



Woodstock Gymnastics Club

Member's Handbook

Introduction

Welcome to the Woodstock Gymnastics Club Handbook. We are a home-grown club and are very proud of the Club's success since its founding in 1994. Our aim is for a progressive, sustainable Club, where success is a feeling that everyone is working toward a common goal: "That the gymnasts strive to be the best they can be in a fun, safe and professional environment, encouraged by high quality coaches".

Through Gymnastics, we encourage members to grow in self-confidence and ability. We want every gymnast to finish each class buzzing with enthusiasm and keen to come back. We are fully committed to safeguarding and promoting the well-being of all our members. The Club believes it is important that everyone associated with the Club - members, coaches, administrators, and parents alike, should at all times, show respect and understanding for the safety and welfare of others. Members and parents are encouraged to be always open and share any praise or concerns they may have with the Club Directors and coaches. We believe all feedback is a positive part of our continuous improvement & development as a club.

Woodstock Gymnastics Club is a business run under the sole trader Jane Brooks. Details of the Clubs founder, admin staff, and coaches can be found on the Club website (www.gymnasticsoxford.co.uk)

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1. Codes of conduct

1.1 Club Rules

- The Club shall be known as Woodstock Gymnastic Club.
- The Club shall be affiliated to Independent Gymnastics Association (IGA).
- All members of The Club must be affiliated to IGA.
- The Club must always have qualified gymnastics coaches.
- All membership fees must be paid within the payment terms and conditions.
- The Club reserves the right to refuse membership to any applicant.
- The Club reserves the right to suspend or cancel membership to anyone who displays inappropriate behaviour; or displays any action that may bring The Club into disrepute.
- All members of The Club must adhere to the Training Rules.
- No mobile phones, personal audio equipment, or any other distraction shall be admitted into the gymnastics hall.
- Gymnasts shall wear appropriate and approved gymnastic attire whilst in the gymnastics hall.
- No food or drink, (except drinking water), shall be brought into the gymnastics hall, except for gymnastics camps.
- Nobody is to use any apparatus without the express permission of a coach.
- Parents are not permitted to wait in the gymnastics hall during their child's session.
- Drop off and collection are from the assigned doors in and out of the gym under the supervision of a coach.

I hereby give my permission for the qualified coaches employed by Woodstock Gymnastic Club to act in loco parentis in the event of an emergency.

1.2 Training Rules

- Gymnasts should arrive 5 minutes before their session start time to prepare for a prompt start.
- Gymnasts should line up at the door and wait to be welcomed and registered by the coach. Under no circumstances should they be running around or 'Practicing moves'.
- Gymnasts shall wear appropriate and approved gymnastic attire whilst in the gymnastics hall. (Club leotard/unitard/t-shirt and hoodies are available to buy).
- No jewelry must be worn in the gymnastics hall. The Club will not be held responsible for the loss or damage to valuables.
- Long hair must be tied back.
- Once in the gymnastics hall, all gymnasts should concentrate on the coaching instruction, and focus on the session activities.
- Gymnasts are not permitted on any apparatus without supervision from a coach, or the express permission of a coach.
- Gymnasts must only follow the instructions given by their coach.

- ALL accidents must be reported to the Lead coach and recorded in the Accident Book.
- Parents / Gymnasts must notify the coach of any injury or medication being taken BEFORE the start of the session.
- Gymnasts must always observe good, safe working practices.
- Gymnasts must always be aware of other gymnasts and should not distract them.
- Gymnasts must not leave the training area or gymnastics hall under any circumstances without prior approval of the coach.
- In matters of teaching, the coaches' words are final.
- Coaches' may suspend or remove a gymnast who displays inappropriate behaviour, or displays any action that may bring The Club into disrepute.

1.3 Parents Code of Conduct

- Encourage your child to learn the rules and participate within them.
- Discourage challenging and arguing with coaches and officials.
- Help your child to recognise progress and good performance, not just results.
- Set a good example by recognising good sportsmanship and applauding the good performances of all.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Keep your contact details up to date and pay any fees for training before the start of each term.
- Keep the club informed if your child is ill or unable to attend sessions.
- Endeavor to establish good communications with the club, coaches and officials for the benefit of all.
- Share any concerns or complaints about any aspect of the club with the coaches and Club Directors.
- Use correct and proper language at all times.
- Always ensure your child arrives on time for their session.
- Always collect your child promptly at the end of a session.
- Support your child's involvement and help them to enjoy their sport.

