

Gymnastic Britannia



Health and Safety & Equality Policy For Clubs and Leisure Providers:

Version 1 24 June 2021 to be revised yearly or when rules are amended.

Contents:

	Page
• General Overview -----	2
• Definitions of Documentation -----	2
• Equity and Diversity Statement -----	2
• Anti-Doping Statement -----	3
• Vision Statement -----	3
• Mission Statement -----	3
• Workplace Health and Safety Law -----	4
• Safety Responsibilities Guidance -----	5 & 6
• Whistle Blowing -----	7
• Club/Leisure Safety Guidelines Additional -----	7
• Ratio Guidance -----	7
• Coaches Responsibilities -----	8
• Parents/Guardians / Adults Responsibilities ----	9
• Participant Responsibilities -----	9
• Safeguarding Guidance -----	10, 11 , 12 & 13

- **General Overview:**

Gymnastic Britannia wants to ensure Health and Safety as well as welfare of all its clubs, coaches and members. To do our best to ensure these aims are met, the Gymnastic Britannia Policies aim to do this as much as is practically possible.

We as an organization want to ensure the locations that the disciplines covered operate within are also as safe as reasonably possible to ensure that all people that are directly or indirectly effected are in a safe environment.

This document also ensures that Clubs and Leisure Providers are aware and comply with minimum safety standards (obviously aiming for clubs to far exceed these where practicability possible) and to ensure that all clubs and providers that are affiliated to our organization comply with Health and Safety Laws and Regulations.

Gymnastics Britannia will be laying out procedures and guidance, this is to ensure any clubs and Leisure Providers can provide the activities specified and any future added activities as safely as reasonably possible to ensure clubs, coaches and participants have a safe, fun experience.

Everyone involved in our sport has a common law duty of care to all those within our sport as well as any people indirectly affected. Whilst these sports have a higher risk category every organization, club, leisure provider and coach / helpers have power to help reduce the risks and make our sports safer and together we can make a difference.

- **Definitions of Documentation:**

Within this document “Disciplines” will be used to describe all disciplines that are covered by Gymnastics Britannia these include, Trampolining, Rebound Therapy (Additional Needs Trampolining), Double Mini Trampoline (DMT) Tumbling, Team Gym, Acrobatic, Aerobic, General Gymnastics, Gymnastics for All, Pre-school Gymnastics, Pre-school Trampolining, Men’s Artistic, Women’s Artistic, Rhythmic Gymnastics, Cheerleading (Foundation, Stunts, Tumbling, Urban, Street cheer) plus any additional disciplines that may come on board.

The term “Safe”, “Safety”, “Safe environment” this means a situation where all possible steps have been implemented as well as risk assessments produced to ensure that safety is top priority, and to help control the risks as far as reasonably practicable to keep risks to a minimum.

- **Equity and Diversity Statement**

Gymnastics Britannia is fully committed to serving all Disciplines and for all clubs and Leisure Providers to follow

- Without discrimination to any participant or associated people.
- regardless of cultural origin, ethnic origin, disability, age, race, gender, colour, parental or marital status, religion, sexual preference or nationality.
- following the principles of equality, access and opportunity for all.

- **Anti-Doping Policy**

Gymnastics Britannia, wishes to comply with the view of UK Anti-Doping and World Anti-Doping Agency (WADA) position which is “cheating (including doping) in sport is fundamentally contrary to the spirit of all sport. Doping corrodes trust and teamwork and undermines the spirit of fair play.”

It is entirely contrary to Gymnastics Britannia principles of competition fairness, equality and inclusiveness, and it has the potential to diminish our positive impact of our disciplines across all sections of society. Gymnastics Britannia will continue to promote anti-doping measures across all of its activity as an organization, and will continue to work closely with other relevant bodies to further create a better competition and fairer environment.

