



## Staff and Volunteers Code of Conduct

At Energize Gymnastics we aim to inspire young people through gymnastics and to ensure that it is both fun and challenging but also most importantly safe.

### Safeguarding

We will ensure the highest standard of care for your child by:

1. Not allowing any children to be left alone with a singular coach, at least 1 other coach needs to be within sight at all times.
2. Providing a warm, friendly environment whereby gymnasts feel they can raise any concerns with the coaching team.
3. We will make a record of any medical details we need to know of, make a record of any accidents or incidents.
4. Ensuring that all staff are suitably screened via enhanced DBS clearance to ensure their suitability for their roles;
5. The appointment of a Welfare Officer to whom grievances and complaints can be made confidentially and ensuring that such grievances and complaints are dealt with promptly and to the satisfaction of the gymnast. The welfare officer details will be put onto our safeguard board found at the entrance of the gym.
6. Ensuring that we follow the best coaching practice guidelines at all times;
7. Ensuring protection against the inappropriate taking and use of photographs and video footage by other parents and/or members of the public.

### Parents Code of Conduct

1. Please be supportive but without pressurising your child over progress – each child will progress at their own pace.
2. Please do not offer your version of coaching advice within class.
3. Please ensure that your child arrives and is collected on time. Our duty of care starts at the beginning of the class so please do not drop your child off outside – bring them into the building and only leave once the session begins. If you decide that your child can go home without you then you will be taking full responsibility for their safety and we would ask that you notify us in writing so that it can be recorded on your child's details and the session coach is aware of it. You will also have to call us each time your child is about depart from us.
4. If your child has any sort of injury, is ill in any way, or is on any sort of medication then please advise the coach of this prior to the session. The coach's decision as to whether your child can participate will be made on the basis of health and safety concerns for both your child and the other participants and their decision is final.
5. For safeguarding and health and safety reasons, **photographing or video recording on any sort of device is strictly forbidden.**

6. Please ensure that your child is dressed appropriately with long hair tied back and loose fitting or sharp jewellery removed. **Ear studs should be taken out or have a plaster over them.** Gymnasts should wear appropriate fitness clothing including leotards, shorts/T shirts, tracksuit bottoms, leggings – no jeans, zipped or buttoned clothing, dresses or skirts please. Gymnasts should participate in bare feet with socks used in the event of a verruca.
7. **Please encourage your gymnast to go to the toilet prior to lessons.** this way we can dedicate as much time as possible to coaching.
8. **Please bring a water bottle** with you to each session, we have a water fountain onsite to refill these if needed.
9. We appreciate the parents can be very enthusiastic regarding their child's participation and progression, but this must not extend to aggression, intimidation or abuse towards coaches, volunteers, other parents or building staff. In such an event we reserve the rights to remove the child from the class and to report such incidents to the police for further action.

### **Gymnasts Code of Conduct**

1. Please arrive properly dressed and ready for the class at least 5 minutes and no more than 15 minutes before the start of the session. You should leave no longer than 15 minutes after the end of the session to avoid changing room congestion.
2. You should wear appropriate fitness clothing including leotards, shorts/T shirts, tracksuit bottoms, leggings – no jeans, zipped or buttoned clothing, dresses or skirts please. You should participate in bare feet with socks used in the event of a verruca.
3. If you are disruptive, refuse to follow instructions or exhibit aggressive, abusive or bullying behaviour towards coaches, other gymnasts or building staff then you will be given a verbal warning by the coach. If the behaviour re-occurs you will be suspended from the class and will not be allowed to participate in further classes without assurances from your parents regarding your behaviour. If, even after such assurances, the behaviour persists then you will be simply excluded from Energize Gymnastics.
4. You must concentrate on the instructions given by the coach – it can be dangerous for both you and other gymnasts for you not to follow instructions.
5. You are not permitted on any apparatus without the supervision of the coach.
6. You must not leave the exercise area under any circumstances without the approval of the coach. If you need the toilet and your parent or guardian is not on site then you will be taken to the toilet by a member of staff. If your parent or guardian is on site then it will be their responsibility to take you to the toilet.
7. No mobile phones, personal audio equipment or any other distraction is permitted in the exercise area during classes. You should either leave such items with your parents before the class or not bring them at all. We cannot accept any responsibility for loss or damage to such items or any other valuables if you do bring them with you.
8. At all times the use of any photographic, video or audio recording device during the class is strictly forbidden on privacy and safeguarding grounds.

### **Anti-Bullying & Harassment Code of Conduct**

### What is harassment?

We define harassment as any situation where a worker is subject to uninvited conduct that — as an intended or unintended consequence — violates their dignity in connection with a “protected characteristic”. Protected characteristics are:

- age;
- race (which includes colour and ethnic/national origin);
- disability;
- religion or belief;
- sex;
- gender reassignment;
- pregnancy or maternity;
- sexual orientation; and
- marital or civil partnership status.

We also define harassment as behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic. Name calling, lewd comments, excluding colleagues, making insensitive jokes, and displaying pornographic material are all examples of harassment.

Physical, verbal and non-verbal conduct can all amount to harassment. So can things you say or do online, especially on social media. This policy covers isolated or ongoing incidents of offensive behaviour. When someone treats another person less favourably because they either submit to such behaviour or refuse to do so, we also see that as harassment.

The impact on the victim is very important. People's behaviour can amount to bullying or harassment even if they had no idea it would be perceived that way.

### What is bullying?

We define bullying as any behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. There is no need to demonstrate a connection with a “protected characteristic” to establish a bullying allegation.

As with harassment, physical, verbal and non-verbal conduct can all amount to bullying. It can take various forms, from extreme behaviour involving violence and intimidation, through to subtle actions such as deliberate exclusion from the group:

- Emotional bullying – being unfriendly, excluding, tormenting, (e.g. hiding belongings, threatening gestures, name-calling, sarcasm, spreading rumours, teasing or taunting, graffiti in public places;
- Physical bullying – pushing, kicking, hitting, punching or any use of aggressive physical interference with another person's body;
- Sexual bullying – unwanted physical contact of a sexual nature, sexually offensive comments, revenge porn;
- Cyber bullying – bullying via email, social media, misuse of internet chat rooms, threats via text messaging or mobile phone messaging, misuse of mobile phone technology such as photographs or video footage.

**Energize Gymnastics will not tolerate any form of harassment or bullying by anyone associated with our business or classes and will take any appropriate action to protect victims and to deal with the perpetrators including reporting it to the police. Specifically, we will:**

1. Ensure adequate supervision at all times;

2. Encourage openness and ensure that gymnasts know that they will be supported if they report harassment or bullying;
3. Take any indications of bullying and harassment seriously;
4. Encourage an understanding that the feelings and views of other must be respected and that our differences are what makes each of us special and should be valued.

If we become aware of any bullying and harassment, then we will:

1. Give reassurance and support to the victim and ensure that the victim's parents are aware of what is happening;
2. Impose sanctions and take disciplinary action towards the perpetrator(s) and inform their parents of what has happened;
3. Try to deal with this appropriately and in the first instance seek an apology and an undertaking as to their future behaviour from the perpetrator(s) and their parents;
4. Explain to both the victim and the perpetrator(s) and their parents that we may need to involve other authorities including the police;
5. We will always support the victim and ensure that they can continue with their classes free from unwanted behaviour towards them.
6. If the perpetrator(s) are excluded then this will be without refund of any fees paid.