We do not expect parents and guardians to:

- Force your child to take part in sport.
- Punish or belittle a child for poor performance or making mistakes.
- Use bad language or inappropriate behaviour
- Display threatening or intimidating behaviour towards other members, Woodstock Gymnastics Club staff, coaches, volunteers or other parent/guardians
- Inappropriate behavior will not be tolerated in the Club. Any Parent/Guardian receiving 3 separate warnings will be asked to leave and may result in expulsion from the Club.

1.4 Roles and Responsibilities of Coaches

Before Class:

1. Arrive on time and ready to coach. This should be before the children are welcomed into the gym.
2. Wear appropriate attire, tie long hair back and remove watches/jewelry
3. Be ready to help with set up of the gym
4. Once set up is finished or if asked by another coach, please be on the floor ready to participate in the warm-up and assist the coach in leading it.

During Class:

5. Warm-up: All coaches need to be on the floor ready to participate or help supervise. During the warmup, please help the gymnasts around you or walk around correcting and encouraging them. If you are leading a warm-up please make sure you demonstrate or use somebody to demonstrate for you.
6. Conduct yourselves in a professional manner both with other staff, children and parents. Coaches should not stand around or be sat chatting during the warm-up.
7. Coach to the appropriate level for the group and tailor your coaching to suit the needs to the individual children.
8. If you need ideas for progressions or different skills ask a senior coach. They will always be willing to help.
9. Ensure good behaviour management of your group at all times.
10. Set high expectations e.g. Waiting for their turn, walking between apparatus rotations, listening when you are talking.
11. Under no circumstances should a coach leave their group unattended at any time.
12. If a child in the first class needs the toilet they must be accompanied by a coach.
13. Under no circumstances should coaches be on their mobile phones whilst coaching.
14. Any behavioural issues / injuries must be reported to a senior coach (Hannah, Jane, Lily or Sam) so that where necessary they can be recorded in the incident book and reported to parents.
15. Ensure that the correct spotting and supporting techniques are used.

After Class:

16. All coaches are required to assist with the pack up of the gym for 10-15 minutes.
17. Absence: if you require time-off please give the admin team as much notice as possible. This should be a minimum of 7 days. In an emergency, please contact us to let us know you will not be at gym that day.

Our aim is to have a family of coaches that can support and help each other develop. Sharing good practice and ideas is essential to keep our gymnasts progressing. Although there is a wide age range, experience levels and qualifications, we must work together as a team where every coach feels valued and supported.

2. Child Protection Policy

Woodstock Gymnastics Club is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

The Club will endeavor to promote the highest standards of care for all members and staff by promoting;

- The adoption of the IGA Health, Safety and Welfare guidelines.
- The adoption of the IGA guidelines for the protection of Children and Vulnerable adults.
- The appointment of a Welfare Officer to whom grievances or complaints can be made confidentially.
- That staff are suitably trained in Child Protection and Health, Safety and Welfare issues.
- That coaches have been screened to confirm their suitability to work with children. Where appropriate this will include an up to date Disclosure and Barring Service check (DBS).
- That best coaching practice guidelines are followed at all times.
- That grievances or complaints are dealt with promptly and in accordance with the grievance procedure.
- That a minimum of two responsible adults are present at all training sessions or events.
- That the participants and/or parents are aware of the purpose of videoing, filming or photography during training or events.
- A zero-tolerance level to poor practice, bullying or any potential form of abuse.

3. Equality Policy

Woodstock Gymnastics Club is committed to exemplary standards of conduct through the principles of equality and good moral and ethical frameworks. The Club will encourage individuals from all communities to become involved at all levels of participation, coaching, officiating, and management, and will ensure that all members and staff will:

- Respect the rights, dignity and worth of every human being.
- Treat others fairly and equally regardless of gender, age, ethnic origin, religion or political persuasion or disability. Discrimination in any form will not be tolerated.
- Permeate equity and equality throughout strategic and development plans.

