MOMENTUM GYMNASTICS CLUB

ETHICS AND WELFARE POLICY

British Gymnastics is committed to ensuring that robust ethical standards are upheld in our sport and making sure gymnastics is safe and accessible for all. The welfare of all of its members is of paramount importance; and in particular, the welfare of our members who are under the age of eighteen years.

MOMENTUM GYMNASTICS is committed to providing a quality service to its members and places the welfare and safety of its members as the highest priority. The club has appointed a designated Welfare Officer with whom all complaints, grievances and suspicions of poor practice should be shared. The complaints procedure will be implemented in relation to complaints or allegations against a club coach, official or individual member. Matters will be dealt with confidentiality and only those who need to know will be informed. In this way our complaints/grievance procedure will ensure a fair and consistent solution to any complaints or allegations made. These procedures will be used in conjunction with the following British Gymnastics Ethics and Welfare documentation, which are available the British Gymnastics website:

- Pathway to reporting complaints
- Disciplinary hearing procedures
- Appeals procedures

Safeguarding concerns: This procedure is for complaints about conduct, service or disputes. It must not be used for a safeguarding concern or an allegation that a child has been harmed or is at risk. Any such concern must be reported immediately to the Welfare Officer under the club's Safeguarding Policy, and where appropriate to British Gymnastics, the local authority or the police, before anyone accused is approached or asked for a statement.

When an individual at MOMENTUM GYMNASTICS chooses to make a complaint, the issue must be detailed in writing and forwarded to Beverley Greaves (email: MG.welfareofficer@gmail.com). The following procedures will be followed:

- A letter acknowledging the complaint will be sent by the person designated to receive the complaint within 5 days of receipt.
- The designated person, will appraise the significance of the complaint before determining an appropriate course of action.
- The designated persons will inform the person/s against whom the complaint is made and provide details of the allegations or complaint, except where the matter is a safeguarding concern being handled under the Safeguarding Policy. The accused

person will be invited to provide a signed written statement in response to the allegations.

- Upon receipt of the accused person's statement the designated person may request written statements from other relevant persons/witnesses to obtain corroborative evidence.
- Where the committee feels unable to deal with the complaint, or the complainant is unhappy about the way the complaint has been dealt with, the complainant may take the complaint in writing to the Regional Welfare Officer.
- If the matter cannot be resolved, then it should be passed to the next higher designated authority or body.
- Once a decision has been made, the complaint and accused person/s will be notified, in writing, of the course of action to be taken.
- The accused person/s and complainant have the right to appeal against the decision within two weeks of the receipt of the letter describing the course of action. This appeal should be addressed to the Chairperson of the club committee.

MOMENTUM GYMNASTICS abides by the decision taken by British Gymnastics with regards to the suspension or expulsion of members from BG. Additionally, the club has the right to suspend anyone who does not abide by the rules and regulations of our club or of British Gymnastics. All such suspensions will be notified to the individual in writing giving full details and explaining the Appeal procedure.

Appeals against suspension must be in writing and notified to the club committee via the Chairperson. This appeal must contain the grounds of appeal and must be received within 28 days of receipt of the letter informing of the suspension.

British Gymnastics regards the health, safety and welfare of all its members to be of paramount importance, which should not be compromised. To this end, it is BG policy to ensure, so far as is reasonably practicable, that procedures are in place to maintain a safe and healthy environment not only for our members, but also for other persons who may be affected by the activities of BG and/or its affiliated clubs and organisations.

MOMENTUM GYMNASTICS have adopted the following British Gymnastics Health and safety guidance documents and policies, which are available on both our club, and the British Gymnastics websites:

- Health, Safety and Welfare Policy
- Jewellery Policy