



## **Safeguarding Policy**

Sparta Trampoline Club SCIO will:

- Adhere to the guidelines and procedures contained within SG and BG Child Protection Policies.
- Appoint a Safeguarding Officer.
- Ensure all those coming into the club to work with children and vulnerable adults regardless of whether in a paid or voluntary capacity, are safely recruited in accordance with the SG Recruitment Policy.
- Accept that all Coaches, Officials and Trustees also have a responsibility in this area and be prepared to respond to any indication of abuse.
- Be prepared to challenge and alter bad practice.
- Implement any recommendations of SG relating to this area.
- Promote an open-door policy.
- Promote an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Ensure all those working with children including those who act in a pastoral role whilst on trips; attend the relevant SG organised Child Protection Course.
- Adhere to the SG's equity policy; discrimination is prohibited at all levels.
- Maintain confidentiality, should an allegation be made, of the child and the person against whom the allegation is made.
- Never leave a child or young person alone unless she/he is over 16 and then only with parent/guardian permission.
- No unsupervised access or one-to-one sessions should be permitted.
- Publications or information on an Internet site i.e. Facebook or similar, must never include personal information that could identify a child or protected adult. Written consent must be obtained from the child, young person or protected adult's parents/guardians before any images are posted.
- The content of photographs or videos must not depict a child, young person or protected adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity.
- Where relevant, a tracksuit may be more appropriate attire.
- For photographs or videos of groups or teams of children, young people or protected adults, ensure that only the group or team is referred to, not individual members. Credit for achievements is to be restricted to first name e.g. Tracey was Gymnast of the Year 2002.
- All published events involving children, young people or protected adults must be reviewed to ensure the information will not put them at risk. Publications of

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specific meetings or child/protected adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those concerned.

- Care must be taken when publishing photographs, film or videos of children who are considered particularly vulnerable e.g. the subject of a child protection issue or a custody dispute.
- Care is to be taken when publishing photographs, films or videos of children, young people or protected adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.
- All materials promoting Sparta Trampoline Club SCIO events or activities should state that accredited photographers will be present.
- Consent forms should be obtained from the parent/guardian for photographing, videoing and/or filming of a child, young person or protected adult prior to the event or activity.
- Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of Sparta Trampoline Club SCIO.

The Safeguarding Officer will:

- Ensure all persons working with children, young people and protected adults at the club are fully aware of what is required of them within the guidelines of the Scottish Gymnastics' Code of Practice.
- Ensure all those working with children and protected adults are recruited in accordance with the Scottish Gymnastics' Safe Recruitment procedures.
- Be the first point of contact for coaches, helpers, parents and gymnasts on any issues concerning the well being of the club members, (poor practice or potential alleged abuse).
- Conduct the administrative work associated with the safe recruitment of individuals, including criminal record checks (verify ID documentation).
- Liaise closely with the club's trainee coaches, ensuring that the agreed procedures for the prevention of risk are followed.
- Act as adviser, when required, to the club's trustees on matters of policy & procedures related to Child Protection and Recruitment.
- Ensure that all those working with children and protected adults attend the relevant SG organised Child Protection Course.
- Ensure that all incidents are correctly recorded and reported in accordance with SG policy and procedures.
- Carry out appropriate assessments of situations as they arise, acknowledging that some young people can go home alone if their parent/guardian is delayed, providing the parent/guardian has given permission.

## **Bullying/Inappropriate Behaviour Policy**

### **Stage One**

We aim to resolve accusations of bullying/inappropriate behaviour as soon as they occur in the session, and it is addressed in that session. With everyone involved being allowed to share their own perspective. The coach(es)/trustee will mediate this and explain, where appropriate, why any behaviour(s) is/are unacceptable and that they should be stop. If this continues, is not resolved or is causing distress, the club will follow to the next stage set out below:

### **Stage Two**

- In the case of gymnasts under 18: inform the parents/carers of all gymnasts involved of what has happened.
- Provide a mediated conversation between all involved with any of the following present as mediators:
  - Personal coach(es)
  - Club coach in charge of that session.
  - Technical Directors
  - Safeguarding Officer
  - Trustee(s).
- From that meeting next steps should be agreed upon by all involved.
- This will be monitored by the appropriate personnel following that meeting.
- If deemed necessary, carry out a follow up meeting to check in with those involved and make sure the next steps are followed and the matter is resolved.

### **Stage Three**

If the bullying/inappropriate behaviour continues and the individual(s) involved are still causing harm by their action(s). The club has the options to issue the following and dependent on the severity of the action(s) may escalate it faster:

- Formal warning that if the behaviour continues, they will be suspended or removed from the club;
- Moved class so the individuals do not interact;
- Suspension from classes;
- Removal from particular class(es);
- Removal from the club;
- Contact the police.

## **Failure to Collect a Child**

This section describes the process to be followed if a parent/guardian does not arrive at the required time to collect their child.

### **Procedure to be followed**

A minimum of two coaches must remain with the child/ young person until they are collected. If for some reason this is not possible, the coach and child/young person should be in a public space (e.g.: reception).

All parents must be advised that if they are delayed for any reason, they must:

- Contact the club at the earliest opportunity (07507268797– this is the club mobile)
- Provide clear guidance on what they wish the club to do e.g. consent for another parent to transport their child home.

#### **Step 1: 10 minutes after pick-up time**

Phone contact numbers provided.

#### **Step 2: 20 minutes after pick-up time**

Phone emergency contacts.

#### **Step 3: 40 minutes after pick-up**

Make initial phone call to the police (101) outlining the situation.

#### **Step 4: 50 minutes after pick-up**

Re-contact the police (101) to inform them of an “abandoned child”. Duty of care is transferred to the police at this time.

#### **Step 5 Record incident**

Send Copy to Ethics & Welfare, at SG

### **Persistent Failure to Collect a Child/Young Person on Time**

If the parent repeatedly fails to arrive at the required time and makes no effort to contact the club or provide reasonable explanation for the delays, the Safeguarding Officer and another club official will arrange to meet with the parent to discuss the matter. If this continues, the Safeguarding Officer should contact Social Work (0141 287 0555 during office hours and 0300 343 1505 outwith office hours).