



Safeguarding and Child Protection Policy

Children and adults at risk • Version 3.0 • Updated 2 October 2026

Approval body	Policy owner	Approval date
Kingsbridge Gym Club Trustees and Committee	Club Welfare Officer welfare@kingsbridgegymclub.co.uk	To be recorded on adoption
Version	Summary of changes	Update date
3.0	Updated reporting, safeguarding practice, imagery and local referral contacts.	02/10/2026

Kingsbridge Gym Club is committed to protecting children and adults at risk from abuse, neglect and poor practice. Welfare comes before performance. This policy explains how we prevent harm, recognise concerns and respond promptly across classes, squads, drop-in sessions, parties, holiday activities, competitions and club communications.

Scope and principles

This policy applies to trustees, committee members, employees, coaches, helpers, volunteers, gymnasts and parents or carers. A child is anyone under 18, including young leaders and employed helpers. An adult at risk is a person aged 18 or over with care and support needs who is experiencing, or at risk of, abuse or neglect and is unable to protect themselves because of those needs.

Everyone must take concerns seriously and report them. Safeguarding includes physical, emotional and sexual abuse, neglect, exploitation, bullying, discrimination, grooming and online harm. Children and adults at risk must be listened to and supported to participate in decisions that affect them.

Immediate help

Immediate danger or urgent medical need: call 999. Club welfare contact: welfare@kingsbridgegymclub.co.uk. If the Welfare Officer is unavailable or implicated, contact British Gymnastics or statutory safeguarding services directly. Never wait for an email reply where someone may be at risk.

Roles and responsibilities

Trustees and Committee

The Trustees retain overall accountability for safeguarding. They must resource the policy, appoint an appropriately trained Welfare Officer, provide cover and ensure conflicts of interest do not affect decisions. The Committee supports implementation and checks that club arrangements meet current British Gymnastics requirements.

- Publish the Welfare Officer's current name and contact details on the website and at the gym, with an alternative reporting route.
- Keep safeguarding, recruitment, training and risk management arrangements under review and act on identified gaps.



- Support the Welfare Officer, protect confidential case information and ensure concerns are referred to the appropriate agencies.

Club Welfare Officer

The Welfare Officer is the main club contact for concerns, gives safeguarding advice, maintains secure records and liaises with British Gymnastics and statutory agencies. They must hold the current training and checks required by British Gymnastics, including safeguarding training, Time to Listen and an appropriate criminal records check. They do not investigate suspected abuse.

If the concern involves the Welfare Officer, a trustee or another decision-maker, that person must not manage the case. Use an unconnected trustee and external reporting routes. No one needs permission from the club to report a concern externally.

Coaches staff and volunteers

Everyone must follow this policy, the club's Codes of Conduct and current British Gymnastics safeguarding policies. Work within qualifications, keep appropriate boundaries, recognise changes in wellbeing, report concerns promptly and cooperate with external safeguarding enquiries.

Safer recruitment and supervision

- Use role descriptions, applications, identity and qualification checks, references and appropriate interviews before appointment.
- Complete the DBS checks appropriate and legally eligible for the role, including barred-list checks where required, and renew checks and training in line with British Gymnastics requirements.
- Provide induction on reporting, boundaries, safe practice and the club's policies. Keep training and recruitment records and provide ongoing supervision.
- Do not give unchecked individuals unsupervised access to children. Under-18 helpers remain children for safeguarding purposes and must work under appropriate adult supervision; they do not count as responsible adults.

Monitoring and review

The Trustees and Welfare Officer must review this policy at least annually, and sooner after changes in legislation, British Gymnastics requirements, club activities or significant incidents. The next scheduled review is October 2027. Approval and adoption must be recorded before the revised policy is published as the club's adopted policy.

Reporting and responding to concerns

Act promptly

Report any concern, allegation, disclosure or pattern of poor practice immediately to the Welfare Officer. Concerns may arise inside or outside gymnastics, relate to historic events or involve another child. Do not wait for proof. Where a child or adult may be in danger, contact police or social care directly and then inform the Welfare Officer when safe to do so.



If someone tells you about abuse

- Listen calmly, take them seriously and reassure them that speaking up was the right thing to do and that the abuse is not their fault.
- Let them speak in their own words. Ask only what is needed to clarify immediate safety; do not ask leading questions or conduct an investigation.
- Do not promise secrecy. Explain that information will be shared with people who can help keep them safe.
- Do not confront the alleged abuser, arrange mediation or ask the person to repeat their account to multiple club staff.

