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### **Policy Statement**

- a) UK Academies of Gymnastics **UKAG** offers a range of gymnastics, Tumbling and fitness programmes for children aged from 18 months to 14 years.
- b) **UKAG** clubs are Registered with **UKAG**.
- c) We aim to provide a service that enhances the development and self-worth of all participants.
- d) **UKAG** coaches and volunteers are CRB cleared and are suitably qualified to coach their students and registered with **UKAG**
- e) All children will be valued no matter of their race, religion, gender, age or additional needs.

### **Admissions Policy.**

- a) All Parents/adults must complete a Child registration form on the first day of the lessons.
- b) All participants of classes must be dropped off by an adult (16 years+), this may be a parent, parent of another child or teacher.
- c) Parents/adults who wish to stay on the premises must ensure that they sign themselves in and out at a suitable point.
- d) If parents wish to leave the premises parents must ensure that they inform the coaches and also ensure that their contact number is up-to-date and correct.
- e) Children will be signed in by the coaches before any activity commences.
- f) Children will not be permitted to leave the hall within the session unless accompanied by a coach or for toilet trips if the child is over 8 years old they may be authorised to go to the toilet unaccompanied.

### **Collection policy**

- a) Children must be collected at the end of their gymnastics session and on time.
- b) All participants must be collect by a suitable adult (16 years+), if the child is to be collect by an unknown adult the coach must be informed.
- c) Children will not be permitted to leave until a suitable adult is present; the coach reserves the right to refuse collection if unsure of the safety of the child, and until contact has been made with an adult who has parental responsibility for the child.

### **Safeguarding Children**

- a) All coaches will be suitably Trained and DBS checked before working with children.
- b) **UKAG** promotes the welfare of all children, and will take appropriate measure to ensure that every Child's time at the Club is safe, secure and enjoyable.
- c) In the event that Child's welfare is at risk, staff will ensure that all concerns are written and discussed with the designated Safeguarding Officer.
- d) Staff will attend Local Safeguarding Training, and will be aware of the signs and symptoms of abuse.
- e) Staff will feel empowered to discuss any concerns with the appropriate people.

- f) Salisbury Gymnastics Academy will work in line with Wiltshire Local Safeguarding Children Board and will display the Flowchart for “what to do if you’re worried a child is being abused or neglected”
- g) In the event that an allegation is made against a member of staff, the manager will take appropriate steps to ensure that the local social worker is informed. Alleged staff member will be suspended until issues are resolved, resulting in employment continuing with restrictions or immediate dismissal.

In any case staff will follow these clear procedures:

1. Disclosure or signs/symptoms of concern discovered
2. Log any concerns using exact words of child or exact cause of concern.
3. Discuss with Manager/Designated person: Shelley Wood 07814 899151
4. Complete the Clubs Disclosure/concerns Form
5. Contact the local referral and assessment team:

### **Behavioural Policy**

- a) Should a child or adult show unacceptable or unwanted behaviour to any one whilst attending any of the SGA programmes, Management reserves the right to refuse or alter the rights of participation in the classes.

### **Accident and emergencies**

- a) There will always be a suitably qualified first aider on site.
- b) Parents will complete a registration form to give **UKAG** employees to administer first aid and emergency transportation and treatment.

### **Mobile phones and Photography**

- a) No employees will be permitted to use mobile phones for personal use whilst coaching children, however on occasion the use of a mobile device is permitted to enhance development via photos and/or video tutorials.
- b) Photography will only happen on previously arranged events; parents will be required to fill in permission forms prior to the event taking place.

### **Staff and Volunteer conducts**

- a) Staff must arrive on time and ready to start 5 minutes before the class start time
- b) Staff must wear appropriate clothing to coach sports
- c) All staff are not permitted to use mobile phones whilst the class is in progress (see above for exceptions)

- d) Staff must not take photos of children unless permission had been sought from all parent/guardians.
- e) Staffs are not permitted to use any sort of physical or mental punishment techniques.
- f) Staff must only use appropriate behaviour management techniques.
- g) All staff should make themselves available to parents to discuss their Childs progression in the groups.
- h) Staffs are not permitted to discuss their personal lives in front of the children.
- i) Children are the priority of all staff and should be valued and cared for in an appropriate way that will fills parents/guardians with confidence that SGA employees are suitable to look after their children.
- j) When working under the terms and conditions of **UKAG** Ltd, Employee must support the on-going progress of the club and ensure that they actively and positively promote the SGA Programmes.

### **Equal Opportunities**

- a) **UKAG** adopts Equality Policy guidelines.
- b) **UKAG** is committed to providing equal opportunities, in treating all those involved in Gymnastics in a fair and equal manner and in striving to ensure that anyone participating in gymnastics is able to do so free of discrimination.
- c) We welcome children with any additional needs, such as, physical, learning, dietary and medical needs.
- d) The Club Manager will work with Families, children and support workers to ensure that the child reaches their full potential.

### **Complaints**

- a) If **UKAG** receives any complaints, staff will be informed, and an action plan will be developed to ensure that complaints are resolved.

### **Contact Details**

General enquiries

- Vicki.ukag@gmail.com
- Shelley Wood – 07814899151
- Donnamarie - 07966278264

I agree to abide by the above policies and procedures and have read and understood this document thoroughly:

Signature:

PRINT NAME:

Date: