



Tornadoes Trampoline Club

# Handbook



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## **Tornadoes Trampoline Club (UPDATED JANUARY 2023)**

Tornadoes Trampoline Club aims to be a fun and enjoyable trampoline club promoting a positive and inclusive environment where children can learn and develop skills on the trampoline. Each member will be given an appropriate training session for their age, ability and interest. Members will progress through the clubs' award schemes and may wish to compete in friendly club competitions. For those who wish to compete beyond this, the club offers training for those willing to compete at regional and national events. Our aim is to offer children an opportunity to achieve their full potential within the environment of a positive club operating in a sports centre.

Sessions run during **weekdays** at Pocklington School Sports Centre and **weekends** at Market Weighton School Sports Centre

**Sessions will be offered based on age and ability and are subject to change throughout the year.**

### **Aims**

- To offer achievement and coaching opportunities in gymnastics.
- To manage the club's affairs in a professional manner.
- To provide participation opportunities to the local community.
- To provide a caring and fair service to our members.

### **Coaches**

**Head Coach & Owner** – John Chatterton (Level 3)

**Welfare Officer** – Cheryl White

**Coach** – Kelly Chatterton (Level 2), Daisy Mapplebeck (Level 1)

**Assistant Coaches** – Emma Lind, Shaun Thorpe, Angela Wallis, Reagan Foran, Evie Cooper, William Gant

**Helpers** – Helen Chatterton, Benice Chatterton, Tina Lind

### **Fees and Membership**

**Session costs are £6.00 per hour (£10 for 2 hours) – fees are payable at the start of each month**

The club will register with and affiliate to British Gymnastics and the Yorkshire Gymnastics Association.

### **Rules**

- All members must hold British Gymnastics Membership.
- Gymnasts and parents agree to abide by and promote club codes of conduct.
- Parents will sign the club registration / rules form.
- Members will be willing to assist with fundraising and club bonding activities.

### **Disciplinary Matters**

Members are expected to be punctual and conduct themselves safely, responsibly and courteously with care and consideration for children and their parents. Members may consult at any time with the Welfare Officer.

### **Monitoring and Review**

The club will continuously monitor and review its practices using the British Gymnastics GymMark scheme.



# Codes of Conduct

**We are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others.**

**As a member of Tornadoes Trampoline Club our members and parents/ guardians will:**

## PARENTS/ GUARDIANS

- Parents must not come over to the trampolines whilst coaching is taking place – this includes attempting to coach their child.
- Set a good example by recognising good sportsmanship, encouraging and applauding the performances of all.
- Encourage your child to recognise good performance, not just results.
- Promote but never force your child to take part in sport.
- Keep the club informed if your child is ill, is injured or unable to attend sessions.
- Support your child's involvement and help them to enjoy their sport.
- Never punish or belittle a child for poor performance or making mistakes. Mistakes help us to learn and grow.
- Encourage your child to learn the rules and participate within them.
- Discourage challenging / arguing with officials.
- Publicly accept officials' judgements.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink and healthy snacks.
- Endeavour to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club through the approved channels.
- Use correct and proper language at all times.
- Promote healthy lifestyle, encouraging healthy eating habits and activities.
- Always collect your child promptly at the end of a session.
- Do not attempt to coach your child, especially if you have no qualifications. Little knowledge is a dangerous thing. If you feel there is a problem with your child's development, please have a quiet word with his/her coach, who will do their utmost to help.
- Always recognise the value and importance of the coach. NEVER undermine them. Coaches commit their time and resources to support and promote your child.
- Never attempt to fold or unfold the trampolines.
- Never slander or say negative comments about other clubs.
- Parents will pay any fees for training or events promptly.



# GYMNASTS/ MEMBERS

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members will display and promote good sportsmanship to their fellow members and respect opponents and fellow club members e.g. not use bad language.
- There is zero tolerance on bullying. Gymnasts found doing this will be reprimanded and may be asked to leave the club.
- Members must wear suitable attire for training and events as agreed with the coach. Keep all long hair tied back. Remove all body jewellery/ tape it up.
- Members should treat all equipment with respect. Never swing under the trampoline or end decks. NEVER walk underneath any equipment.
- Members must inform their coach of any injuries or illness they may have before the warm-up begins. This may affect performance on the trampoline.
- Members should not eat or drink in the immediate vicinity of the trampolines.
- Members must not use bad language.
- Members should remain with coaches at the end of a session until collected by their parent or guardian.
- Members (under 14 years) must never leave the building during training sessions, unless accompanied by an adult.
- Members are encouraged to maintain a healthy lifestyle. This includes healthy eating habits and activities.
- Never attempt to fold or unfold the trampolines.
- Members must never use any equipment unless a coach is present.
- Members must always spot for others when asked, and always pay full attention and be ready for their turn.
- Members must always ensure all litter is placed in the bin.
- Never slander or say negative comments about other clubs.
- Mobile phones can be brought into the gym. However, they must be used appropriately and will not distract from training (no playing games, no constant texting etc.)
- Members must be aware of the appropriate use of social media/ digital communication.
- Members must be aware that conditioning is just as important as the skills on the trampoline.

**We are fully committed to safeguarding and promoting the well-being of all our members. The club believes it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints.**



# **COACHES, OFFICIALS AND VOLUNTEERS**

**The essence of good ethical conduct and practise is summarised below. All Coaches, Officials and Volunteers must:**

- Consider the well-being and safety of participants before the development of performance.
- Hold the appropriate, valid qualifications and insurance cover.
- Develop an appropriate working relationship with performers based on mutual trust and respect.
- Be punctual to all sessions.
- Inform the Head Coach as soon as possible if you are unable to attend a session.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved with club activities.
- Never consume alcohol immediately before or during events.
- Obtain prior agreement from the parent/guardian of performers before transporting them anywhere (training/competitions) which must be signed by the Welfare Officer.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Always report any incidents, referrals or disclosures immediately to the Welfare Officer of the club, following the appropriate guidelines set out in the BG Child Protection procedures.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Never condone rule violations or use of prohibited substances.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage performers to value their performances and not just results.
- Follow all guidelines laid down by British Gymnastics and Tornadoes Trampoline Club.

**Finally, as a member of Tornadoes we hope that you will take time to get to know the members. When representing the club at competitions, everyone should be sat together (we want to have the loudest cheers!) we want the atmosphere to be warm, fun and enjoyable, and for all members to feel the support of everyone.**



# Be Safe

**Trampolining should be fun!  
You should feel safe and enjoy your sport**

Is something worrying you?

Do you need someone to talk to?

If you have any concerns contact Cheryl,  
our Club Welfare Officer:

**0799962745**  
**welfare.tornadoestc@gmail.com**

Trust your instincts about the people you meet.

Never allow anyone to do things to you that  
make you feel uncomfortable.

Always carry your phone!



**Tornadoes works hard to ensure each member is in a safe, fun environment. Here is what we have in place:**

A Club Welfare Officer.

Safeguarding policies and procedures.

A procedure for reporting and dealing  
with safeguarding concerns including  
poor practice.

Codes of conduct for all at the club.

Parent contact details for all  
emergencies.

Safe recruitment process which  
includes criminal records checks for  
relevant staff.

Qualified staff with up to date  
safeguarding training.

Alternatively, you can speak to someone at  
ChildLine 0800 1111|NSPCC 0800 800 5000|British Gymnastics 0345 1297129

British  
Gymnastics  
More than a sport

NSPCC



## Tornadoes Trampoline Club

As a British Gymnastics regulated club, we follow the following policies (can be found and downloaded on the BG website).

- [Health, Safety & Welfare Policy](#)
- [Equality Policy](#)
- [Safe Environment Policy](#)
- [Safeguarding Policy & Procedure](#)
- [Social Networking Guidelines](#)
- [Standards of Conduct – Coaches and Officials](#)

<https://www.british-gymnastics.org/>

British  
Gymnastics





# TORNADOES TRAMPOLINE CLUB

## Anti-Bullying Policy

The club provides a supportive, caring, and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be supported in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Head Coach and Welfare Officer. An account of the incident will be recorded in an **Incident log**. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

The club defines bullying as the *repeated* harassment of others through emotional, physical, psychological, or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking, or damaging belongings, tripping up, punching, or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example; spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the **Incident log**.