Record and refer

As soon as possible, record the date, time, people involved, what was seen or heard, the person's own words and actions taken. Separate facts from opinion. Sign and date the record and pass it securely to the Welfare Officer. Preserve relevant messages and other evidence; do not circulate them widely.

The Welfare Officer must promptly seek advice and make referrals to children's social care, adult social care or police as appropriate, and notify British Gymnastics of concerns linked to gymnastics. A club complaint process must never delay a safeguarding referral. Record the referral, advice received and follow-up, and escalate if risks remain unaddressed.

Allegations about people working with children

Concerns that a coach, employee, volunteer or helper has harmed a child, may have committed a relevant offence, may pose a risk or may be unsuitable to work with children must be referred to Devon's Local Authority Designated Officer (LADO) without delay, normally within one working day. Seek LADO advice if unsure about the threshold. Notify British Gymnastics and police or social care as necessary.

The club must agree immediate protective arrangements with the relevant agencies, avoid compromising their enquiries and consider restrictions or suspension where appropriate. A restriction is a protective measure, not a finding of guilt. Make any legally required DBS referral when the statutory criteria are met, even if the person resigns.

Support confidentiality and adult choice

Share information only with those who need it to protect people or manage the case. Do not inform all members about allegations. Seek agency advice before informing parents where this could increase risk or compromise enquiries. For an adult at risk, involve them and seek their wishes and consent wherever possible; report without consent where justified by risk, coercion, lack of capacity or risks to others. Record the reasoning. Anyone raising a concern in good faith must be protected from retaliation.

Duty of care and a safe environment

Safe sessions and supervision

Plan and risk assess each activity, including apparatus work, parties, drop-in sessions, holiday activities and external events. Set ratios according to current British Gymnastics requirements,



coach qualifications, age, ability, additional needs, apparatus and venue risks. Use stricter supervision where the assessment requires it; do not treat a maximum ratio as a target.

At least two responsible adults must be present during club sessions involving children. Maintain registers, emergency contacts and clear arrangements for handover, first aid and emergencies. Helpers under 18 are not substitutes for qualified adult supervision. Parents supervising their own children in drop-in activities must receive clear safety instructions.

Check equipment and matting before use, remove unsafe apparatus from service and keep emergency exits clear. Teach skills progressively within the coach's qualification and the gymnast's readiness. Provide suitable first aid cover and record accidents and actions taken.

One to one coaching and mixed age groups

One-to-one coaching must be agreed with parents or carers and take place in an open, observable environment with another responsible adult available. Avoid isolated or closed-door sessions. Explain the plan and ensure the gymnast can raise concerns or stop an activity.

Do not allow unplanned mixing of adult and child training groups. Where a planned inclusive or mixed-age session is appropriate, document supervision, boundaries and a risk assessment. Adults attending alongside children do not become supervisors of other children. Music, language and behaviour must be appropriate for everyone present.

Open training and viewing

Maintain an open training culture through opportunities to discuss progress, observe within the club's safe viewing arrangements and raise concerns. Explain any viewing restrictions and how parents can access coaches. A live viewing screen, where used, supports openness but does not replace direct supervision or safeguarding reporting.

Any CCTV or live viewing system must have a clear purpose, access controls, appropriate privacy information and signage. Cameras must not cover toilets or changing spaces. Recording, retention and disclosure must follow the club's privacy and CCTV arrangements. Visitors must not photograph or record the viewing screen.

Changing toilets and collection

Encourage gymnasts to arrive ready for training. Use the club's designated changing cubicles or accessible toilet privately. No photography or filming is permitted in toilets or changing spaces. Adults must respect privacy and avoid being alone with children while they change.

Release children only according to agreed collection or independent-departure arrangements. Keep a late-collected child safely supervised, contact their parent or emergency contact, and escalate if their safety is in question. Never leave a child alone or send them away because a parent is late.

Care wellbeing and safe coaching

Preschool and additional support

Parents or carers of children under three, and children who need help using the toilet, must remain on site. For children aged three to four, parents should remain nearby and contactable. Agree toileting or personal-care support with parents or carers in advance, respect the child's



dignity and wishes, and document arrangements. Never delay access to the toilet as a punishment.