- **Vision Statement**

We aim to promote all our disciplines, based on the principle of ‘access for all’

- To increase the education of coaches which then feeds down to participants in a ‘FUN’ way, which will help improve health and social issues
- To increase self-esteem through fun and engaging sessions for Coaches which will feed down to participants.
- To build coaches and participants confidence and encourage self-discipline
- To allow a natural development of friendship, mutual trust and respect through teamwork
- To bring sport, health, drive and focus to people of all ages, abilities and backgrounds
- To increase participation in all disciplines we believe in
 - Respect for all
 - Determination to be the best in our field, and therefore allow participants to progress in safe constructive manner that’s individually tailored to their needs.
 - Self-Belief for coaches and Performers
 - Passion for our specialist discipline
 - Teamwork is essential
 - Honesty
 - Integrity

- **Mission Statement**

“To provide positiveness for all, as well as a positive culture for health and social education to all through our Disciplines, regardless of race, gender, culture, class, or physical limitations to ensure everyone is treated equally and as an individual”

- **Workplace Health & Safety Law**

This section is extracted from <https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>

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Workplace health and safety law and how it applies to sports club organisers

Health and safety laws should not be a barrier to organising and running amateur sports activities that are an important part of community life.

Employers/self-employed/volunteer organisations with employees running sports clubs

The Health and Safety at Work Act 1974 ('the Act') and the regulations made under it, apply to club organisers who are both employers and self employed. The law requires them to do what is reasonably practicable¹ to ensure peoples health and safety.

The Act sets out the general duties that employers have towards their employees whilst at work. The Act also requires employers and the self-employed to protect people other than those at work eg volunteer staff like coaches, club members, visiting teams and spectators. These people should be protected from risks to their health and safety arising out of, or in connection with, their club's work activities.

Volunteers running sports clubs

Health and safety law does not generally apply to volunteers running a club with no employees, unless the club has responsibility for premises like a clubhouse or playing fields.

Anyone (including volunteers) with control of premises like a clubhouse or playing fields has a duty to see that the premises, access to them and plant (eg sports equipment) and substances provided are safe for the persons using them so far as is reasonably practicable¹. Often this is a shared duty between the premises owner, a management committee and users.

The extent of a club's legal duty will depend on the level of control it has over the premises and the type of plant or substances provided. For example, if your club owns or manages the premises, then you would be expected to keep the premises and any sports equipment provided in good repair. If your club uses sports equipment then you would be expected to take reasonable steps to check it is safe to use

Further useful details

<https://www.hse.gov.uk/voluntary/village-legal.htm>

Risk Assessment Guidance for workplaces <https://www.hse.gov.uk/pubns/indg163.pdf>

Employers must consult all of their employees relating to health and safety matters as they have a legal responsibility to do so. Health and Safety (H+S) These Include

- The planning of H+S Training
- Changes that may affect the employees H+S at work i.e. new procedures that affect day to day working environment.
- Arrangements for Head Coaches or managers hiring or appointing people to help them to satisfy H+S Laws or procedures.
- Employees receiving information on the risks and dangers of their working environment and how they should deal with such risks.

• Safety Responsibilities Guidance.

- All Sessions must be run by qualified coaches, if necessary, with suitable experience and or qualified officials / Junior Coaches.
- All sessions should be run in accordance with safe Participant Ratio:
 - Additional Needs Varies Between 1:1 and 1:8 subject to adequate risk assessments
 - Pre-school participants Independent Ratio 1:8 this is subject to experience and qualifications
 - Adult & Toddler Free-Play Sessions Ratio 1:20 Adults must stay and actively supervise and manage their children
 - 4yrs+ recreational Sessions Ratio 1:16 subject to experience and qualifications
 - Adult Sessions Ratio 1:16 Subject to experience and qualifications.

All the above are guidelines and should be backed up with suitable risk assessments specific to required session structure, in addition per qualified helper who has either a proficiency Assessor / proficiency Coaching award or level 1 qualification may supervise within the session an additional 8 maximum going up to a maximum of 24 participants if it goes over 24 then you should have an additional level 2 coach

- See Full Details in the Ratio Section of this Document

- **Jewellery:** All participants and coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery, if jewellery cannot be removed it must be taped or a sweat band put in place, this also applies for Medical bands, if medical bands are covered with Sweat bands the coach in charge must be aware for participant safety in case of accidents or collapse.
- All participants should arrive suitably attired for the activity.
- **Trampoline Specific:** There must always be at least one responsible spotter at each open side of a floor standing trampoline and end decks should be in place. When waiting their turn on the trampoline, all students should stand around the trampolines and help with 'spotting'. No running around is to be permitted. Students must not sit on end decks or frame pads and must never go underneath a trampoline when it is in use or jump from one trampoline to another.
- No eating or drinking around near the equipment or on the gym floor. Only plastic bottles with screw caps may be brought into the hall. No cans, bottles or food.
- it is recommended that children should not leave the hall while their class is running except to go to the toilet and only one child at a time should leave the hall for this purpose. In centres which are open to the public, children less than 8 years old should be accompanied to the toilet by an adult responsible person along with another responsible adult to ensure child protection but also coach / adult protection. Permission should be obtained from the coach. For Pre-school unless essential parents/ guardians should take preschooler's to the toilet.
- Accurate registers must be taken.
- Coaches must be aware of where the fire exits are and evacuation procedures.
- All coaches must hold a recognised coaching qualification and have DBS enhanced disclosure.
- **Trampoline use:** Coaches must always bear in mind that safety is their number one priority. 'Doubles' (double bouncing) must not be allowed in any trampoline class, including parties. Props

