE

Details of other agencies or authorities	
Agency	
Name of Contact	Contact Number
Agency	
Name of Contact	Contact Number

I confirm this to be a true and accurate account of this incident:

Signature_____Date_____