Ask about medical conditions, allergies, disability and communication needs, and agree reasonable support. Do not assume an adult lacks capacity because they are disabled. Explain activities in ways the participant understands and ensure everyone can tell a trusted adult if they feel unsafe or uncomfortable.

Physical contact and professional boundaries

Physical support must be necessary for teaching or immediate safety, appropriate to the skill and delivered by a competent coach. Explain the purpose and seek the gymnast's agreement before planned contact. Respect refusal and use an alternative where safe. Emergency contact to prevent injury should be explained afterwards and recorded if significant. Contact must never be sexual, punitive or unnecessarily intrusive.

No humiliating language, threats, discriminatory treatment, corporal punishment or exercise used as punishment. Coaches must not develop sexual or romantic relationships with under-18 gymnasts, young leaders or helpers. Respect professional boundaries with adults at risk and avoid exploitation of trust or dependency.

Flexibility and stretching

Follow the current British Gymnastics Flexibility Training policy. Training must be progressive, individualised and appropriate to the gymnast's development, anatomy and readiness. Encourage communication and allow gymnasts to reduce a stretch or stop. Do not force a position, ignore distress, use excessive pressure or use stretching as punishment.

The club does not permit coaches or partners to force a gymnast into a stretch. Explain any planned assistance, obtain agreement and stop if the gymnast is in pain, distressed or withdraws agreement. Parents' agreement never overrides the gymnast's right to stop. Concerns about flexibility practice must be reported.

Pain injury illness hydration and nutrition

Listen to reports of pain, fatigue or illness and stop or adapt activity appropriately. Never pressure a gymnast to train through injury or against medical advice. Record significant concerns, inform parents or carers as appropriate and seek qualified medical advice. Provide access to drinking water, toilets, rest and suitable breaks.

Apply current British Gymnastics policies on Pain, Injury and Illness, Hydration, Nutrition, Weighing Gymnasts, Academic Education and Training and Holistic Development where applicable. Coaches must not weigh gymnasts, shame their bodies or prescribe restrictive diets. Any clinically necessary assessment belongs with an appropriately qualified healthcare professional under the relevant policy. Training must support wellbeing, education and life outside gymnastics.

Photography filming and online communication

Club photography and publicity

Follow the current British Gymnastics Photography Policy and the club's privacy arrangements. Explain the purpose and intended use of photographs or video before taking them. For promotional images of children, obtain and record parent or carer consent and respect the



child's wishes. Obtain appropriate consent from adults and involve adults at risk in decisions about their image.

Use images that respect dignity and show appropriate clothing and activity. Avoid sensitive or embarrassing images, unnecessary identifying details and location information. Do not publish a child's full name with their image without specific permission and a safeguarding assessment. Keep any safety restrictions or court-related instructions confidential and ensure relevant authorised staff know how to apply them.

Consent for publicity is optional and separate from participation. If withdrawn, stop future use and remove images under club control where required and reasonably practicable. Explain any limits on recalling printed material or third-party sharing, and handle requests promptly under applicable data protection requirements.

Storage and coaching video

Club images and recordings must be kept in approved, access-controlled storage with suitable security, including password protection and encryption where appropriate. Do not use unencrypted, unrestricted storage or personal social media accounts. Limit access to authorised people and apply a documented retention and deletion schedule.

Coaches must use approved club equipment and systems rather than personal phones, tablets or accounts. Explain coaching video arrangements to gymnasts and parents in advance, obtain any consent required for the intended use and ensure filming is observable with another responsible adult present. Delete footage when no longer needed unless it must be preserved as evidence.

Parents spectators and events

Explain photography rules before events. Parents and carers should focus on their own child, respect others' privacy and avoid publishing identifiable images of other children without permission. No photography is allowed in toilets, changing areas or of CCTV screens. The club may restrict photography where safety, privacy or event conditions require it.

Report suspicious or inappropriate filming immediately. Staff should make people safe and seek police advice where needed. Preserve potential evidence: do not demand deletion or seize equipment. Ask a person to stop or leave when safe and appropriate, and record the concern.

Digital communication

Use approved club channels for club business. Include parents or carers in communications with under-18 gymnasts and helpers; do not use private personal messaging, disappearing messages or personal social-media friendships with children coached by the club. Under-18 helpers receive the same protection as other children. Keep communications professional and retain relevant messages securely.

Moderate club groups, limit access to the intended audience and report online bullying, grooming, sexual content or inappropriate contact. Do not share case details in parent groups or on social media.



