

K-Gymnastics Welfare Officer Policy

1. Purpose

K-Gymnastics is committed to providing a safe, supportive and welcoming environment for all gymnasts, coaches, volunteers, officials and parents/carers.

The Welfare Officers are responsible for supporting the club with safeguarding and welfare matters and helping ensure that everyone involved in K-Gymnastics feels safe, respected and able to raise concerns.

2. K-Gymnastics Welfare Officers

K-Gymnastics currently has two Welfare Officers who provide welfare and safeguarding support during club activities:

Christiana Maria Tase

 **Email:** tasechristianamaria@gmail.com

 **Telephone:** 07340 533601

Jennifer Dong Thry-Dong

 **Email:** Jenniferashlxy@gmail.com

 **Telephone:** 07375 315357

Both Welfare Officers support the club across its Saturday and Sunday sessions.

3. Role of the Welfare Officer

The Welfare Officers are responsible for:

- Promoting the welfare and safeguarding of children and vulnerable participants.
- Being available to listen to concerns or complaints relating to welfare and safeguarding.
- Supporting gymnasts, parents/carers, coaches and volunteers who raise a welfare concern.
- Responding appropriately to safeguarding concerns in line with K-Gymnastics procedures and relevant British Gymnastics requirements.
- Maintaining appropriate confidentiality while recognising that information may need to be shared where necessary to protect a child or another person.
- Recording and reporting concerns appropriately.
- Supporting the club in maintaining a safe and positive environment.
- Promoting good practice and appropriate professional boundaries.
- Working with the Head Coach and other relevant people where a welfare matter requires further action.

4. Raising a Concern

Anyone involved with K-Gymnastics can raise a welfare or safeguarding concern, including:

- Gymnasts
- Parents and carers
- Coaches
- Volunteers
- Officials
- Visitors

Concerns can be raised directly with either Welfare Officer by email, telephone or in person.

Where possible, concerns should be reported as soon as possible so that appropriate action can be taken.

5. Confidentiality

Welfare concerns will be handled sensitively and confidentially.

However, confidentiality cannot be guaranteed where information needs to be shared to protect a child or another person from harm, or where reporting to an appropriate safeguarding authority is required.

Information will only be shared with relevant people on a need-to-know basis wherever possible.

6. Safeguarding and Child Protection

K-Gymnastics takes all safeguarding concerns seriously.

Where a concern indicates that a child may be at risk of harm, abuse or neglect, the Welfare Officer will follow the club's safeguarding procedures and seek advice or make a referral to the appropriate safeguarding authority where necessary.

The Welfare Officers will work in accordance with applicable British Gymnastics safeguarding guidance and K-Gymnastics policies and procedures.

7. Immediate Risk or Emergency

If a child or another person is in immediate danger, the emergency services should be contacted by calling **999**.

A Welfare Officer should also be informed as soon as it is safe and appropriate to do so.

8. Good Practice

All coaches, volunteers and officials at K-Gymnastics are expected to:

- Treat all gymnasts with dignity and respect.
- Maintain appropriate professional boundaries.
- Follow K-Gymnastics safeguarding and welfare procedures.
- Report concerns promptly.
- Never ignore or dismiss a welfare concern.
- Avoid inappropriate one-to-one situations where possible.
- Follow appropriate communication and photography/filming procedures.
- Promote an inclusive, positive and respectful training environment.

9. Review of the Policy

This policy will be reviewed regularly by K-Gymnastics to ensure that it remains appropriate, effective and in line with current safeguarding requirements and British Gymnastics guidance.

Policy Owner: K-Gymnastics

Responsible Person: Head Coach / Club Management: Katya Tsareva-Stefanova

Welfare Officers: Christiana Maria Tase and Jennifer Dong Thry-Dong