Jamies Gymnastics Company Limited
Club Policies

Safeguarding Policy

Jamies Gymnastics Academy (JGA) recognises that all children and young people have a right to protection and that the welfare of children, young people and vulnerable adults is paramount. JGA acknowledges their duty of care to safeguard and promote the health, safety and welfare of children, young people and vulnerable adults by ensuring safeguarding practice reflects and complies with best practice and British Gymnastics (BG) policies.

The academy will endeavour to promote the highest standards of care for all members, staff and officials by:

• The adoption of all BG policies including health & safety, and safeguarding policies

• The appointment of a welfare officer (Child Protection Officer) to whom grievances or complaints can be made confidentially. For more information refer to: JGA Welfare

• Ensuring that staff are suitably trained in Child Protection and Health, Safety, and welfare issues

• Ensuring that coaches and officials have been screened to confirm their suitability to work with children. Where appropriate this will include DBS disclosure

• Ensuring that best coaching practice guidelines are always followed

• Ensuring that grievances or complaints are dealt with promptly and in accordance with grievance procedures

• Ensuring that the minimum of two responsible adults are present at all training sessions or events

• Ensuring that the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events. For more information refer to: JGA Photography & Use of Imagery Policy

• Having a zero-tolerance level or poor practice, bullying or any potential form of abuse. For more information refer to: JGA Anti-Bulling policy

• Encouraging an environment where gymnasts, staff, volunteers and parents can raise any concerns without fear of negative repercussions

• Recognising that certain children are more vulnerable and that all children regardless of age, gender, ethnicity, ability or disability, religion or beliefs, sexual orientation, parental status or socio/economic background have a right to be protected from abuse

• Ensuring that all coaches, members and parents are aware of the Club Codes of Conduct including social media guidelines. For more information refer to: JGA Codes of Conduct

• British Gymnastics Policies can be found here

Jamies Welfare

At Jamies Gymnastics, we promise to:

• Provide a safe and nurturing environment for our gymnasts to be happy and successful.

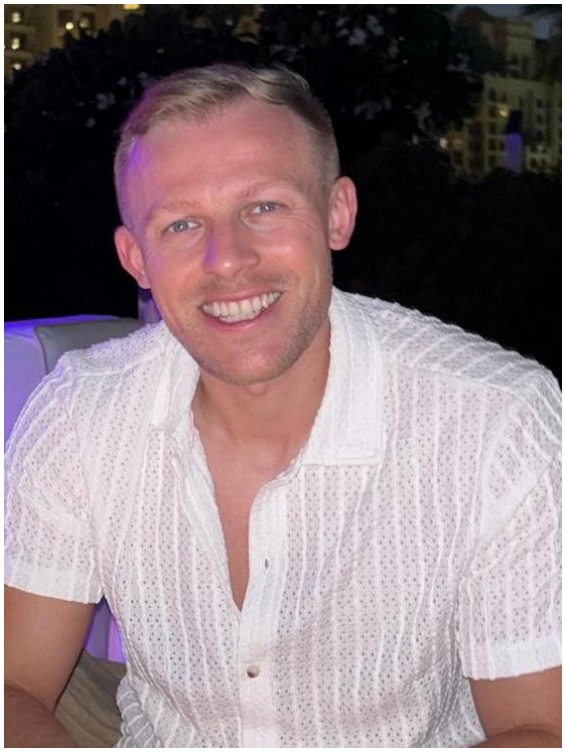
• Bring together proactive and positive coaches and support staff who work as a team to achieve the very best practice and care for our gymnasts.

Meet our Welfare Officers

Our designated Welfare Officers are Jade and Tom, who can both be contacted confidentially via email at welfare@jgagroup.co.uk.

Jade is also a Director of The JGA Group, while Tom is our Operations Manager and a qualified Level 2 Gymnastics Coach.





Both Welfare Officers are responsible for safeguarding and promoting the welfare of children and young people within Jamies Gymnastics Academy. They provide support, guidance and advice to gymnasts, parents, guardians and staff, ensuring that appropriate safeguarding policies and procedures are implemented and maintained to provide a safe, positive and supportive environment for all.

