



Safeguarding policy

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1 Club and contact details

Club: Meadowbank Gymnastics Club (MGC)

Head coach: Maggie Bisset

Assistant head coach: Amy Chambers

Club membership: Scottish Gymnastics / British Gymnastics

Club contact number: 0131 454 0111

Safeguarding Officer: Emma Haworth

Safeguarding Officer email: safeguarding@meadowbankgc.co.uk

Midlothian Child Protection Services

Contact number: 0131 271 3413

Office hours: Monday - Thursday 9:00-17:00 and Friday 09:00-15:30

Out of hours: 0800 731 6969

Midlothian Adult Protection Services

Contact number: 0131 271 3900

Office hours: Monday - Thursday 9:00-17:00 and Friday 09:00-15:30

Out of hours: 0800 731 6969

Scottish Gymnastics safeguarding team email: safeguarding@scottishgymnastics.org

Scottish Gymnastics safeguarding team contact number: 07706 328 418

2 Purpose

This policy is designed to outline MGC's commitment to ensure everyone who participates and performs in our sport can do so in a safe, fun and inclusive environment. This policy outlines the behaviours expected from all within the club family, and provides a standardised process on how to monitor, record and respond to concerns effectively. Staff, volunteers and members at MGC must adopt and abide by the policy and procedures outlined in this document.

3 Scope

Safeguarding is everyone's responsibility, and this policy applies to all staff, volunteers and members of the MGC family.

4 Definition of a child

In line with the Children and Young People (Scotland) Act 2014, a child is recognised as someone under the age of 18 years.

5 Our commitment

MGC is committed to:

- Safeguarding the wellbeing of all children in our care as a primary concern, and providing opportunities for them to take part in sport safely
- Ensuring all children, whatever their age, ability, culture, gender, language, racial origin, socio/economic status, religious belief and/or sexual identity have the right to protection from all forms of harm
- Preventing harm by taking action before it occurs
- Promoting safe practice, and working together as staff and volunteers to embrace diversity and respect the rights of the children
- Providing staff and volunteers with the appropriate support, education and training to ensure the effective implementation of this policy and to ensure best practice becomes the norm
- Empowering children to express views on all matters which affect them, should they wish
- Taking all suspicions and allegations of poor practice, wellbeing concerns or harm seriously, and responding to them swiftly, proportionally and appropriately
- Responding to any allegations of misconduct or harm of children in line with this policy and procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures
- Working in partnership with the child, parents/carers/family, support workers and statutory agencies to achieve the best result for the individual. We recognise the statutory responsibility of local authority social work and police departments to ensure the welfare of children and it is committed to complying with local Child Protection procedures
- Raising awareness of the responsibility that everyone within the MGC family has towards promoting safeguarding and child wellbeing within the club
- Ensuring transparency and accountability in our safeguarding practice where the role and responsibilities of everyone involved are clear
- Regularly monitoring and evaluating the implementation of this policy and these procedures

6 Roles and responsibilities

As a club we will:

- Adhere to the guidelines and procedures contained within the Scottish Gymnastics Child Wellbeing and Protection Policy and Guidance
- Maintain and review this Safeguarding policy
- Champion best practice and implement Scottish Gymnastics guidelines on key areas – minimum coach to child ratios, transport, accident reporting, behaviour management, consent forms, social media, overnight trips/accommodation, safe use of public facilities etc
- Ensure that the Scottish Gymnastics equality policy is adhered to, and that discrimination is prohibited at all levels
- Accept that all office and committee members have a responsibility in this area and be prepared to respond to any indication of wellbeing concerns, poor practice and harm
- Have an appointed Safeguarding Officer
- Promote an environment where concerns can be raised without fear of victimisation or reprisal
- Maintain confidentiality, should an allegation be made, of the child and the person against whom the allegation is made
- Report any serious incident of wellbeing concerns, poor practice or harm to the Scottish Gymnastics safeguarding team
- Be prepared to challenge and alter bad practice
- Implement any recommendations of Scottish Gymnastics relating to this area
- Promote an open-door policy
- Ensure all those coming into the club to work with children and protected adults regardless of whether in a paid or voluntary capacity, including those who act in a pastoral role on trips, are safely recruited in accordance with the Scottish Gymnastics' recruitment policy. This includes a satisfactory disclosure check (PVG) and Scottish Gymnastics wellbeing and protection training
- Have all staff, volunteers, coaches, gymnasts and parents/carers agree to and sign the MGC Code of conduct