**Preventing bullying behaviour:** Staff at the club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

### Responding to bullying behaviour

The club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Club will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.



- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the Head Coach.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
- If the bullying persists, the parents will be informed, and we will work with them to try to resolve the issues.
- If this fails to stop the bullying, more serious actions may have to be taken. This could result in members being removed from the club.
- All incidents of bullying will be reported to the Welfare Officer and will be recorded on an **Incident Log**. The Welfare Officer and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted by: Tornadoes Trampoline Club September 2020	Reviewed: January 2023	Amended:
To be reviewed: Termly	Signed: J Chatterton	

# TORNADOES TRAMPOLINE CLUB

## Behaviour Management Policy

The club uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the Club. Working in partnership with parents, we aim to manage behaviour using clear, consistent, and positive strategies. The Club rules are clearly displayed at every session and are discussed regularly.

Whilst at Tornadoes Trampoline Club we expect children to:

- Use socially acceptable behaviour.
- Comply with the Club Code of Conduct, which are compiled by coaches the children attending the club.
- Respect one another, accepting differences of race, gender, ability, age, and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

### Encouraging positive behaviour

At the club, positive behaviour is encouraged by:

- Coaches acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.
- Offering a variety of play opportunities to meet the needs of children attending the Club.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Coaches at the Club will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### Dealing with inappropriate behaviour

- Challenging behaviour will be addressed in a calm, firm, and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Coaches will discuss why the behaviour displayed is deemed inappropriate.
- Coaches will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Coaches will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be as a result of boredom, coaches will consult with the child to find activities that more fully engage them.
- Coaches will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- We will not threaten any punishment that could adversely affect a child's well-being (eg withdrawal of food or drink).



If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child from the club. The reasons and processes involved will be clearly explained to the child.

### Physical intervention

Physical intervention will only be used as a last resort, when coaches believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of the coaching team has to physically restrain a child, the Head Coach will be notified, and an **Incident record** will be completed. The incident will be discussed with the parent or carer as soon as possible.

If a coach is not confident about their ability to contain a situation, they should call the Head Coach or, in extreme cases, the police.

All serious incidents will be recorded on an **Incident record** and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with British Gymnastics **Safeguarding** policy.

This policy was adopted by: Tornadoes Trampoline Club September 2020	Reviewed: January 2023	Amended: January 2023
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# TORNADOES TRAMPOLINE CLUB

## Disciplinary Procedure

If a member of the club breaches points stated on the Code of Conduct, the club will deal with the member in the following manner:

### Verbal Warning

Any incidents at a Tornadoes TC session is recorded in a **Session Log**.

All incidents will be recorded and monitored effectively.

Verbal warning will be given by the Head Coach, directly to the child and reported to the parent/ guardian if necessary.



### Written Warning

Written warnings will be given if repeated verbal warnings have been issued. Depending on the severity of the incident, there may be a need to issue a written warning in the first instance.

Parent's/guardian's will be informed of the written warning through an email from the Club Welfare Officer.



### Final Written Warning

Final written warnings will be given if repeated written warnings have been issued.

Parent's/guardian's will be informed by email from the Club Welfare Officer.



### Dismissal

A child will be asked to leave the club if there is a further incident after the final written warning.

Parent's/guardian's will be informed by email from the Club Welfare Officer.



# TORNADOES TRAMPOLINE CLUB

## Confidentiality Policy

At the club, we respect the privacy of the children attending the Club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Tornadoes Trampoline Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in **BG Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file, and will not be shared within the Club, except with the Welfare Officer of the Club.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file.
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it.

### Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

### General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) has been in place from 25/05/18 and applies to all companies, anywhere in the world, which process/holds any information about EU citizens. Tornadoes holds personal information - we will not share this with any other persons or businesses at any time, it is purely for our own information purposes.

This policy was adopted by: Tornadoes Trampoline Club September 2020	Reviewed: January 2023	Amended: January 2023
To be reviewed: Termly	Signed: J Chatterton	



# Complaints Policy

At Tornadoes Trampoline Club, we aim to work in partnership with parents to deliver a high-quality service for everyone. If for any reason we fall short of this goal, we would like to be informed to amend our practices for the future. Our complaints policy is displayed on the premises always. Records of all complaints are kept for at least three years. A summary of complaints is available for parents on request.