Jade and Tom both hold valid Enhanced DBS checks, up-to-date safeguarding qualifications, welfare training and first aid certifications and collectively have 20 years experience.

All safeguarding or welfare concerns will be treated sensitively and confidentially, with information shared only where necessary to protect the safety and wellbeing of those involved.

Jamies Photography & Use of Imagery Policy

In order for Jamies Gymnastics Academy to comply with data protection regulations, it is necessary to obtain your consent to use your image or words for the purpose of promoting the club, this would have been done at the first instance of setting up an account

How we may use your photograph, film and words

Jamies Gymnastics Academy may use your photograph, film and words for the purposes of promotion, education and development of the club/sport e.g. to publicise events, in newspaper articles, magazines and other media such as websites, information leaflets, JGA Social Media platforms, electronic newsletters and presentations

What if I change my mind?

Once an article or image is published and in circulation (e.g. newsletters, website images) it can be copied and used by others. However, you can contact us by putting your request in via email to info@jgagroup.co.uk, at any point and ask us not to use your image or words for any new purposes. We will comply with this request and will also do our best to stop others using your image or words, although we cannot guarantee this. Please note that we will be unable to remove images that have already been used in publications or publicity material.

How long will the club retain my images?

If you do not withdraw your consent in writing, we will retain any images for three years. After three years, images will be reviewed and will be deleted unless they are considered to be of historical importance to the club and are retained as part of the club's archive. By agreeing to the consent, you are agreeing to Jamies Gymnastics Academy using images and words for coaching purposes and to promote JGA in the press, website, leaflets, newsletter, presentations and social media.

Events hosted by JGA (End of Term Displays and Competitions)

For any event hosted by JGA we do allow for parents/guardians to take pictures/videos. In the interests of child protection, photographs and video may only be taken in accordance with conditions set by British Gymnastics. Please see a link below of the full terms and conditions, In that photos may only be taken for personal use. Unless specifically accredited to do so, you may not take photos for sale, other commercial use or for publication in printed or electronic form, such as on websites. By signing this you agree to this condition.

Additional photography & filming guidance

Whilst we do our best to promote a safe and respectful environment, we cannot take responsibility for how photos or videos captured by parents, guardians, or other attendees may be used once taken. By attending our events, you acknowledge that other spectators may take images or recordings, and the club have no control over their personal use.

If you have a gymnast who is considered vulnerable, is adopted, in care, or has any circumstance where photography poses an additional safeguarding concern, please be aware that we are unable to fully prevent

other attendees from taking general photos or videos during events. If this presents a risk to your child, you may wish to remove them from the area or opt out of the event for their safety.

Our priority is always the wellbeing and safeguarding of all gymnasts, and we will continue to encourage respectful photography practices throughout.

Jamies Anti-Bullying Policy

This policy sets out how we at Jamies Gymnastics Academy (JGA) feel about bullying, what we'll do to tackle it and how we'll support children and young people who experience or display bullying behaviour.

Overall principal

- JGA does not, and will not, tolerate bullying of any kind
- All forms of bullying will be acted upon
- Everybody in the club has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behaviour

Bullying behaviour can include

- Physically pushing
- Kicking, hitting, pinching etc.
- Name calling, spreading rumours, persistent teasing, and humiliation or the continual ignoring of others
- Posting of derogatory or abusive comments, videos, or images on social media
- Racial, homophobic, transphobic, or sexist comments, taunts, or gestures
- Sexual comments, suggestions, or behaviour
- Unwanted physical contact

JGA promise to

- Recognise its duty of care and responsibility to safeguard all members from harm
- Promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Ensure that bullying behaviour is not tolerated or condoned
- Require all members of the club to adhere to this policy
- Take action to investigate and respond to any reports of bullying
- Encourage and facilitate young people to play an active part in developing and adopting a code of conduct for behaviour
- Ensure that coaches and staff are given access to information, guidance and training on bullying

Supporting children and young people:

