

Chaperone - Expression of Interest Form

Welsh Gymnastics is fully committed to providing safe, positive and quality experiences that enable individuals to excel on the world stage and achieve personal aspirations within and beyond the sport.

Chaperones play a vital role in ensuring a safe, positive and supportive team environment for gymnasts. They act as a trusted point of contact and are responsible for the health, safety, and well-being of gymnasts during events.

Requirements

- Be a member of Welsh Gymnastics, or willing to become a member.
- Hold a current enhanced DBS check for working with children and young people.
- Be a minimum of 21 years old.
- Not be at the event as a gymnast, coach, judge or hold any other significant role which may hinder their ability to chaperone.
- Hold an up-to-date recognised and approved safeguarding certificate.
- Understand the core safeguarding principles (for example the NSPCC Safeguarding and Protecting Children workshop and Time to Listen training).
- Provide two character references with at least one from outside the gymnastics community.
- Understand, and agree to comply with Welsh Gymnastics Safeguarding Policy and Codes of Conduct.
- Have good people skills; be warm and approachable, a good communicator and able to maintain a rapport with young people whilst maintaining discipline.
- Confidence in raising concerns; be willing to challenge others if welfare concerns arise or if the Codes of Conduct are breached.

Desirable

- Have previous Chaperone experience with team(s) at a residential camp or representative event.
- Have knowledge of **Welsh Gymnastics Safeguarding and Wellbeing plan**.
- Have completed a recognised first aid course.
- Have completed a recognised mental health first aid course.

Key responsibilities

The purpose of the chaperone is to assume responsibility for the gymnast's general care and wellbeing, with a view to securing their health, comfort and welfare. Any concerns must be recorded and, if necessary, reported to the Safeguarding and Wellbeing team as soon as possible (contact details will be made available prior to the trip).

Health

- To be aware of all gymnasts' medical and dietary requirements.
- To ensure that gymnasts attend meals and obtain adequate nutrition and hydration (quantity and quality).
- To ensure that any curfew is adhered to and to carry out room checks as appropriate and in line with safeguarding guidelines.
- To monitor gymnasts for signs of fatigue and act appropriately.
- To look after an injured or ill gymnast or accompany them for medical attention.
- To contact the insurers as appropriate.
- To feed back all relevant information and action taken to the Team Manager.
- Liaise with parent/carers when necessary.

Wellbeing

- Responsible for the health, safety and wellbeing of the gymnast at all times.
- Mandatory obligation to report and, in some instances, escalate any concerns.
- To ensure everyone follows the pre-agreed, high standards of behaviour and conduct and report any breaches to the Safeguarding and Wellbeing team.
- To always know the locations of the gymnasts in their care.
- To have access to a contact list of key people such as team manager, Welsh Gymnastics Safeguarding and Wellbeing team, coaches, parents/next of kin and the ability to communicate with them as required.
- To support gymnasts with any issues or concerns proactively and without bias or judgement.
- To remain contactable by phone throughout the night and respond as soon as possible if a person in their care contacts them.
- To be attuned to the social dynamics of the group and report any concerns to the Team Manager.

Team support

- To assist the Team Manager as required including reinforcing rules and to inform them of any concerns.
- To help gymnasts to be prepared for competition whilst supporting them to be independent, i.e. checking that they have all their necessary equipment for training and competition with them before leaving the hotel.
- To ensure that any incidents are fully documented and followed up.

Specific roles

Pre-event

- To attend (if applicable) and contribute to any pre-event meetings and contribute to any briefing events as required.
- Have met all gymnasts and staff attending and given a clear explanation of the role of Chaperone.
- Be familiar with the relevant codes of conduct for gymnasts, coaches, officials and any support staff.
- Ensure that you have a clear understanding of your roles and responsibilities.

During the event

- Day to day supervision and support of all gymnasts.
- Attend daily team meetings.
- Assess, manage and report any issues relating to non-compliance with all codes of conduct as required.
- Liaise with relevant individuals at Welsh Gymnastics to implement breach of code of conduct actions.
- Challenge any behaviours that breach codes of conduct, including poor practice, or jeopardises the gymnast's wellbeing.

Post event

- To provide a formal report to Welsh Gymnastics using the template provided.
- Provide feedback and recommendations to assist in the improvement of the competition experience. This must be completed within 2 weeks of the event concluding.

- Any concerns should be submitted to Welsh Gymnastics as soon as possible, but no later than two weeks after the event. Urgent safeguarding concerns should be reported immediately in line with safeguarding procedures.
- All paperwork should be stored in line with GDPR procedures.

Note: The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements within the role, which may be required to perform from time to time.

Chaperones are role models and, as such, should always behave in a positive and appropriate manner. The chaperone's primary duty is to the gymnasts in their care. Whilst they are acting as chaperone, they must not engage in any other activity that would compromise the performance of their duties.

Welsh Gymnastics is committed to providing the best possible support for chaperones and the gymnasts they have under their care and guidance. The chaperone plays an important role in creating a positive team culture. Prior to any event the chaperone will be introduced to the other staff and the athletes attending and receive:

1. Welsh Gymnastics Chaperone Policy.
2. Welsh Gymnastics Chaperone FAQ's.
3. Welsh Gymnastics Codes of Conduct.
4. Trip itinerary and contact details of the athletes next of kin.
5. Contact details of Welsh Gymnastics on call personnel.
6. Completed risk assessments.

Successful applicants will join a Chaperone Pool for 12 months, with an annual review. Those remaining in the pool for longer than a year must attend refresher training.

All Expression of Interest forms will be reviewed by a panel, including:

- Performance team member.
- Safeguarding and wellbeing team member.

If you are interested in applying, please complete the following form and send to safeguarding@welshgymnastics.org.



Welsh Gymnastics
Gymnasteg Cymru

Expression of interest

Personal information

First Name	
Surname	
Address	
Postcode	
Telephone Number	
Gender	
Email Address	
Club (if applicable)	
BG/WG membership number and level (if applicable)	
Current Coaching Qualification (if applicable)	
Any other relevant qualifications	

Why would you like to become a Chaperone for Welsh Gymnastics?

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What experience and skills do you have that you feel are vital for the role?

Please provide a brief outline of your availability (*multiple days, overnight, school hours only*)



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