(such as balls, parachutes etc.) should only be used in controlled trampoline parties; never in ordinary trampoline classes. Games or competitions involving such things as seeing who can jump the highest must not be played.

- 'Rough' games such as British Bulldog must not be used in warm ups.
- Any injury incurred in any class (unless extremely minor) must be reported in writing.
- **Trampoline:** Front drops and back drops should never be taught to students with Downs', even if they are considered to be AAI clear.
- **Trampoline:** No front drops, back drops or other rotational moves must be allowed during a child's first warm-up turn on the trampoline – even if they are an experienced trampolinist.
- Coaches must exercise extreme caution when allowing children to perform rotational moves unsupported. If there is the slightest doubt about a child's ability to perform a move in complete safety, manual support must be given.
- Coaches must exercise extreme care when getting out and putting away all Large or heavy equipment.
- **Trampoline:** Trampolines should only be wheeled lengthways for any distance – never sideways. When moving a trampoline sideways it should always be pushed away from you, never pulled towards you. Trampolines should be unfolded and folded very slowly to avoid the possibility of the trampoline tipping over. It should be remembered that Goliath or competition sized trampolines are less stable than 77A's and can therefore tip over more easily.
- Students joining a class for the first time should have the safety procedures explained to them.
- Please remember that we must all comply with the Health and Safety at Work Act 1974 and all subsequent reevaluated works.
- Some regions / local authorities may have slight variations or changes to some Health and Safety requirements or additional regulations so it is always worth checking local variations.
- Gymnastics Britannia will where reasonably possibly help any affiliated Club, Leisure Provider or schools to comply with Health and Safety Regulations.
- Gymnastics Britannia will constantly evaluate and update our safety information where regulations change to ensure that all Clubs, Leisure Providers and Schools are compliant.
- Gymnastics Britannia, will aim to partner with or provide courses or give links to organisations that can allow clubs, Leisure Providers or schools to comply with their health and safety requirements.
- Gymnastics Britannia will review on a regular basis any reported accidents and near accidents to see if any additional protocols or procedures could be put in place to make the disciplines safer.
- These Guidelines will be reviewed on an annual basis, or if guidelines change.

- **Whistle Blowing Policy**

'Whistle-blower' is a term most commonly used to describe a person or persons who alert an organization or body to acts of behaviour or wrongdoing that could be either illegal or morally incorrect or just not within keeping of the discipline or organizational code of ethics. Illegal or unethical conduct or about suspected wrongdoing or illegal or unethical conduct, usually by someone within the Organization's jurisdiction. Whistle-blowers may be witnesses to a malpractice and must not be penalised for any disclosure of information. In fact, certain categories of whistle-blowers are protected by law.

A full Whistle Blowing Policy will be made prior to launch.

- **Club / Leisure Safety Guidelines Additional**

Clubs, Leisure Providers and Schools will have their own guidelines in place but these guidelines must ensure compliance with Health and Safety Acts as well as been in compliance with our rules as set out.

Plan and ensure Adequate risk assessments are carried out for each discipline and group types that are run to ensure a full overview of safety is done, also this helps identify any high-risk activities and therefore these risks can be reduced where reasonably possible.

- **Ratio Guidance**

- All Sessions must be run by qualified coaches, if necessary, with suitably experience and or qualified officials / Junior Coaches.
- All sessions should be run in accordance with safe Participant Ratio:

All Disciplines:

- Additional Needs Varies Between 1:1 and 1:8 subject to adequate risk assessments

Trampoline:

- As per Pre-school and Recreational Guidelines
- Max of 8 Per trampoline
- Ratios should be designed via a risk assessment to ensure safety and viewability.