Our club Safeguarding Officer will:

- Counsel/advise the club committee on matters of policy relating to child wellbeing, poor practice and protection, and safe recruitment
- Ensure all persons working with children at the club are fully aware of what is required of them within the club guidelines

- Conduct the administrative work associated with the safe recruitment of coaches, helpers and officials, including criminal record/PVG checks
- Maintain club records to ensure all persons within the club who work with children regardless of whether in a paid or voluntary capacity, including those who act in a pastoral role on trips, have a satisfactory disclosure check (PVG) and Scottish Gymnastics wellbeing and protection training
- Liaise closely with the club's staff and volunteers, particularly young, inexperienced or trainee coaches, ensuring that the agreed procedures for the prevention of risk are followed
- Be the first point of contact for coaches, helpers, parents and gymnasts on any issues concerning the wellbeing of the club members
- Ensure that all incidents are correctly recorded and reported in accordance with Scottish Gymnastic policy and procedures

Adults working with children in positions of trust

All adults who work with children are in a position of trust which has been invested in them by the parents, the sport and the child. This relationship can be described as one in which the adult is in a position of power and in influence by virtue of their position.

The Scottish Gymnastics Code of Practice and the MGC Code of conduct cover in detail expected behaviour and boundaries and it is the responsibility of individuals to be familiar with these documents and to abide by them.

In the sport of gymnastics there are certain boundaries between the adults with roles in the sport e.g. coach/official/volunteer and the young gymnast which must not be crossed. The relationship is no different to that between a teacher and the children in their care - it is a position of trust.

Adults must not encourage a physical or emotionally dependent relationship to develop between themselves and the young person in their care.

Sexual activity or touching by an adult with a child under the age of 16 years is unlawful and is sexual abuse; even where there is apparent consent from the child. Any sexual relationship between an adult in a position of trust within the gymnastics setting and a young person over 16 years of age, consensual or otherwise, is a breach of the Scottish Gymnastics wellbeing & child protection policy and will result in disciplinary action being taken.

Adults who do not observe best practice with children will be in breach of both the MGC and Scottish Gymnastics policies and codes. Breaches of policies and codes will be

investigated and addressed either locally or if required through the Scottish Gymnastics conduct in sport process.

7 Code of conduct

MGC believes that it is important that all contracted or volunteer coaches and judges that work with our gymnasts should, at all times, respect and understand the safety and welfare of others. All coaches and judges will be asked to sign a form that confirms they have read, understood and agree with the terms of MGC's Code of conduct. *For more see MGC Code of conduct ([Appendix 1](#)).*

8 Poor practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the required standard as set out in the MGC Code of conduct and Scottish Gymnastics' Code of Practice. It is behaviour that does not respect children's rights or those of their parents/carers. Poor practice may not be immediately dangerous or intentionally harmful to a child but is likely to set a poor example. While poor practice falls short of abuse it has a negative and adverse effect on the wellbeing of children and is considered unacceptable.

The following definitions set out common areas within sport where poor practice can occur:

- Breaches of MGC/Scottish Gymnastics Safeguarding policy and guidance
- Breaches of recognised best practice in coaching, MGC Code of conduct or the Scottish Gymnastics' Code of Practice - this can include actions that would be considered unacceptable as part of routine/regular practice e.g. being alone with a child or adult at risk but that may be appropriate in unforeseeable or emergency circumstances
- Practices that may be carried out with the best intentions but fall into a category of behaviours that are used by people who sexually abuse or 'groom' children. It is essential that everyone challenges poor practice within gymnastics, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where harm is more likely to remain unnoticed and accepted

9 Wellbeing concerns

A wellbeing concern is when a child's wellbeing (measured using the eight SHANARRI indicators: safe, healthy, achieving, nurtured, active, respected, responsible, and included), has been or is at risk of, being adversely affected in any manner.