- JGA will let children know who will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them

• We'll make sure children are aware of helpline numbers

• Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously

• Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved

• Children experiencing bullying behaviour will be supported and helped to uphold their right to participate in a safe environment

• Those who display bullying behaviour will be supported and encouraged to develop better relationships

• We'll make sure that sanctions are proportionate and fair

Supporting parents/guardians:

• Parents or guardians will be advised of the club bullying policy and practice

• Any experience of bullying behaviour will be discussed with the child's parents or guardians

• Parents will be consulted on action to be taken (for both victim and bully) and we'll agree on these actions together

• Information and advice on coping with bullying will be made available

• Support will be offered to parents, including information from other agencies or support lines

Each coach, and member of staff will:

• Encourage individuals to speak out about bullying behaviour

• Respect the feelings and views of others

• Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued

• Show appreciation of others by acknowledging individual qualities, contributions and progress

• Report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour

If you have any concerns about bullying behaviour in the club, please contact the club Welfare Officer via email to welfare@jgagroup.co.uk

JGA Codes of Conduct

This policy outlines the standards and behaviours that are expected of all coaches, gymnasts & parents who are associated with Jamies Gymnastics Academy. It has been created to ensure that everyone can experience a safe, friendly and welcoming environment.

All coaches should:

- Abide by the British Gymnastics policies
- Apply the code of conduct in an equitable manner at all times
- Consider the well being and safety of participants at all times
- Endeavour to establish good communication with colleagues and parents
- Have an up to date DBS and valid British Gymnastics membership
- Develop an appropriate working relationship with members and parents based on trust and respect
- Promote safe practices and training environment for participation
- Ensure the equipment in use meets the correct safety standard and is appropriate for the participating age group
- Appropriate clothing must be worn for coaching and jewellery must not be worn
- Portray acceptable behaviour in relation to the use of appropriate language
- Promote the positive aspects of the sport and never demean a child for poor performance or mistakes
- Are prohibited from sending a friend request or requesting to follow any member or their parents/siblings on any form of social media
- Coaches are subject to disciplinary action as set out in their individual contracts

All gymnasts should:

- Be polite and respectful to coaches, parents and other gymnasts
- Be well behaved at all times
- Be punctual in attendance to classes
- Respect the gym equipment
- Do not use inappropriate language
- Remain in the gym unless you are given permission to leave
- Remove all jewellery for training and competitions. New ear piercings may be covered with tape.
- Make sure all long hair is tied back

• Ensure coaches are aware of any injuries or allergies

• Wear appropriate clothing for participating

• Any mobile phones brought into the gym must be switched off and handed to the coach for safe keeping

• Do not chew gum during sessions

• Try your hardest at all times with a positive attitude

• Do not publicly criticise fellow gymnasts, coaches or trainees in relation to ability, ethnic background or religion

• Should not request to add or follow coaching staff on any form of social media

All parents should:

• Familiarise yourself with the Academy Rules

• Treat all coaches, parents and gymnasts with respect

• Pay any fees for class tuition, competitions and other associated fees promptly

• Ensure they keep their child's medical records up to date with JGA via the parent portal. This includes any changes that may have occurred between signing up with JGA and the present day.

• Project a positive image of the club always

• Always drop/collect your child promptly for all sessions

• Always ensure your child is dressed appropriately for the activity

• Always ensure your child is equipped with a drink

• Remind your child to use the toilet prior to the sessions

• Support club activities wherever possible

• Use correct and proper language at all times

• Help your child recognise good performance

• Ensure your child understands and abides by the code of conduct

• Not request to add or follow coaching staff on any form of social media

• Prohibited from uploading photos onto any form of social media of any child with the exception of their own, unless they have consent from the child, their parent and the club

• JGA operate a three-strike rule whereby unruly, abusive or general unacceptable behaviour will result in your child being removed from their class and membership indefinitely cancelled

• Not wait or congregate in areas of JGA facilities where children may be present. For example, toilet or changing room areas or access points to these areas and the main gym.

