



Welsh Gymnastics  
Gymnasteg Cymru

# Safeguarding and Wellbeing Policy and Procedures



## Definitions

Gymnastics workforce – anyone in any role in any gymnastics environment across Wales, paid or unpaid, such as cleaners, administrative staff, coaches, Safeguarding and Wellbeing Officers, board members, volunteers.

Managers of gymnastics environments – anyone who has lead responsibility of operations and/or gymnastics activities.

Welsh Gymnastics clubs and environments – encompasses any venue, setting or environment that is affiliated to Welsh Gymnastics, including grass roots and performance pathways.

## Purpose

This policy outlines Welsh Gymnastics' commitment to ensure that everyone involved in our sport can do so in a safe and positive environment and sets out the requirements for ensuring the safeguarding of children, young people and adults.

Safeguarding means protecting people from harm including physical, emotional, sexual, and financial harm and neglect.

Safeguarding is everyone's responsibility, and it is important that organisations work together to protect people who need help and support.

This policy is in accordance with the statutory guidance and legislation for safeguarding and prioritising the welfare of children, young people and adults and is applicable to all Welsh Gymnastics affiliated environments and includes all gymnastics workforce and/or any person carrying out work on behalf of the organisation or in a position of trust.

## Introduction

All members of Welsh Gymnastics have a responsibility to ensure that the sport is safe and enjoyable for all. This includes adhering to the Codes of Conduct and reporting any concerns or worries to your designated Safeguarding and Wellbeing Officer (SWO), or the Welsh Gymnastics Safeguarding and Wellbeing Team.

All procedures and guidance to support this policy can be found by following the hyperlinks within the document or on the Welsh Gymnastics Website [Safeguarding and Wellbeing - Welsh Gymnastics / Policies & Procedures - Welsh Gymnastics](#).

## Policy Aims and Objectives

Welsh Gymnastics Safeguarding and Wellbeing Policy aims to demonstrate best practice in safeguarding children, young people and adults.

Key Principles underpinning this policy:

- The child, young person and adults' welfare is, and must always be the paramount consideration.
- Everyone has a right to be protected from abuse regardless of their [Protected characteristics](#).
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.
- To ensure that staff, coaches, parents' and other adults are good role models and adhere to the Codes of Conduct.
- Working in partnership with other organisations, children, young people and their parents/carers as well as adults involved in the sport, is essential.

## Roles and Responsibilities

The overarching accountability for safeguarding children and adults at risk and promoting their welfare rests with the Board of Welsh Gymnastics through the Chief Executive Officer. The Executive Director for Safeguarding has delegated responsibility for ensuring robust safeguarding arrangements are in place in Welsh Gymnastics and its affiliated organisations, including policies and procedures, and that there are effective governance arrangements in place. This includes that all statutory requirements are being met and that procedures for reporting concerns are in place and have been communicated to all members.

All affiliated members of Welsh Gymnastics are responsible for familiarising themselves with the contents of this policy and providing appropriate support to colleagues, its members and the public in line with its provisions.

Managers of gymnastics environments are responsible for the safe recruitment of all members placed in a position of trust within affiliated environments. Managers must appropriately address situations where a member of the gymnastics workforce are identified as an actual or potential victim of abuse or where an individual is suspected of or found to be an alleged perpetrator of abuse. They should seek advice from the Welsh Gymnastics Safeguarding and Wellbeing Team on [safeguarding@welshgymnastics.org](mailto:safeguarding@welshgymnastics.org) / 02920334978.

The gymnastics workforce should be aware that misconduct inside and outside of their role is viewed very seriously and can lead to disciplinary action being taken.

Anyone who works with children, young people or adults are automatically placed in a position of trust that carries authority, status, power and responsibility. If the adults involved are positive role models displaying high moral and ethical standards, the benefit to another's development can be significant.

Legislation requires Welsh Gymnastics to ensure that all members who have access to children or adults at risk should have relevant pre-employment checks. The organisation will be committed to safe recruitment and retention of its employees and volunteers in line with current legislation and guidance. Welsh Gymnastics has a contract with Welsh Sports Association (Vibrant Nation) for the processing of [DBS checks](#) for their affiliated organisations. Managers of gymnastics environments must ensure all relevant checks are completed, as outlined in Welsh Gymnastics Safe Recruitment Policy, and that these are completed before the applicant commences any activity. Should there be concerns about any affiliated member in a position of trust, consideration will be given as to whether a referral to the DBS is required.

Always seek advice from the Welsh Gymnastics Safeguarding and Wellbeing Team who will provide advice and support to all our members when managing any safeguarding concern, including allegations of abuse made against a member of the gymnastics workforce.

## **Responding and Reporting**

Every member of the gymnastics workforce in gymnastics environments has a responsibility to protect and promote the welfare of children, young people and adults. We have a responsibility to notice and respond appropriately and swiftly when there are concerns about abuse or the welfare of a child, young person or adult. This responsibility equally applies to concerns about an individual's life at home, school and other environments, and concerns around treatment by family, peers or professionals. It is everyone's duty to respond to and [report concerns](#) in line with statutory guidance ([Safeguarding Wales](#))

Every club and environment affiliated with Welsh Gymnastics must have a designated Safeguarding and Wellbeing Officer (SWO). If there are any concerns around poor practice or an individuals' welfare this must be reported to the SWO or the Welsh Gymnastics Safeguarding and Wellbeing Team.

## **Confidentiality and Safeguarding**

Staff and volunteers may have access to confidential information about children, young people, adults and their families to undertake their responsibilities. They may be given or asked to share highly sensitive or private information, and this must be handled and held with due care. Confidential information about an individual or their family should never be shared with any person other than on a need-to-know basis. In circumstances where an individuals' identity does not need to be disclosed, the information should be used

anonymously. In cases where sharing of information is essential, consider how this information should be shared and with whom.

There are some circumstances in which a member of the gymnastics workforce may be expected to share information about an individual, for example when abuse is alleged or suspected. This is a fundamental aspect of multi-agency working, which is a collaboration of services working together to safeguard and protect children and vulnerable adults. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities, such as your SWO, the Local Authority (social services) or police. If you are in any doubt about whether to share information or keep it confidential, please seek guidance from the Welsh Gymnastics Safeguarding and Wellbeing Team, data protection laws such as GDPR are not a barrier to sharing information about a concern. Full details about storing and sharing personal information can be found in the Welsh Gymnastics privacy Notice.

## **Training and Communication with Staff**

All individuals affiliated with Welsh Gymnastics who are in a position of trust must undertake appropriate safeguarding training commensurate with their roles and responsibilities, as determined by the Welsh Gymnastics, which is informed by all relevant national guidance and Child Protection in Sport Unit (CPSU) and Ann Craft Trust (ACT) recommendations for protecting children and adults in sport.

It is the responsibility of the manager of the club environment that all members are aware of this policy and have the correct level of training for their role.

## **Contact Us**

[Safeguarding@welshgymnastics.org](mailto:Safeguarding@welshgymnastics.org)

[Report a concern](#)

02920 334978/0300 3003127

Where an immediate or serious concern is raised it should be directly reported to the police on 999 and then notified to Welsh Gymnastics. Your local authority will also have helplines for raising concerns about children or adults. Advice out of hours is available from the NSPCC help line on 08088005000 or your Local Authority Council website.