A wellbeing concern may be identified by the child, or by anyone who knows or supports the child and can be identified for many reasons, such as (but not limited to) the following:

- A child may be worried, anxious or upset about an event/set of circumstances, including socio-economic circumstances
- A coach/parent/carer or family member may have noticed a change in the child's behaviour, demeanour or developmental progress
- A coach/parent/carer may have concerns about the impact on the child of an event or set of circumstances

Or can be identified using the SHANARRI indicators for example:

- Healthy – the child has started to self-harm, is depressed or shows other signs of poor physical or mental health
- Achieving - the child has struggled to master and develop skills at training that are normal for the age and stage of child
- Included - a child who is being excluded or bullied

For more see *Harm and identifying harm* ([Appendix 2](#)).

10 Responding to a disclosure or concern

A disclosure or concern (complaint, incident or allegation) may come from a number of sources: the child, one of their friends, their coach, a parent or someone else within the organisation. It may involve the behaviour of an employee or volunteer, or something that has happened to the child outside the sport e.g. at home or at school. Children may confide in adults they trust, in a place where they feel safe.

A disclosure or concern may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being harmed, it is NOT your responsibility to investigate further but **it is your responsibility to:**

- Reassure the person making the report they have done the right thing in raising a concern
- Listen openly without judgment
- Record anything that is said
- Make sure it is reported to the club Safeguarding Officer, and Scottish Gymnastics and the statutory authorities where appropriate

Following Scottish Gymnastics' published procedures when dealing with concerns/reports helps to:

- Avoid those receiving information from engaging in judgements
- Reassure those who report concerns that an appropriate course of action will ensue
- Support those responsible for managing concerns by providing them with a step-by-step process to follow
- Safeguard the rights of those against whom complaints or allegations have been made

If an individual makes a disclosure of harm, it is important that they are provided with appropriate support and guidance but in a way that does not jeopardise any potential investigations.

It takes considerable courage for a child to tell someone that something is wrong, and allegations of harm must always be taken seriously. False allegations are very rare. Disclosures need to be handled sensitively to avoid causing further distress to the child.

Where a member of staff or volunteer receives information about a safeguarding concern, they should explain to the individual to whom it relates that they have a responsibility to share the concern with the club Safeguarding Officer. It is important to reassure the individual who may be fearful of any repercussions, and provide appropriate support to help them understand why it is necessary to share this information.

ALWAYS

- Listen and reassure
- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking them seriously
- Gather the outline of the disclosure
- Be aware of interpreting what is said, especially if they have learning or physical disabilities which affect their ability to communicate, or English is not their first language
- Be careful about physical contact, it may not be what wanted
- Explain what will happen next
- Be honest, explain that you will have to tell someone else to help
- Make a record of what the individual has said as soon as possible after the event
- Follow Scottish Gymnastics child wellbeing and protection procedures

NEVER

- Delay making a report or taking action
- Rush into actions that may be inappropriate
- Make promises you cannot keep (e.g. you won't tell anyone)
- Make the child repeat the story unnecessarily.
- Ask more questions than are necessary for you to be sure that you need to act
- Take sole responsibility - consult someone else (ideally Scottish Gymnastics' safeguarding team or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself

You must:

- Report all direct disclosures from children or any situation where you have not received a disclosure but you suspect that a child is at risk or experiencing harm. Reporting disclosures and concerns ensures that a child receives appropriate help and support, this ensures that appropriate action is taken against those who pose a risk to children and will help protect not only the child involved but all other children
- Ensure Scottish Gymnastics safeguarding team are consulted where there is uncertainty about what to do with the information, and for advice on the appropriate course of action. However, if Scottish Gymnastics is unavailable or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child
- Record any advice given

11 Historical allegations

Allegations of harm may be made some time after the event e.g. an adult who was abused as a child by someone who was (or still is) involved in the sport.

