MOMENTUM GYMNASTICS CLUB

Toilet Procedure

MOMENTUM GYMNASTICS recognises its duty of care to every participant. We are committed to making sure that anyone who needs the toilet can go promptly, safely and with dignity, at every site we use.

Principles that apply at every site

1. No participant will ever be refused or delayed access to the toilet. A coach will arrange access straight away.
2. Only one participant from a group may be out of the hall at a time. If another participant needs the toilet, the coach will immediately arrange for an authorised coach to accompany them.
3. An "authorised coach" is a coach who is qualified, holds a current DBS check linked to the club, and has in-date safeguarding training recognised by British Gymnastics.
4. An accompanying coach waits outside the toilets and does not go in unless there is an emergency. Coaches do not carry out personal care that a child can do for themselves.
5. Coach-to-child ratios in the hall must be maintained whenever a coach leaves it. If this cannot be done, an additional adult must be brought in first.
6. Participants must tell a coach before they go and return straight to the hall. They must not go anywhere else in the buildings.
7. A participant who has not returned within 5 minutes will be checked on by a coach.

Tenbury Site (exclusive use, line of sight to the toilets)

- Participants aged 8 and over may go on their own, one at a time, after telling a coach.
- Participants under 8 are accompanied by a parent/guardian if available or if not, an authorised coach, who waits at the toilet entrance.
- While any participant is out of the hall, a coach must be positioned where they can see the toilet entrance.
- The building is used only by the club during sessions. Any unfamiliar adult seen near the toilets is reported to the Head Coach immediately.

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Cleobury Site (Lacon- public leisure centre, no line of sight)

- Participants aged 10 and over may go on their own, one at a time, after telling a coach.
- Participants under 10 are accompanied by a parent/guardian if available or if not, an authorised coach, who waits outside the toilet door.
- The toilets are used by members of the public. Participants must go straight to the toilets and straight back, and must not use any other part of the leisure centre without a coach.
- Any concern about a member of the public near the toilets is reported to the Head Coach and leisure centre staff immediately, and to the Welfare Officer where there is a safeguarding concern.

Participants with medical or additional needs

Any participant with a medical condition or additional need that affects how they use the toilet follows the individual arrangement agreed with their parent or carer and recorded on their medical form. Where a child needs help with personal care, the arrangement is agreed in writing with the parent or carer beforehand and the Welfare Officer is informed.

Safeguarding

Any concern about a participant's welfare arising from a toilet visit must be reported to the Welfare Officer in line with the Safeguarding Policy. This includes a participant who is upset, away for longer than expected, or approached by anyone.

Related documents and review

This procedure should be read with the Safeguarding Policy, the Coaches and Officials Code of Conduct and the Emergency Procedures. It will be reviewed at least once a year, and after any incident involving a toilet visit.