



# WEST LONDON GYMNASTICS – CLUB POLICIES

## Confidentiality Policy

The staff, coaches and management of the club have a responsibility to all gymnasts and their families to respect their confidentiality.

The staff, coaches and management will be discreet about all information made known to them. All records relating to the gymnast attending the club will be kept secure and accessed only when there is a need to know.

The only occasion when staff, coaches, or management may use their discretion when passing on information will be in a situation where it is suspected that a gymnast is at risk. In this case the staff, coaches and committee may feel it necessary to pass on information to the relevant authority without informing the gymnast's family. This will only be done when it is considered to be in the best interest of the gymnast.

Members of staff, coaches or management will treat with confidentiality any matter discussed with them which relates to a gymnast.

## Equality Policy

West London Gymnastics is committed to exemplary standards of conduct through the principles of equity and good moral and ethical frameworks. It will follow Equality Standards as set out by British Gymnastics using the British Gymnastics [Equality Policy](#) as a guide for good practice.

To summarise this policy the club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating and management.

The club will ensure that all members and staff adhere to the following equity principles:

- All persons must respect the rights, dignity and worth of every human being.
- All individuals must be treated fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability.
- Equity must permeate throughout strategic and development plans.
- An equal professional service will be provided for all participants and discrimination through race, gender or disability will not be tolerated.
- Sexual and racial harassment and discrimination will be prohibited.
- The club's premises are accessible to all, including disabled people.
- The Club considers equality in all areas of the club's services.
- The rules of the club state that discriminatory language or behaviour is not acceptable.
- The implementation of this policy will be reviewed regularly and monitored for effectiveness by the club's management.

## **Bullying Policy**

West London Gymnastics will encourage, develop and work at building a respectful and supportive environment where everyone feels valued and where bullying is not tolerated.

West London Gymnastics recognise that bullying can be:

- Emotional (being unfriendly, excluding, tormenting e.g. hiding kit).
- Physical (pushing, kicking, hitting, punching or any use of violence).
- Racist (racial taunts, graffiti, gestures).
- Verbal (name-calling, sarcasm, spreading rumours, teasing).

If any member of the club feels they are being bullied or sees someone being bullied they should:

- Tell someone - a coach or a member of the Welfare Team.
- Ask a friend to tell for them if they find it difficult to talk about it.
- Not try to deal with things on their own.
- Not feel guilty - it is not their fault.
- Not hit back - this may make the situation worse.
- Not hide what is happening from the people they can trust.

Bullying should be reported to a coach or the Welfare Officer.

Where bullying is reported the Club will:

- Respect confidentiality.
- Expect a coach to deal with the incident, where appropriate.
- Expect the incident to be reported directly to the club welfare officer when the coach cannot deal with it.
- If necessary and appropriate, inform the police.

Following investigation of the incident the club will:

- Record the incident.
- In cases of serious bullying involving children, inform the parents of those involved and ask them to come to a meeting to discuss the problem.
- Try to find some way of reconciling the differences between the people concerned.
- Attempt to help the bully (bullies) change their behaviour.
- Monitor developments to ensure that there are no repeated incidents.
- Consider suspending or excluding the bully (bullies) from club membership.

## **Disciplinary Procedures**

- Gymnast will be given two verbal warnings by the relevant coach when it is felt inappropriate behaviour is displayed.
- On the third occasion that a Coach has to speak to a gymnast Parent / Guardians will be informed of this by letter, where Parents/ Guardians will be invited to be involved in any discussions regarding their child's behaviour at the club.
- The club will try to resolve any difficulties by developing joint strategies with parents/guardians concerned.
- However, if attempts fail, the coaches/management reserves the right, as a last resort, to exclude a child from the club.