4. Safer Recruitment Policy

Woodstock Gymnastic Club To set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies.
- Deter Identify and reject prospective applicants who are unsuitable for work with children or young people.
- Meet statutory requirements of the Equality Act 2010
- Treat all applicants fairly and clearly.

Procedures:

At Woodstock Gymnastic Club we are vigilant in our recruitment procedures. We follow this procedure every time we recruit a new member to our team.

Identification of recruiting panel

- We have a minimum of two people on our recruiting panel. The same two people are involved at each step of the recruitment process.
- At least one member of the panel will have attended training in safe recruitment procedures.

Woodstock Gymnastic Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants are subject to a satisfactory enhanced Criminal Records Bureau disclosure and at least two independent references.

Job application information and recruitment materials

- Any person enquiring about the post will be supplied with a job application which as a minimum, will include:
 - Job description and person specification
 - An application form
 - A copy of our recruitment and selection policy (this document)
- All applicants must complete, in full, an application form and provide the contact details of two referees.

Short-listing

- We shortlist all candidates against the person specification for the post.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Interview stage

- Interviews will always be face to face.
- A minimum of two people, usually the Head Coach and a Senior Coach, will sit on the

interview panel. Both will be involved in the overall decision making.

- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving license) and also produce documents to prove they are eligible to work in the UK.
- At the interview, each candidate will be questioned using the same set criteria and same questions.
- Candidates will always be required to;
 - explain satisfactorily any gaps in employment
 - explain satisfactorily any anomalies or discrepancies in the information available
 - declare any information that is likely to appear on a DBS check.
 - demonstrate their capacity to safeguard and protect the welfare of children and young people.
- The Head Coach and Senior Coach will then select the most suitable person for this position.

Employment checks

- The successful candidate will be offered the position subject to at least two references
- Referees will be sought directly from the referee.
- Referees will always be asked specific questions about
 - the candidates suitability for working with children and young people
 - any disciplinary warnings, including time expired warnings that relate to the safeguarding of children
 - the candidates suitability for the new post
- The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold an enhanced CRB or DBS check or not. This will be initiated before the member of staff commences work and they will not have unsupervised access to any child or their records before this check comes back clear.
- All qualifications will be checked against actual certificates and copies taken for their personnel files.

Induction

- For all new staff, a clearly structured induction programme is in place. The programme includes training, shadowing and opportunities to discuss the setting's policies and procedures.
- All new staff will be allocated a buddy/mentor who will introduce them to the way in which the setting operates.
- Throughout the induction period, all new staff members will receive regular
- meetings with their mentor to discuss how it's going and identify any further training and development needs.

5. Health and Safety Policy

Woodstock Gymnastics Club will manage, so far as is reasonably practicable, the Health and Safety of its members, parents and coaches by ensuring that –

- The facilities are maintained in good condition – any issues, broken parts noticed by the club are to be reported to the school site team.
- All equipment is in good condition and is regularly checked.
- All coaches are suitably trained and qualified.
- All its members, coaches and officials are registered with IGA.
- The club follows the guidelines and policies set out by IGA.
- Risk assessments are carried out and regularly reviewed.
- Report any risks, incidents or accidents immediately so that appropriate remedial action can be taken. It is however, the responsibility of anyone involved in the Club, including employees, members, parents and visitors to ensure that they carry out their duties with due regard to the safety of themselves and others.

6. Sickness & Injury Policy

We urge all parents to please use common sense when deciding whether or not your child is too ill to attend gym sessions. Ask yourself the following questions:

- Is my child well enough to do the activities? If not, keep your child at home.
- Does my child have a condition that could be passed on to other children or staff? If so, keep your child at home.
- Would I take a day off work if I had this condition? If so, keep your child at home.

Vomiting and Diarrhoea.

Children with diarrhoea and/or vomiting should be kept off until at least 48 hours after their symptoms have gone. Most cases of diarrhoea and vomiting in children get better without treatment, but if symptoms persist, consult your GP.

Chickenpox.

If your child has chickenpox, keep them off gym until all their spots have crusted over. Will they be comfortable being handled and supported by the coaches? Will the activities knock the scabs off and cause scars? Are they mentally sharp enough to participate safely?

