Code Of Conduct

for the Gymnast (Produced with the help of the gymnasts)

*Gymnasts should*

* Always act in a responsible manor
* Should be respectful of their coaches and of the other gymnasts
* Should be changed and ready on time to join in at warm up
* All gymnasts should go to toilet prior to session
* Should bring a bottle of water every session
* Should be appropriately dressed, with hair tied back, very long hair should be pleated or other appropriate put up. No jeans or loose clothing should be worn during session, no crop tops.
* Bare feet at all times, unless for medical reasons

where appropriate footwear should be worn such as a pump.

* No jewellery should be worn, please leave at home. This includes fit bits.
* Should always listen carefully when instructions are given out by the coach or helpers
* Should always feel able to approach a coach with a problem, if not the parent will always be welcome to discuss matters out with a session
* Adhere to social media policy

***Should never*** Make another gymnast feel bad, insignificant, or make them cry

Ignore the coaches’ instructions

Leave the gym without asking a coach or helper

Code of Conduct

for the Parent/Guardian

*Parents/guardians should*

* Complete the gymnast’s registration form and pay termly fees promptly at start of term. Ensure any changes following initial completion of the form are passed on in writing to the coaches ASAP.
* Register their gymnast online with Scottish Gymnastics each year in September and make payment if required.
* Ensure younger gymnasts are toileted prior to each session
* Ensure their child is appropriately dressed for gymnastics (see gymnasts code of conduct)
* On arrival to class, always ensure hand over to a coach and must sign their child out at end of session. If someone else is collecting, a coach must be informed, otherwise they will not be allowed to leave the gym. However gymnasts over 12 years may leave the gym alone only after the parent/guardian has signed a declaration form and the coach agrees there is a safe passage home. \**See Abandoned Child Policy – under Child Protection Section.* If a parent/guardian is persistently late collecting their child – disciplinary action will follow, see disciplinary procedure.
* Attend club AGM where possible (usually in Sept/Oct)
* Adhere to the Social Media policy

Code Of Conduct

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for the Coach/Helper

*The coach*

Should promote the welfare and best interest of their gymnasts

Must not engage in or tolerate behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)

Must be fair, honest and considerate to gymnasts

Should project an image of health, cleanliness and efficiency

Must be positive role models for gymnasts

Should gain coaching qualifications appropriate to the level at which they coach

Make a commitment to ongoing CPD

Be professional and accept responsibility for their actions

Promote safe and correct practice

Provide a safe environment to minimise risk to gymnasts and coaches/helpers

Practice to Avoid

Spending excessive amounts of time alone with children away from others

Having favourites

Issuing nicknames to children

Code Of Conduct

for the Coach/Helper cont.

Practice that should never be condoned

Make contact or hold discussions with gymnasts via social media or texting

Cause a child or young adult to see or hear an indecent communication or inappropriate conversation

Cause a child to look at a sexual image

Engage in rough, physical or sexually provocative games

Take children to your home where they will be alone with you

Allow or engage in any form of inappropriate touching

Make sexually suggestive remarks to a child or vulnerable adult

Allow children to swear or use sexualised language unchallenged

Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

Do things of a personal nature for a child if they can do it for themselves

Never depart premises until all children have been handed over safely

Never abuse your privileged position of power or trust

Never cause embarrassment or humiliation

Safe Practice in Unforeseen Circumstances

If any of the following should occur, it should be reported to another colleague and make a written note of the event, signed and dated. Parents should be made aware on incident.

If you accidentally hurt a child

If a child misinterprets something you have said or done

If you have to restrain a child (only ever minimal force)

Disciplinary Procedures

1. Verbal warning
2. Sit out for 5 mins, then discuss re-introduction to group & appropriate behaviour
3. If behaviour continues to be disruptive, call parents to come & discuss need for support in group & agree a plan
4. At the coaches discretion, if behaviour continues to be disruptive at level 3 on 3 occasions, the gymnast (or adult) may be asked to leave the club, either temporarily or permanent

**Serious Disciplinary Action**

In the event that a gymnast is found to be or alleged to be acting in a bullying nature

1. Sit out and talk with all gymnasts involved
2. Contact parents of those involved
3. Have a meeting with parents and children out with session
4. If child found to be acting in a bullying nature they will be asked to leave the club

At the coaches’ discretion, in the event of physical abuse in the gym, see child protection procedure. A meeting with parents will follow and decision made whether they can return or not will be made by the head coach and CPC.

Social Media Policy

This is a fairly new phenomenon where we need to protect our children.

Active Gymnastics Club has a closed group on Facebook that we encourage our parents/guardians to use. This will require you (the parent) to friend a coach to be linked to it. This closed group is a safer place to share photos/videos of your child performing gymnastics at shows or competitions. It is also a very quick and easy way for the coaches to pass on information such as upcoming events and more importantly any last minute changes in classes.

No gymnast should be linked to any coaches social media accounts, please do not ask a coach to friend you, this will avoid any upset of the gymnast when the coach declines.

Please do not share on public social media any photos or videos that have any other gymnast in the frame, other than your own child, we discourage public sharing of any gymnast in a vulnerable position.

Any gymnast found to be using social media whilst in the gym (or after with images from the session) to enable the embarrassment of another gymnast will be dealt with as for any bullying incident. Refer to the Disciplinary Procedures for further information on this.

Mobile phones should not be used during any session unless authorised by a coach, they should remain in gymnasts bag. If a gymnast has a mobile phone and continually breaks this rule, we will follow disciplinary proceedings and disallow the mobile all together.

Child Protection

Procedure

It is not your responsibility to decide whether or not a child is being abused but it is your responsibility to act if you have concerns.

If an allegation is brought to your attention:

Step 1 – Listen and Reassure

Reassure the child that it is not their fault

Emphasise – that its ok to tell

Listen – to what the child says and take what they say seriously

Keep questions to minimum, use open questions

Ensure you fully understand what the child has said so that you can pass it on to the appropriate agencies

Consult with the appropriate child protection authority (Police, child’s school head, CPC)

Maintain confidentiality

**Don’t** Panic

 Show shock or distaste

 Speculate or make assumptions

 Approach the alleged perpetrator

 Assume they can or will tell someone else

 Make promises you cannot keep

 Delay

Step 2 – Record

Make a full report on paper as soon as possible, sign and date

Give report to CPC – who will involve the appropriate authorities

Step 3 – Involve the appropriate people

The completed report should be given to the CPC, who can then make a decision as to the most appropriate action. They must forward this report to the SGA Head of Child Protection indicating whether further action is required.

You can contact the Ethics Welfare and Conduct department at Scottish Gymnastics for support or information on 0131 271 9733.

Also see Scottish Gymnastics Code of Practice for further information on all of the above topics.

Abandoned Child Policy

If a child is not collected within 10 mins of the end of a session, the coach will make the first attempts to contact the parents using the contact details given on their registration form.

If no suitable arrangements for collection of the child have been made or coach continues to be unable to contact the parent/guardian within 30 mins of the session ending, duty of care will be handed over to the police.

If a child is persistently collected late (any time after the session has ended), we will follow disciplinary procedures for the parent/guardian.