Transport events and safeguarding contacts

Transporting gymnasts

Parents or carers normally arrange travel to training and events. Any club-arranged journey must be approved, risk assessed and agreed with parents in advance. Check drivers, licences, insurance, seat belts and child seats as appropriate; share the itinerary, supervision arrangements and emergency contacts.

Coaches must not routinely transport a child alone. Use group transport and two responsible adults where practicable, plan central collection and drop-off points and avoid leaving one adult alone with a child. Where an exceptional group arrangement uses one adult driver, obtain prior club approval and parental consent and document how isolation will be avoided.

Only depart from these arrangements in an unforeseen emergency where failing to act would place a child at risk. Seek parental and Welfare Officer or senior club consent where possible, put safety first, and record and report the circumstances promptly. Helpers under 18 are not responsible adult escorts.

External events and overnight activities

Use a separate written plan for trips, competitions and any sleepover or residential activity. It must cover suitable adult supervision, consent, medical needs, emergency arrangements, travel, private changing and sleeping arrangements, and how participants can report concerns. Parents must know who is responsible and how to contact them. Do not introduce overnight activities without these arrangements.

Safeguarding contacts

Emergency danger or urgent medical assistance: 999. Police non-emergency reporting: 101.

Club Welfare Officer: welfare@kingsbridgegymclub.co.uk. For a concern involving the Welfare Officer or another club leader, contact an unconnected trustee through info@kingsbridgegymclub.co.uk or use an external route directly. General club enquiries are not an emergency safeguarding service.

British Gymnastics Welfare and Safe Sport: 0345 129 7129; welfareandsafesport@british-gymnastics.org. Anyone may report directly through the British Gymnastics reporting page.

Devon Children's Front Door: 0345 155 1071 (Monday to Thursday 9am–5pm; Friday 9am–4pm). Out of hours, weekends and bank holidays: Emergency Duty Service 0345 600 0388.

Devon LADO: 01392 384964; ladosecure-mailbox@devon.gov.uk. Use for concerns about people working or volunteering with children, alongside immediate police or social care action where required.

Devon Adult Social Care: 0345 155 1007 (Monday to Thursday 9am–5pm; Friday 9am–4.30pm); adultsc.safeguardingadultservices-mailbox@devon.gov.uk. Out of hours: 0345 600 0388.

If a concern relates to someone outside Devon's local authority area, use the relevant local safeguarding service. Do not delay urgent action while establishing the correct area.



Related policies guidance and implementation

Club policies to read alongside this document

Apply this policy alongside the club's Codes of Conduct; Complaints Procedure; Anti-Bullying; Equality and Inclusion; Photography and Social Media; Privacy and CCTV arrangements; Health and Safety; safer recruitment procedures; and collection and event arrangements. Where documents conflict, prioritise safety and seek advice from the Welfare Officer or British Gymnastics. Local club rules cannot reduce national safeguarding requirements.

Current guidance and referral routes

The links below point to official guidance and reporting routes. The Welfare Officer must check current versions and communicate relevant changes to staff and volunteers. Reviewed for this update on 2 October 2026.

British Gymnastics policies and procedures: <https://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures>

British Gymnastics report a concern: <https://www.british-gymnastics.org/safe-and-fair-sport/report-a-concern>

British Gymnastics Club Hub policies: <https://clubhub-resources.british-gymnastics.org/lesson-category/policies-and-procedures/>

Working Together to Safeguard Children 2026:
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Devon child safety concerns: <https://www.devonscp.org.uk/make-a-request-for-support/>

Devon LADO guidance: <https://www.devonscp.org.uk/policy-hub/policies-and-procedures/lado-service/>

Devon adult safeguarding concerns:
<https://www.devonsafeguardingadultspartnership.org.uk/reporting-a-concern/report-your-concern-devon-local-authority-boundaries/>

Records and implementation

Keep safeguarding records separately from general membership records, with restricted access, secure transfer and appropriate retention based on current safeguarding guidance and legal requirements. Preserve records needed for a referral or enquiry. Information may be shared lawfully to protect people; consent must not be treated as a barrier to a necessary safeguarding referral.

On adoption, the Trustees and Welfare Officer must confirm the current welfare contact and cover arrangements, check session ratios and qualifications, verify viewing and CCTV arrangements, and ensure staff understand the reporting process. Record the approval date, brief staff and volunteers, and make this policy accessible to members and parents. Review relevant risk assessments and linked policies whenever club activities change.