

POLICIES AND PROCEDURES



BRITISH GYMNASTICS' POLICIES

Jolly Gymnastics adopts British Gymnastics' Club policies including:

- Safeguarding and Protecting Children Policy
(including Safe Environment and Safe Recruitment Guidance)
- Health and Safety and Welfare Policy
(including Safe Coaching, Safe Participation, Safe Trips and Social Networking Guidance)
- Equality Policy

These are available to download at www.british-gymnastics.org

Additionally, Jolly Gymnastics have put in place some further policies and clarification regarding our club procedures, which are detailed below.

PARENTAL RESPONSIBILITY – JOLLY GYM (SCHOOL-AGED CLASSES)

Grown ups are required to bring their little ones (any child aged under 16) into Avian Dance Studios' building and wait with them in Reception until handed over to a coach. At the start of the session, a coach will take a class register inside Studio 2.

Once registered, parents of school-aged children are able to leave Avian Dance Studios' premises providing they have provided up to date emergency contact information. However, in order to safeguard children and in case of an emergency, Jolly Gymnastics requires a minimum of 2 responsible adults to be present within classes (one of whom is the coach). We will therefore require one parent (aged 18+) to watch each session from inside Studio 2.

At the end of sessions, little ones will be handed over to a responsible adult in Reception. No-one under the age of 16 will be permitted to leave the dance studios or make their own way home without an adult. Jolly Gymnastics asks grown ups to be on time to pick up their little ones, but in the unlikely event a parent is not present at the end of the session, they should contact us at the earliest opportunity to provide guidance on what should be done e.g. to give consent for another parent to transport the child. In the meantime, another parent will be asked to stay so the child is not left alone with the coach.

PARENTAL RESPONSIBILITY – JOLLY TOTS (PRE-SCHOOL CLASSES)

In line with British Gymnastics' policy, parents of pre-school aged children are required to stay on site at the Studios throughout their session, to be on hand to help with toilet trips or anything else their little one might need. For our Stage 1 and 2 classes, where grown ups take part in the session, they are responsible for supervising their children at all times. This includes helping them to follow instructions and take turns, but also ensuring that they are using the equipment safely and not posing a risk to anyone else in the class.

We understand that sometimes grown ups might need to bring a younger sibling to a class as well as a participating gymnast; if this is the case, we ask parents to speak to us in advance so we can ensure that we have space. We ask parents to be vigilant and responsible for all little ones in their care at all times, particularly mobile babies and crawlers who may try to use the equipment themselves. Unfortunately, coaches are unable to watch gymnasts whilst a grown up nips out to the toilets or to take a phone call.

During busy sessions, we may not be able to allow any more than one grown up per child into Dance Studio 2, but in this case additional adults are welcome to watch from Reception. Grown ups are required to inform a coach if at any point they decide to leave a session early with their little ones, so we can keep an accurate register in case of an emergency.

VIEWING CLASSES

Jolly Gymnastics has limited space within Studio 2 and therefore invites grown ups to watch Jolly Gym and Jolly Tots Stage 3 classes from Avian Dance Studios' dedicated waiting/ Reception area; through the window in the doors. Parents are more than welcome to request to view a session from inside the studio itself if they would like to do so, and will regularly be invited in at the end of a session to see what the class has been up to.

For anyone that does take up the offer to watch (either in Reception or within Studio 2) we ask that they adhere to our Viewing Policy:

- To refrain from distracting anyone within the class, by calling out or offering coaching points. We find it can be confusing for little ones to receive instructions from multiple people and ask parents to trust our coaches to look after their little ones, address any behavioural issues and help them to improve on their gymnastics.
- To represent Jolly Gymnastics in what they are saying and the way they speak. We ask spectators to bear in mind that other families use Avian Dance Studios' Reception and we therefore expect certain standards to be upheld including not swearing, keeping conversations positive and appropriate for others to hear.
- To try not to draw comparisons between different children in the group. Every child is different; children develop at different paces and some will have been coming to gymnastics a lot longer than others. We don't believe it to be helpful to compare a little one's progress against another in the class and instead only compare gymnasts against themselves; measuring progress by how far they have come.

CHANGING ROOMS AND TOILETS

Avian Dance Studios provides both a male and female changing room for those taking part in classes. Due to the nature of classes that take place at the facility, occasionally there are no boys or males participating in a class and in this case the boys' changing room may be used as an overflow space for girls. Whenever there are any boys needing to change, we will ensure they have access to the dedicated boys' space.

No-one should enter changing rooms whilst these are being used by members of the opposite sex, and mobile phones must not be used in the changing rooms.

Parents are to be aware that the facilities are shared and other classes may take place at Avian Dance Studios at the same time as Jolly Gymnastics' classes. We therefore recommend that gymnasts arrive ready to train with their leotard or shorts and t-shirts underneath their clothes. Where little ones do need to use the changing rooms, we ask that a parent supervises them. We also encourage gymnasts to use the toilet before they train, so they get the most out of their class without being interrupted. In the event that any parent or child has a concern about another adult using the shared facilities, they should notify the Club Welfare Officer as soon as possible.