JGA Safe Recruitment Policy

Jamies Gymnastics Academy recognizes that its coaches and volunteers are committed, dedicated individuals who work within the club for commendable reasons. However, all reasonable steps must be taken to ensure that unsuitable individuals, or individuals with inappropriate motivation, are prevented from working with children.

For this reason, JGA fully adheres to the British Gymnastics Child Protection Policy on Safer Recruitment. A Copy of which is available on the British Gymnastics Website.

All potential coaches and volunteers will be required to produce the following:

- Name, address and telephone number
- National Insurance Number
- Contact details of at least 2 referees
- For Coaches- Evidence of qualifications
- Appropriate evidence to enable a full DBS to be completed

In addition to this, the candidate will be expected to submit their CV and complete an application form. They will then be invited to attend an informal interview at one of our academies. If successful, the candidate will be informed by email. If the offer is accepted, we will issue a contract and provide our policies/code of conduct.

The individual will be required to read and sign these and return them to JGA. The individual will also be required to become a member with British Gymnastics.

All volunteers, helpers and coaches will be required to sign an agreement to abide by the club's policies and Code of Conduct. Failure to adhere to these will result in disciplinary action which is outlined in the Club's disciplinary policy.

All JGA coaches and staff will undergo a probationary period the length of which will be provided in writing upon appointment.

JGA Senior Management will continue to monitor standards of coaching and identify any training needs and plan development opportunities on an individual basis.

JGA Viewing Policy

Jamies Gymnastics Academy has multiple locations. Due to safeguarding, space restrictions and ensuring a focused environment for all gymnasts, we have a strict no-viewing policy across all locations.

Parents and families are welcome to watch end of term displays, workshop showcases, and any scheduled performance events. These are designed to give you a clear picture of your child's progress in a safe and structured way.

Please note:

- Private tuition sessions are strictly non-viewing
- Waiting on site is not permitted, unless the venue has a designated waiting area (for example, our Langley Academy)
- Schools, hired halls, and non-purpose-built venues rarely have suitable waiting spaces, so please plan accordingly

If you ever have concerns about your child's progress or development, you're welcome to speak to the supervisor, or arrange a call through our head office.

Senior Management and our Welfare Officers regularly check sessions to maintain safe practice and high coaching standards. If you have any safeguarding concerns, please contact us via the dedicated email listed in our Welfare Policy.

JGA Toilet Procedure

Jamies Gymnastics Academy has a very strict procedure in place to ensure the safety and welfare of each gymnast when using the toilet facilities. Our approach varies slightly depending on the layout of each venue, including our purpose-built Langley Academy, where toilets are located directly inside the gym. Please see below the steps taken:

Younger gymnasts from 3 years

• Gymnasts are escorted by a coach to the entrance way of the toilet to ensure safe arrival

• Coaches will remain in ear and eye shot of the toilet entrance whilst remaining in full view of the academy supervisor

• The coach will wait here until the child returns or should the child need aid, the coach will refer this to the supervisor to ensure the child is helped however needed

• Where layouts of different academies may vary, coaches will wait outside the toilet facility for the child and never enter unless the child is in need of assistance. In this instance, the parent will be informed of help provided upon dismissal

• At Langley Academy, toilets are located inside the gym, so coaches position themselves at the toilet area inside the facility whilst maintaining safeguarding visibility.

Older gymnasts

• Older gymnasts that do not need supervision are authorised to go to the toilet in pairs

• Coaches will still follow the same guidelines as above in relation to positioning, and where academy layouts vary, coaches will escort gymnasts to the toilet irrelevant of their age

• As above, if any assistance has been provided, the parent will be informed upon dismissal

Policy Monitoring & Review

Our policies will be annually monitored, and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes of legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Jamies Gymnastics Academy

A procedural review taking place following a significant case

Version	Summary of policy	Updated
2.0	Combined & reviewed previous policies into one Club Policies document	November 2022
3.0	Full review completed. BG policies directly linked to Governing body website. Viewing policy reworded. Photography policy amended to include an additional paragraph. Toilet procedure amended to include Langley Academy.	November 2025