The Head Coach is usually responsible for dealing with complaints. If the complaint is about the Head Coach, the registered person or other senior member of coaching staff will investigate the matter. Any complaints received about coaches will be recorded on an **Incident log** and a **Complaints Form** will be completed. Any complaints made will be dealt with in the following manner:

## Stage one

Complaints about aspects of Club activity:

- The Head Coach will discuss the matter informally with the parent or carer concerned and aim to reach a satisfactory resolution.

Complaints about an individual Coach:

- If appropriate the parent will be encouraged to discuss the matter with the Coach concerned.
- If the parent feels that this is not appropriate, the matter will be discussed with the Head Coach, who will then discuss the complaint with the Coach and try to reach a satisfactory resolution.

## Stage two

If it is impossible to reach a satisfactory resolution to the complaint through informal discussion, the parent or carer should put their complaint in writing to the manager. The Head Coach will:

- Acknowledge receipt of the letter within 7 days.
- Investigate the matter and notify the complainant of the outcome within 28 days.
- Send a full response in writing, to all relevant parties, including details of any recommended changes to be made to the Club's practices or policies because of the complaint.
- Meet relevant parties to discuss the Club's response to the complaint, either together or on an individual basis.

If child protection issues are raised, the Head Coach will refer the situation to the Club's Welfare Officer, who will then contact the Local Authority Designated Officer (LADO) and follow the procedures of the **Safeguarding Children Policy**. If a criminal act may have been committed, the Head Coach will contact the police.



## Making a complaint to British Gymnastics

Any parent or carer can submit a complaint to British Gymnastics about Tornadoes Trampoline Club at any time.

[British Gymnastics will consider and investigate all complaints.](#)

Telephone: 0345 129 7129 (Customer Services)

This policy was adopted by: Tornadoes Trampoline Club September 2020	Reviewed: January 2023	Amended: January 2023
To be reviewed: Termly	Signed: J Chatterton	





# TORNADOES TRAMPOLINE CLUB

## Illness and Accidents

At the Club, we will deal promptly and effectively with any illnesses or injuries that occur while children are in our care. We take all practical steps to keep staff and children safe from communicable diseases.

All parents or carers must complete the **Registration Form** when their child joins the Club, requesting permission for emergency medical treatment for their child in the event of a serious accident or illness.

We will record any accidents or illnesses, together with any treatment given, on an **Incident Record** or **Accident Record** sheet as appropriate, which the parent or carer will be asked to sign when they collect the child.

The Club cannot accept children who are ill. If any children are ill when they first arrive at the Club, we will immediately notify their parents or carers to come and collect them. Any children who have been ill should not return to the Club until they have fully recovered.

### First aid

The Club's designated First Aider is John Chatterton. The designated First Aider has a current first aid certificate. To ensure that there is a qualified first aider present and available always when the Club is running, other members of staff have also received first aid training. We will consider the number of children and layout of the premises to ensure that first aiders are able to respond quickly to any incident.

**Pocklington:** The location of the first aid bag is in the crate where trampolines are stored. There is another First Aid Box on the Sports Hall wall adjacent to the telephone.

**Market Weighton:** The location of the first aid bag is with the designated helper at the session (placed on the desk by the entrance to the hall. There is also a first aid kit present with the centre staff on duty that day.

The designated First Aider regularly checks the contents of the first aid bag to ensure that they are up to date, appropriate for children and comply with the Health and Safety (First Aid) Regulations 1981.

The Head Coach will ensure that a first aid kit is taken on all outings.

### Procedure for a minor injury or illness

The first aider at the session will decide upon the appropriate action to take if a child becomes ill or suffers a minor injury.

- If a child becomes ill during a session, the parent or carer will be asked to collect the child as soon as possible. The child will be kept comfortable and will be closely supervised while awaiting collection.
- If a child complains of illness which does not impair their overall wellbeing, the child will be monitored for the rest of the session and the parent or carer will be notified when the child is collected.