BULLYING

Jolly Gymnastics operates a no-tolerance position on bullying by our members, inside and outside of classes. We encourage anyone who feels that they are being bullied, or has seen bullying behaviour towards anyone else, to raise a concern with a coach or our Club Welfare Officer in line with our Complaints Procedure. Any member of the Jolly Gymnastics family who continues to display malicious, unkind or hurtful behaviour towards anyone else despite warnings may be asked to move class or not to attend for a period of time.

REPORTING ACCIDENTS AND INCIDENTS

In case of an accident or where first aid is administered, a coach will speak to a grown up at the end of the session wherever possible and keep a record in an accident book which will be forwarded to the parent for information at the earliest opportunity. Jolly Gymnastics may also record incidents (for instance behavioural issues, conflict between children) and share with parents in a similar way.

PHOTOGRAPHY

At Jolly Gymnastics, coaches may take photographs or video footage during classes to capture children's participation. In line with our Data Privacy Policy, this will be used for promoting the children's success and for Jolly Gymnastics' promotional purposes such as Social Media, marketing, publications and website usage. Sometimes, we may film or photograph a gymnast for coaching purposes e.g. to help them to review and improve on their performance. Only gymnasts whose parents have given consent for photography when booking will be photographed.

Jolly Gymnastics has a policy not to use any little ones' names in captions of photographs to avoid anyone being able to identify a child. Furthermore, Jolly Gymnastics will not Livestream any footage of our Jolly Gymnasts, and will not post photos or videos online at the time of filming them, so not to identify the time that any gymnast takes part at our venue.

Parents are asked to be mindful when taking photographs that they do not include any children other than their own. We ask parents to check with a coach before taking photos and to do so at the start or end of the session/ by taking the gymnast to one side so not to include others.

EQUALITY

In order to ensure equality, we would like to highlight the following principles at Jolly Gymnastics:

- We feel strongly that everyone should be able to access the same opportunities in our sport.
- We strive to make everything we do open and accessible to all, without discrimination.
- All staff, members and their families are entitled to be treated fairly regardless of sex, gender reassignment, sexual orientation, age, marriage and civil partnership, parental or marital status, pregnancy and maternity, disability, religion or belief, colour, race including nationality or ethnicity and socio/economic background.
- We believe it is everyone's responsibility to ensure that no form of discrimination is tolerated within Jolly Gymnastics.
- We encourage anyone who feels they've been treated unfairly, or anyone who has witnessed unfair treatment of anyone else, to raise a concern in line with our Complaints Procedure.
- We appreciate any concerns raised as they help us to continually improve the accessibility of what we offer. We will act upon any concerns fairly and will not treat individuals unfavourably as a result of raising a concern.

SUPPORTING INDIVIDUAL NEEDS

At Jolly Gymnastics, we recognise our responsibility to make reasonable adjustments to what we do and how we do it, in order to support disabled people to participate. We are keen to work with our disabled members or potential members to understand what barriers they face at Jolly Gymnastics and what we can do to remove these.

On joining Jolly Gymnastics, we ask about any disability or medical condition we should be aware of in order to support a little one at gymnastics. In line with British Gymnastics' advice, we may ask an individual presenting with a medical condition to first seek medical advice about whether participation would be deemed safe. Then, we'll work with parents to assess any risks posed in the gym and to outline any steps we can put in place to make sessions safe and fun.

British Gymnastics has adapted an Atlanto-Axial Instability Screening Policy which must be completed by all gymnasts with Down's Syndrome prior to participation.

ALLERGIES

Parents should be aware that food is often consumed within the Reception and public areas of Avian Dance Studios and there is a small tuck shop selling snacks and sweets. It is therefore not possible to guarantee a completely allergen-free environment. However, we ask our members to be mindful about the allergies of others and in particular avoid bringing or eating snacks on site which contain nuts.

STRETCHING

Sometimes within gymnastics, it is seen as acceptable for a coach to physically assist a gymnast with flexibility training. Whilst flexibility is an important part of gymnastics, Jolly Gymnastics recognise that we are a recreational club and therefore there is no need to enforce excessive flexibility training. We adopt a policy never to apply a coaches' body weight as a force to encourage a greater range of movement. Instead, we encourage gymnasts to push their bodies as they feel comfortable and may use equipment such as small blocks and resistance bands to aid their flexibility.

OPEN COMMUNICATION

We feel that an open atmosphere where parents, gymnasts and coaches are well-connected is very important. In order to build a culture of openness and communication at Jolly Gymnastics, we have put the following in place:

- Coaches aim to provide regular feedback regarding a child's progress and enjoyment within their classes and are available for brief conversations before and after sessions.
- Coaches are contactable via email and will be more than happy to arrange a more in-depth phone conversation or meeting, away from the busy Reception.
- Coaches encourage little ones to be open and honest; asking if they are unsure of an instruction, speaking to a coach if they are having any difficulties or issues with another gymnast, and telling us what they're enjoying or not enjoying.
- Jolly Gymnastics welcome feedback and are always keen to hear about ways we can improve what we do, as well as what we are doing well. Parents should be assured that we consider all feedback equally; customers will not be treated unfavourably as a result of providing feedback.