Pre-School:

- Pre-school participants Independent Ratio 1:8 this is subject to experience and qualifications
- Adult & Toddler Free-Play Sessions Ratio 1:20 Adults must stay and actively supervise and manage their children

Recreational Sessions Older Participants:

- 4yrs+ recreational Sessions Ratio 1:16 subject to experience and qualifications

Adult Sessions:

- Adult Sessions Ratio 1:16 Subject to experience and qualifications.

All Disciplines Additional Supervisors:

All the above are guidelines and should be backed up with suitable risk assessments specific to required session structure, in addition per qualified helper who has either a proficiency Assessor / proficiency Coaching award or level 1 qualification may supervision then they may supervise within the session an additional 8 maximum going up to a maximum of 24 participants if it goes over 24 then you should have an additional level 2 coach

● Coaches Responsibilities

- Accurate registers must be taken.
- Coaches must be aware of where the fire exits are, as well as procedures.
- All coaches must hold a recognised coaching qualification and have DBS enhanced disclosure.
- Coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery, unless they cannot be removed in which case they should be taped or a sweatband which fully covers them.
- Coaches must always bear in mind that safety is their number one priority. 'Doubles' (double bouncing) must not be allowed in any trampoline class, including parties. Props (such as balls, parachutes etc.) should only be used in controlled trampoline parties; never in ordinary trampoline classes. Games or competitions involving such things as seeing who can jump the highest must not be played.
- 'Rough' games such as British Bulldog must not be used in warm ups.
- Any injury incurred in any class (unless extremely minor) must be reported in writing.
- Front drops and back drops should never be taught to Downs' students, even if they are considered to be AAI clear.
- No front drops, back drops or other rotational moves must be allowed during a student's first warm-up turn on the trampoline – even if they are an experienced trampolinist.
- Coaches must exercise extreme caution when allowing students to perform rotational moves unsupported. If there is any doubt about a student's ability to perform a move in complete safety, manual support must be given.
- **Trampoline:** Coaches must exercise extreme care when getting out and putting away trampolines. Students must never be allowed to help and must be kept well out of the way. Trampolines should only be wheeled lengthways for any distance – never sideways. When moving a trampoline sideways it should always be pushed away from you, never pulled towards you. Trampolines should be unfolded and folded very slowly to avoid the possibility of the trampoline tipping over. It should be remembered that Goliath or competition sized trampolines are less stable than 77A's and can therefore tip over more easily.
- **Trampoline:** Students joining a class for the first time should have the safety procedures explained to them. Their first go on a trampoline should be on the one that the coach is teaching on. They should be taught how to get on and off safely, where to jump, where to look, what to do with their arms and how to stop. They should be encouraged to jump gently for the first lesson to lessen the chance of strained muscles or backache.
- Students joining all disciplines should have safety procedures explained to them.
- Coaches should develop an appropriate working relationship with participants.
- Coaches should comply with child Protection and Vulnerable adults' policy
- Activities should be appropriate to age, ability and experience of those taking part. Coaches should work methodically through the development schemes.

- Coaches should never punish or belittle a student or care user for poor performance.
- Coaches should develop high standards of behaviour, encourage fair play and be a good role model
- Should always have another adult present within the session in line with child and vulnerable adult protection and coach protection.

● **Parents / Guardians / Adults Responsibilities**

- Carers and parents who stay while their child's class is running should be available to take their children to the toilet if required.
- Should not Shout out or interrupt the session.
- If there are any issues, these should be approached in a calm and polite manner to the head session coach at either beginning or end of the session.
- Children and care users should be encouraged to go to the toilet before their class starts.
- Parents and carers should encourage good standards of behaviour.
- Parents and carers should not force their charges to take part against their will.
- Parents and carers should never punish or belittle a child or care user for poor performance.
- Parents and carers should support their charge's involvement of the activity and help them to enjoy it.
- Parents and carers should never use threatening or abusive language or behaviour towards any participant / Coach / Volunteer / People who work at the club.