- If a child suffers a minor injury, first aid will be administered, and the child will be monitored for the remainder of the session. If necessary, the child's parent will be asked to collect the child as soon as possible.

### Procedure for a major injury or serious illness

In the event of a child becoming seriously ill or suffering a major injury, the first aider at the session will decide whether the child needs to go straight to hospital or whether it is safe to wait for their parent or carer to arrive.

- If the child needs to go straight to hospital, we will call an ambulance and a member of staff will go to the hospital with the child.
- We will contact the child's parents or carers with all urgency, and if they are unavailable, we will call the other emergency contacts that we have on file for the child.
- After a major incident, the Head Coach will review the events and consider whether any changes need to be made to the Club's policies or procedures.
- We will notify British Gymnastics and child protection agencies in the event of any serious accident or injury to a child in our care as soon as reasonably possible and within 14 days at the latest.
- We will notify HSE under RIDDOR in the case of a death or major injury on the premises (eg broken limb, amputation, dislocation, etc – see the HSE website for a full list of reportable injuries).

### Communicable diseases and conditions

If a case of head lice is found at the Club, the child's parents or carers will be discreetly informed when they collect the child. Other parents will be warned to check their own children for head lice, but care will be taken not to identify the child affected.

If an infectious or communicable disease is detected on the Club's premises, we will inform parents and carers as soon as possible.

If there is an incident of food poisoning affecting two or more children looked after at the Club, the Head Coach will inform Ofsted as soon as possible and within 14 days at the latest.

If there is an outbreak of a notifiable disease at the Club, we will inform the local health protection unit, HSE under RIDDOR (if appropriate), and British Gymnastics.

### Useful contacts

British Gymnastics: 0345 129 7129

RIDDOR Incident Contact Unit: 0845 300 99 23

**If in any doubt contact local health services for further information**

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# TORNADOES TRAMPOLINE CLUB

## Fire Safety and Risk Assessment

Tornadoes Trampoline Club understands the importance of fire safety. To this end:

- Staff are aware of the location of all fire exits, the fire assembly point and where fire safety equipment is stored.
- Children are introduced to the fire safety procedures during their settling in period and through regular fire drills.
- Fire drills are conducted at least once a term.
- All children are shown the location of fire exits and the fire assembly point.
- Fire doors and fire exits are clearly marked, are not obstructed at any time and are easily opened from the inside.
- Fire doors are kept always closed but never locked.
- Fire extinguishers, fire alarms and smoke alarms are regularly tested in accordance with manufacturer's guidance.
- The Club has notices explaining the fire procedures which are positioned next to every fire exit.

### Fire prevention

The Club will take all steps possible to prevent fires occurring by:

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Club's No Smoking policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.

### In the event of a fire

- A member of staff will raise the alarm and call the emergency services.
- The children will immediately be escorted out of the building to the assembly point using the nearest marked exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- The premises will be checked by the Head Coach and the register will be collected, providing that it is safe to do so.
- The Head Coach will close all doors and windows to prevent the spread of fire when they leave the building if it is safe to do so.
- The register will be taken, and all children and staff accounted for.
- If anyone is missing from the register, the emergency services will be informed.
- If the register is not available, the head coach will use the emergency contacts list (which is kept off the premises) to contact parents or guardians.
- If the Head Coach is not present at the time of the incident, the Lead Coach will assume responsibility or nominate a replacement member of staff.



## Responsibilities of the Fire Safety Officer

The Club will ensure all fire safety risk assessments are carried out and ensure that all staff are made aware of fire safety procedures during their Induction period.

The Regulatory Reform (Fire Safety) Order 2005 requires that a fire safety risk assessment is undertaken for the workplace based on [The Department of Communities and Local Government's 5 step guide:](#)

The risk assessment should cover:

- Identifying potential fire risks
- Identifying people at risk
- Evaluating the risks arising from the hazards identified and the means of minimising those risks
- Recording the hazards, preparing a fire prevention plan and sharing these with other members of staff
- Reviewing the fire safety risk assessment on a regular basis.

The Club should liaise with the local Fire and Rescue Service for further advice and should ensure that Emergency Contact details are recorded at the front of the register and a copy stored off premises.

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