SOCIAL MEDIA/ COMMUNICATIONS

Jolly Gymnastics encourages parents to follow our club Social Media pages (Instagram and Facebook). We love to hear from you online, see your photos and be tagged in your posts. However, our priority is your little ones' safety so we encourage you to consider what you post, your privacy levels and whether you'd be happy for other people to see your photos. The following resources might be helpful to you:

- [British Gymnastics' Social Media Policy](#)
- [NSPCC's website](#)
- [Net-aware](#)

We will respond to enquiries sent via Social Media platforms but prefer to communicate via email where possible, to keep everything in one place and so we have a record of conversations (there's a lot for us to remember!). We ask that parents are mindful that we are a small club with a limited staff team, and whilst we'll reply as quickly as possible, responses may not be immediate as is often expected on Social Media.

We ask parents not to contact any of the Jolly Gymnastics team directly through personal Social Media accounts; we will not accept requests to connect profiles at a personal level.

GYMNASTICS AT HOME

Sometimes, we might share simple challenges on our social media pages or via email for little ones to take part in. Any such activities will be carefully selected for recreational gymnasts, and will be derived from endorsed British Gymnastics activity programmes based on the foundations of fitness and conditioning. Taking part in gymnastics activities outside of this remit at home will not be covered by British Gymnastics insurance.

As a result (and because of the lack of safety equipment and qualified coaching), as a general principle at Jolly Gymnastics we do not promote practicing gymnastics *skills* at home. We don't encourage parents to buy home gymnastics equipment such as beams and bars, although they are of course welcome to do so at their own risk if they wish.

For parents who do allow their little ones to take part in gymnastics activities at home, we ask for consideration of our Gymnastics at Home Policy:

- Little ones should be supervised at all times when participating.
- Parents are responsible for knowing their little one's capabilities and determining if any activity is appropriate for their level of ability. They should check that there is enough space around the Jolly Gymnast and that they are on a safe, stable and soft surface.
- Jolly Gymnastics will never set home activities requiring large apparatus and therefore ask that you do not use furniture to perform any skills as this poses additional risks.
- Jolly Gymnastics recommend that a warm up is always completed to prepare a little one for physical activity. This should include a pulse raiser, followed by exercises which gradually increase in intensity.

COMPLAINTS AND GRIEVANCE PROCEDURE

If, at any point, an individual believes there may have been a breach of Jolly Gymnastics' or British Gymnastics' Policies, Procedures or Codes of Conduct, we encourage them to get in touch following our Complaints and Grievance Procedure:

Safeguarding Concerns	Any other concerns
<p>If a child is in immediate danger or is injured, you must contact Emergency Services straight away.</p>	<p>For all other concerns or complaints regarding Child Protection or Safeguarding please contact Gemma Page, Club Welfare Officer at gemma@jollygym.com. Gemma will be happy to arrange a phone call.</p>
	<p>If you have any other concerns relating to unfair treatment, procedures, finances etc please contact Erin Madden at erin@jollygym.com.</p>

All complaints will be considered confidentially, with information only shared on a need-to-know basis. In cases of Safeguarding or Criminal Activity, this might include referral of the matter to Police, Local Authority Designated Officer, Social Care or British Gymnastics for support or further investigation. A flowchart demonstrating how and when these different agencies work together to resolve a complaint is available from [British Gymnastics' website](#).

Wherever possible, Jolly Gymnastics will deal with complaints anonymously, however it is recognised that in order to understand and respond to allegations made against them an individual may need to know the names of those involved.

Jolly Gymnastics will try to respond to all concerns and complaints within a timely manner and will keep all parties updated on progress wherever it is possible to. Once a decision on action has been reached, a written summary will be provided within 7 working days.

CANCELLATION

Sessions are booked in blocks (approximately half termly) payable in advance. If we need to cancel a session for any reason out of our control (for instance coach illness, adverse weather, issues with the studios, any government restrictions on activity), we will notify you as early as possible and offer a replacement session or credit your account for use against future sessions.

Once booked, if you are unable to attend or miss sessions due to illness, we will not normally be able to refund part of a term, unless in exceptional circumstances. Please notify us at the earliest opportunity possible if you are having difficulty attending your booked class, and we will do everything we can to help.

OTHER BITS AND BOBS

The following documents can be found at www.jollygym.com/downloads

- Our Covid-19 Policy
- Our Data Privacy Policy
- Our Codes of Conduct for Coaches, Gymnasts and Parents

If you have any questions, queries, concerns or just want a chat about Safeguarding and Welfare of our gymnasts please contact gemma@jollygym.com.

For further information regarding our Health and Safety Policies, Risk Assessments or any other questions about how we do things, please contact erin@jollygym.com.

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