● **Participant Responsibilities**

- All participants and coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery or if it cannot be removed should be taped or sweat band that covers it should be used, otherwise participation will be refused.
- All participants arrive suitably attired for the activity.
- **Trampoline:** When waiting their turn on the trampoline, all students should stand around the trampolines and help with 'spotting'. No running around to be permitted. Students must not sit on end decks or frame pads and must never go underneath a trampoline when it is in use or jump from one trampoline to another.
- No eating or drinking around the apparatus or on the gym floor. Only plastic bottles with screw caps may be brought into the hall. No cans, bottles or food.
- it is recommended that children should not leave the hall while their class is running except to go to the toilet and only one child at a time should leave the hall for this purpose. In center's which are open to the public, children less than 8 years old should be accompanied to the toilet by an adult responsible person. Permission should be obtained from the coach.
- **Trampoline:** No front drops, back drops or other rotational moves to be performed during a participant's first warm-up turn on the trampoline – even if they are an experienced trampolinist.

- No high level moves should be done prior to full warm up and stretching
- No use of apparatus or attempt at skills should be done without a qualified coach present.
- All participants must respect rules.
- All participants must respect the rights, dignity and worth of all other participants.
- All participants must refrain from consuming alcohol or recreational drugs or smoking whilst on the premises.
- All participants should refrain from use of energy drinks.
- **Safeguarding Guidance**

Reporting Concerns: Suspicions and allegations must be reported to

- Club Welfare Officer
- Gymnastic Britannia
- NSPCC helpline – 0808 800 5000
- Local Police

Gymnastics is a powerful and fun sport, with a vast array of different participants, coaches and volunteers, this is why it is essential to have a child protection policy in place to ensure the safety of all.

Coaches

Coaches must be safeguarded against allegations thus it is essential to not put yourself in a position that could constitute a breach these are such things as

Good Practice:

- Being alone with a participant
- Making gestures of joke of a mature nature
- Ensure all coaches, as well as volunteers MUST have a valid DBS Certificate.
- Make the experience of our discipline's fun and safe
- Ensure all individuals are treated with respect and put their welfare first
- Ensure any transport of participants or vulnerable adults are done with a signed consent form from their guardians and there should be 2 adults with DBS checks in the vehicle for safety.
- Parents and guardians should be responsible for their participants while in changing rooms or toilets however if coaches or volunteers are in charge they should always work in pairs for safety.
- Avoid any unnecessary contact with participants and where support is required it should be done in an open environment and the consent of the individual, supports should also not be intrusive and not disturbing, the way a coach is going to support should be explained prior to support with the individual.

- It is not appropriate for coaches or volunteers to have an intimate relationship with children or vulnerable adults or young adults.
- If a coach or volunteer has a partner come into the venue of coaching session physical contact should be avoided.
- Avoid any private or unobserved situations and encourage open communication without secrets.
- Promote fairness at all times and ensure that you confront and deal with any bullying as soon as possible.
- Always work in an open environment
- Ensure Documentation is kept up to date and all accidents, incidents and injuries are recorded using appropriate documentation.
- All participants who are not been directly supervised by their parents must be supervised by a suitable chaperone (preferably 2) that have a valid DBS check.
- If on away events and there are mixed genders, it is advised that they should be accompanied by a coach of each gender.
- Always try and give constructive feedback rather than constant negative criticism.
- When supporting children or Vulnerable adults who have additional needs, ensure their support needs to participate are documented and necessary physical contact that is needed is safe and in line with protection policy.
- If with participants with additional needs or younger children you are required to help with certain clothes or shoes this should be with guardians and participants consent.
- Avoid children and Vulnerable adults having to share the same changing with other external or internal adults unless direct chaperoned by a DBS Assistant or coach
- Ensure Recording or photography is pre-arranged and you have written consent either on medical forms or for each occurrence prior to it taking place, if anyone is not permitted to be photographed ensure they are not included, or if they accidentally get included ensure they are removed face blurred prior to any use.
- Ensure Photography is done in line with procedures and participants are wearing appropriate attire and cameras should not be used in changing areas.
- Ensure safeguarding policies and amendments are communicated to all coaches, volunteers, carers, parents, and participants.

Club and coaches should always try to ensure

- The welfare of any and all individuals are or paramount importance
- That everyone has the right to be protected from abuse regardless or any factors.
- All and any suspicions and or allegations should be taken seriously and action should be taken as outlined, so for clubs and coaches the initial duty is to inform the welfare officer of the club, however if a child is in immediate danger then you should use your club's welfare procedures.
- All staff, paid or voluntary have a responsibility to report concerns to the club's welfare officer in a discreet and appropriate manner.

In a position where an individual says something of concern or indicates / has signs of potential abuse then the following should be followed as a minimum.