If somebody raises a child/adult protection concern in relation to a coach/staff member/volunteer who was or is currently active within the sport then you should follow the same procedure detailed within this policy for a recent disclosure or concern. Also, the individual can be signposted to the Scottish Gymnastics safeguarding team and Police Scotland on '101'.

If you have a concern about a child or adult's immediate safety then this should be passed on to police or social services, and after ensuring the child/adult has been made safe, record and report as normal to the Safeguarding Officer.

12 Reporting

Having to make a report about someone you know, or about someone who is causing harm to or abusing a child, can be very challenging on a personal level. Although it can be difficult to report such matters, you must remember that:

- The welfare of the child is paramount
- Being vigilant helps to protect others
- Everyone has a duty of care to report any concerns they have immediately
- A good reporting structure ensures that concerns are dealt with fairly

MGC assures all staff, volunteers and members that it will fully support and protect anyone who, in good faith, reports a concern where someone within the sport is or may be harming a child.

Who to report to

The club Safeguarding Officer is the first point of contact for all safeguarding related issues. The club Safeguarding Officer can be contacted via phone (07809193182) or email (safeguarding@meadowbankgc.co.uk).

If the club Safeguarding Officer is unavailable or is implicated, talk directly to the Head Coach or go directly to Scottish Gymnastics safeguarding team for advice.

You can report to the parents/carers of the child to clarify any initial concerns about how a child is presenting e.g. if a child seems withdrawn or had a difficult session that evening. Partnership working with parents is an important part of safeguarding. In most situations, the club Safeguarding Officer or Scottish Gymnastics' safeguarding team will involve parents/carers as part of incident management. There are some situations where they are not involved.

Do NOT speak to the parents or carers if:

- A parent or carer may be responsible for the harm or may not be able to respond to the situation appropriately they should not be involved, as it may place the child at greater risk
- Where it is unclear whether the parents/carer's involvement may place the child at risk further advice should be sought from Scottish Gymnastics safeguarding team or the child's school/social work before involving them

The Scottish Gymnastics safeguarding team will be informed of all allegations of harm and persistent poor practice at MGC as soon as possible in order to decide the following:

- What further action should be taken by the club or if the issue should be referred to Scottish Gymnastics' conduct in sport process
- Whether further action, advice or investigation is needed from the police or social work
- Passing on this information is important because the matter may be just one of a series of other instances which together cause concern. It supports the safeguarding team to act appropriately to support/deal with the concern and to analyse trends and improve existing policy and guidance
- If Scottish Gymnastics is unavailable or an immediate response is required, the police and social services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given

The statutory authorities must be notified in any case where there is suspected harm or where a child's safety is at risk, with one of the following statutory agencies immediately:

- Your local child protection team (Midlothian: 0131 271 3413 office hours or 0800 731 6969 out of hours) or in an emergency dial 999
- The police should be involved if the incident you are concerned about appears to be of a criminal nature, potentially harm or if the incident involves a person outside the child's family. A record should be made of the crime reference number

All telephone referrals to the above bodies should be confirmed in writing within 24 hours to Scottish Gymnastics safeguarding team, and the following recorded:

- Name and job title of the member of staff to whom the concerns were passed
- The time and date of the call and a summary of the information shared and the response received

13 Record keeping

All concerns that are received will be recorded using the Scottish Gymnastics incident report form ([Appendix 3](#)). This information is recorded for:

- MGC so there is a record of what happened
- The club Safeguarding Officer who will coordinate any action that needs to be taken
- Scottish Gymnastics' safeguarding team so that they can give advice
- The police/social services if appropriate

It is NOT appropriate to share sensitive and confidential information with other people, e.g. general members of your club, personal acquaintances, your family members etc. When making a report remember:

- To include relevant details, names, dates, contact details and a description of the concern/what happened
- To confine yourself to the facts – what you have observed/seen, heard or had reported to you
- To distinguish between what is your own personal knowledge and what you have been told by other people
- Not to include your own opinions on the matter. Be clear where you are giving either your own or others' interpretation of events and the reasons for this (e.g. context, individual's response to challenge)

14 Information sharing

Information sharing between organisations can be essential to protect individual rights, facilitate access to support and services and may be vital in protecting people from being harmed. Information sharing from a safeguarding purpose is primarily focused on information sharing about harm or neglect concerns, information sharing may also be appropriate in other circumstances to promote the welfare or wellbeing of a child in need. The third-party organisations with whom safeguarding concerns may need to be shared include:

- Statutory authorities e.g. police and social services
- Gymnastics organisations i.e. where clubs or affiliated organisations share information with Scottish Gymnastics and vice-versa
- Other organisations e.g. British Gymnastics or Welsh Gymnastics or other sports organisations or community clubs where risks posed by an individual cannot be managed without the disclosure of information

Confidential information can be shared with other organisations where there is an overriding justification to do so without consent, for example where there is a significant safeguarding concern. The sharing of personal information is regulated principally by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. These laws provide a legal framework for the use of personal information about living and identifiable people.

Data protection laws should never be a barrier to sharing information that is necessary to protect children or to prevent a crime. However, any decision to share information needs to balance the individual privacy and human rights and consequences for those whose

personal information is being shared against the potential impact on children or others at risk if information is not shared.

If you would share the information irrespective of whether the individual consents because of safeguarding concerns about the individual or about others who may be at risk if the information is not shared, it is not appropriate or necessary to ask for consent. However, it is always best practice to be open and honest with the individual from the outset as to the reason why and with whom their information will be shared and try to get their agreement to share, where it is appropriate and safe to do so, especially where the individual may not expect their information to be shared.

In the context of safeguarding a child, the principles of the Children (Scotland) Acts that state that the welfare of children is paramount mean that the needs of children who may be at risk must always be the key consideration.

Anyone who makes decisions about whether to disclose confidential information to a third-party organisation is accountable under data protection law for these decisions. Decisions about who needs to know and what information needs to be shared should always be taken on a case-by-case basis and the justification for any sharing decisions should be recorded.

Scottish Gymnastics requires that all affiliated clubs report any safeguarding concerns about Scottish Gymnastic members who may present a risk to others to the Scottish Gymnastics' safeguarding team. In these cases, the safeguarding team will assume responsibility for any further information sharing decisions in consultation with the club and/or affiliated organisation and relevant statutory authorities.

Where a safeguarding concern is external to the sport, and it is not clear that information should be shared, advice about whether sharing is appropriate can be sought from the Scottish Gymnastics safeguarding team or the police or local authority.

15 Photography policy

MGC will inform parents and participants of the purpose of the photography as a useful coaching aid. Upon joining the club parents/carers will confirm if they are happy for their children to be in photos and videos, and also if they are happy for those photos and videos to be publicised on social media. These permissions are recorded on Coacha and monitored by the club Administrator. A list of gymnasts who must not be photographed or appear in video recordings is available in the office. A minimum of two authorised and responsible adults must be present at all times during filming, and care will be taken to securely store the video materials to avoid misuse.

16 Anti-bullying policy

It is the aim of MGC to create a safe and fun environment to develop the gymnast's potential whilst fulfilling our members' enjoyment in their gymnastic experience. We understand that children's wellbeing can be seriously impacted by bullying behaviour. MGC abide by Scottish Gymnastics Anti-bullying policy and guidance, and bullying of any kind is unacceptable and will not be tolerated at MGC. *For more see MGC Anti-bullying policy ([Appendix 4](#)).*

17 Media enquiries

If there has been an allegation, incident or recent court case the media may contact the club or Scottish Gymnastics for comment. If MGC are contacted, we will seek advice from Scottish Gymnastics. All such enquires will be handled by Scottish Gymnastics CEO/Communications team.