- **Stay Calm**, this is to ensure that you do not frighten the person involved
- **Reassure**, ensure the person knows they are not responsible, in trouble or to blame
- **Listen** with an appropriate level to the details been revealed.

- **Keep questions** as brief as possible, the law is strict and abuse cases have been easily dismissed where it has been said that the person involved had been led by the questioner, or had words or ideas suggested to them during said questioning. Ensure only questions to clarify what they are saying and do not lead or ask probing questions that could cause issues at a later date to Police or Lawyers.
- **Report and Record**, ensure all details that you have been told are recorded accurately and precisely including date, setting of session, times, as well as any names or person mentioned and ensure these are signed by you and dated and handed over to the club's welfare and safeguarding officer.
- **Never** promise that you will keep the information secret and explain you have a responsibility for their safety and welfare and must tell someone who is able to help them and that they are not alone with this matter.
- **Safety** is essential if they are hurt and require medical treatment ensure an ambulance is called and that the medical professional is aware it may be a safeguarding issue

- **Visual Media, Videos, Photos & Social Media**

Photography, Videos should not be taken without permission of the parents / Guardians, this can be done either on an individual basis for one off photography events, but must include, child names, what the intended use of this will be, date, and signed by the parents/guardians.

One potential option is to have a section within your medical consent form which has an option for video / photography it is advised to have 2 separate options

1. For Club Newsletters and internal documents. 2. For social media / website advertising.

When photographs or video is done, you should ensure that they are wearing adequate attire in line with the disciplines that are been done.

Remember a verbal contract with parents/guardians is not acceptable long term whilst it may in extreme circumstance be acceptable to have a verbal contract for when photography is been taken, prior to publication in any platform a signed consent form is a must.

Adopted / Children in Care: Additional Caution should be taken with these groups, as photography and video could cause potential for easy recognition of where the child is located in cases where they may not have contact with original parents/ guardian therefore if this is the case if they do not sign a consent form for photography / video, prior to publication anyone without signed consent should be blurred out or removed from the photo to ensure their safety.

- **Social Media & Coaches**

As an organization we would not condone any coaches have any participants or Junior Coaches (Under 18yrs) on their social media platforms especially those where you are able to do private one to one messages. There is an option where you can setup a club group, but with that its advised that there should be at least 2 admins on the group plus the club Welfare Officer so it reduces the risk of potential protection issues. Plus Coaches, should never take or plan to take participants in a one to one situation to lone areas, or their own houses, where possible abuse cases can arise,

Where coaches are under 18yrs if they already have students on social media prior to starting coaching, then if they are direct friends this should be kept with caution however no further students should be added as soon as they start coaching.

Junior Coaches Under 18 should also not be added to any social media profiles, again to allow for junior coaches to be communicated with, a group should be made specifically for junior coaches, with at least 2 coaches plus the welfare officer having access as administrators, any meetings between junior coaches and coaches over 18yrs that are outside of sessions or times, there should be at least 2 people over 18yrs present.

- **Welfare Concerns & Gymnastic Britannia**

Any concerns or complaints relating to abuse or neglect, must be notified to the Gymnastics Britannia Child protection lead in confidence via a specific form, this is just so we are aware, as well as going through the club and local authority / police procedures, this is to ensure the organisation is aware, and it also allows the organisation to be aware of any other cases they are involved in even if they are found guilty as an organisation we have a duty of care to coaches and members of clubs.

- **Responsible Clubs**

When recruiting volunteers and or paid persons, even if they are people you have trained through the club, you should always do the following

- Give Roles and Responsibilities for everyone prior to them joining
- Child Protection Training for all (For those young coaches awareness training will be needed)
- All required to complete an application form
- All required to give 2 references from other work places (for junior coaches, can be teachers), and these must be followed up and received preferably prior to any work taking place
- All Require DBS Enhanced checks (for those under the minimum age should sign a declaration to say they have not had any convictions and this should also be signed by their parent / guardian)
- All require an induction which should include all of the above and any other guidelines that are specific to the club / premises including fire safety and manual handling procedures / progressions of qualifications.
- A Form should also be signed to show proof of induction including signed documentation to prove that they have had training safe setup and derig of apparatus and safe handling procedures.

- **Disciplinary and Grievance Procedure**

A disciplinary and grievance full procedures can be found in the Disciplinary Policy.