18 Safeguarding policy monitoring and review

MGC always welcomes feedback and consultation with Scottish Gymnastics in reviewing our policy.

This policy will be monitored by:

- Keeping records of cases and their outcomes
- Accepting comments from Scottish Gymnastics, coaches, parents and gymnasts on the ease of implementation and effect of the policy

This policy and procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children in Scottish Gymnastics or its governance, or following any changes within MGC
- Following any issues or concerns raised about the protection of children within MGC
- Following any issues or concerns raised about the protection of children within Scottish Gymnastics or the wider sport of gymnastics
- In all other circumstances, at least annually

External references

Scottish Gymnastics Child Wellbeing and Protection Policy and Guidance

Scottish Gymnastics Code of Practise for Coaches and Officials

Scottish Gymnastics Anti-bullying Policy and Guidance

Scottish Gymnastics Safe Recruitment Policy

Scottish Gymnastics Conduct in Sport Code

All Scottish Gymnastics documents can be found at:

<https://www.scottishgymnastics.org/safeguarding-policies-procedures>

Appendices

[Appendix 1: MGC Code of conduct](#)

[Appendix 2: Harm and identifying harm](#)

[Appendix 3: Incident report form](#)

[Appendix 4: MGC Anti-bullying policy](#)

Appendix 1

MGC Code of conduct

MGC believes that it is important that all contracted or volunteer coaches and judges that work with our gymnasts should, at all times, respect and understand the safety and welfare of others. All coaches and judges will be asked to sign a form that confirms they have read, understood and agree with the terms of MGC's Code of conduct.

All contracted or volunteer coaches and judges must:

- Consider the wellbeing and safety of participants before the development of performance at all times
- Have an up to date disclosure and attend appropriate Child Protection courses
- Hold appropriate valid qualifications and insurance cover, and have an up to date contract with the club
- Display consistently high standards of behaviour, language and appearance
- At no times when in care of gymnasts/children is it acceptable to be under the influence of alcohol or drugs
- Develop an appropriate working relationship with participants and parents, based on mutual trust and respect
- Promote the positive aspects of the sport
- Make sure all activities are appropriate to the age, ability and experience of gymnasts
- Encourage participants to value their performances and not just results
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Never punish or demean a child for not performing or making mistakes
- Not exert excessive pressure on gymnasts to obtain personal benefit or reward
- Not use mobile phones and other electronic devices in the gym unless for the purpose of coaching, and they should be switched off where possible (unless it is to be used as the emergency contact number for parents/guardians but it should not be used for personal use)
- Not contact gymnasts using social network sites including but not exclusive to, Facebook, Twitter, Instagram, TikTok and Snapchat, and will not have any gymnast as "friends" on social networking sites
- Not wear jewellery at either training or competitions
- Follow all guidelines from Scottish Gymnastics and MGC

Appendix 2

Harm and identifying harm

Harm and neglect are when a person inflicts or fails to prevent significant harm to a child. All forms of harm involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission.

Children may be harmed in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them and is split into four types of harm:

- Emotional
- Physical
- Neglect
- Sexual

These types are not mutually exclusive e.g. a child experiencing physical harm is undoubtedly experiencing emotional harm as well. The definitions indicate the different ways in which harm may be experienced by a child but are not exhaustive, as the individual circumstances of harm will vary from child to child. (All definitions taken from 'National Guidance for Child Protection in Scotland 2014')

Identifying harm

There are many indicators that a child may be suffering harm, some general signs are included in the following list. Please note that this list is not exclusive.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- Someone else (a child or adult) expresses concern about the welfare of another child
- Unexplained changes in the behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness or behaving in a sexually explicit way
- Distrust of adults, particularly those with whom a close relationship would normally be expected and seems to have difficulty in making friends
- Displays variations in eating patterns including overeating or loss of appetite
- Refusal to remove clothing for normal activities or keeping covered up in warm weather
- Becomes increasingly dirty or unkempt or loses/gains weight for no apparent reason

The presence of one or more of the indicators is not proof that harm is actually taking place. It is not the responsibility of those working in sport to decide that harm is occurring, but it is our responsibility to act on any concerns by reporting them via the appropriate channels.

Appendix 3

INCIDENT / WELLBEING / POOR PRACTICE / CHILD PROTECTION REPORT FORM

Contact details of reporter	
Your name:	Your position:
Mobile number:	Your club (include discipline if applicable):
Email Address:	Home address:
Info relating to the child/young person the concern relates to: NB please replicate this section if the concern involves more than one child/young person	
Child/ Young person name:	Parents / carers names:
Child/ Young person age and date of birth	Mobile number:
Child/ Young person gender (male/female/other):	Email address:
Child/ Young person address:	Is the home address the same as the child? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If No please note here:
Any special requirements: (e.g. learning disability / 1 st language not English)	
The concern	
Who reported the concern to you (name and role):	
Contact details (mobile, email and address):	
What is the nature of the concern?	
Wellbeing <input type="checkbox"/> Protection <input type="checkbox"/> Poor Practice <input type="checkbox"/>	
Your/their observations: .	
Date and time the incident occurred:	

Exactly what the child said (write in child/young person's words) and what was said to them: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary) Please include the full names of anyone involved.

If the concern relates to the actions/behaviour of another person please place their details below:

NB please replicate this section if the concern relates to more than one person

Name:	Role:
Contact details (address, mobile and email):	Age/DOB (if known):

Action taken
Please use the case chronology on the next page to record details of actions taken

External agencies contacted (date and time):	
Police Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
Social Services Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
Scottish Gymnastics Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
Local Authority Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
Other (e.g. School/ Children 1st etc) Yes / No?	If yes - Details of: Name and contact number: Details of advice received:

Signature:

Print name:

Date:

A copy should also be sent to Scottish Gymnastics, safeguarding@scottishgymnastics.org within 48 hours of incident.

Remember to maintain confidentiality on a *need to know* basis – do not discuss this incident with anyone other than those who need to know.

Click [here](#) to read our Data Protection Policy.

CASE CHRONOLOGY

Date	Action	By	Comment/document
		Case conclusion	

Appendix 4

MGC Anti-bullying policy

It is the aim of MGC to create a safe and fun environment to develop the gymnast's potential whilst fulfilling our members' enjoyment in their gymnastic experience. We understand that children's wellbeing can be seriously impacted by bullying behaviour. MGC abide by Scottish Gymnastics Anti-bullying policy and guidance, and bullying of any kind is unacceptable and will not be tolerated at MGC. This includes the following:

- Racial comments / behaviour
- Sexual comments / behaviour
- Verbal abuse i.e. name calling, exclusion etc
- Physical bullying i.e. hitting, kicking etc
- Cyber bullying

It is our shared responsibility to make sure that children and young people know that:

- Yes, they are right to speak up
- Yes, they will be listened to and taken seriously
- No, it will not affect their place in a team or selection for an event or a competition, regardless of whether representing their club or their country

If bullying does occur, all club members should be able to challenge this behaviour, to pass on concerns and to know that incidents will be dealt with promptly and effectively.

Incidents of bullying should be reported to and will be dealt with instantaneously by the Head Coach and/or Safeguarding Officer. Any complaints of bullying will be recorded, taking into account the views from all relevant parties.

All parties will be involved in deciding the actions/outcomes in agreement with the Head Coach and/or Safeguarding Officer, the aim of which is to resolve the situation in line with MGC's policies and procedures. All warnings will be appropriate to the offender and eligible for appeal via the Safeguarding Officer if there are any concerns.

In the event that issues cannot be resolved to a satisfactory conclusion, then the offender may be excluded from the club. The final decision in this situation will be made by the Head Coach.