Sprains, strains and breaks.

It is not advisable to send your child to Gymnastics if they have an injury unless advised by a doctor they are safe to participate. Jumping from a height and performing fast moves can aggravate this type of injury and make it worse. There is also an increased risk of falling and causing further injuries. Most gymnastic moves involve weight bearing on the arms and hands, will their injury prevent them from performing all moves safely?

Although advice for things like rashes, headaches and sore throats may be that they can still attend school, this does not mean they are fit to do sport. Gymnastics requires mental sharpness and presence of mind. If a child is not feeling fit, they are more likely to have accidents and hurt themselves. It is every coach's responsibility to ensure gymnasts are fit

and well enough to perform safely. If a coach feels it is not safe to participate, they have the right to refuse your child to partake in the session.

7. “Anti-Bullying Policy”

Gymnastics has proved to be a great introductory sport at a recreational level for all sports and is known to be the best physical grounding for all young children. Our Philosophy is simple – We are committed to providing a caring, friendly and safe environment for all members so they can take part in a relaxed and secure atmosphere, and we will endeavor to provide Gymnastics for ALL - allowing the gymnasts to be the best that they can be.

If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

What is bullying?

Bullying is undesirable and unacceptable and WILL NOT be tolerated in any form. Bullying includes:

- Physical pushing, pinching, kicking, spitting.
- Verbal name calling, sarcasm, teasing, ridicule, ignoring.
- Sexual, Religious, Gender, Disability comments/suggestion.
- Cyber bullying.

Any incidence of bullying will be listened to and taken seriously. This can be done directly with a coach or via the Club’s Complaints procedure, a letter or email.

Procedures

1. Report bullying incidents to your coach. The Head Coach will deal with the incident as quickly as possible, ensuring that both sides of the story are listened to and recorded.
2. In serious cases parents will be informed and will be asked to come into a meeting to discuss the problem.
3. The bullying behaviour or threats of bullying will be investigated, and the bullying stopped quickly.
4. An attempt will be made to help the bully (or bullies) change their behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, the child may be asked to leave the Club.
3. If possible, the members will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

8. Payment Terms and Conditions

1. Upon registration with Jane Brooks Gym and Swim Ltd, an account will be created for the purposes of invoicing session fees. Siblings will appear under the 'family' account but will appear on separate invoices.
2. Jane Brooks Gym and Swim Ltd is VAT registered and VAT is included in our class fees.
3. Invoices are produced as soon as a member is allocated onto a course and will be sent out via email unless otherwise specified. At the end of each term, a new invoice is created and sent for the following term as part of our re-enrolment process.
4. The invoice includes all the available sessions for that term which are listed in date order.
5. Invoices are payable before a members second lesson if they are new members; otherwise they are to be paid before the start of the course.
6. We DO NOT charge for sessions that WE cancel. Where cancelled sessions do happen, a credit or refund will be issued to your account.
7. We DO charge for available sessions that YOU do not attend. We do not offer refunds or credits for unattended sessions. This includes deciding to leave the course mid-term even though fees are paid in full at the start of term. We require half a term's notice if you decide you no longer require a place.
8. Lessons cancelled due to any circumstance beyond our control i.e. Snow, Flooding, etc will result in a 50% refund for the lesson missed.
9. Credits will appear on the following terms invoice.
10. Payment is via Direct Debit (through GoCardless). You will be sent a link to authorise the direct debit with the invoice. We are unable to accept credit or debit cards, or accept any form of childcare vouchers. Fees are collected on a half-termly basis.
11. Accounts that are not paid in full by the last week of the term will be subject to a Late Payment Fee (L.P.F.) as published - currently £10 per member.
12. We operate a Debt Recovery Procedure in partnership with HM Courts Service and pursue ALL outstanding debts. The costs incurred in this procedure will be added to the final account balance. Accounts that are not paid in full after 4 weeks into the consecutive term will be automatically referred for debt collection without any further warning or communication

9. Lockdown Policy and Procedure

Rationale

As part of our Health and Safety policies and procedures Jane Brooks Gym and Swim Ltd have an Emergency Lockdown Policy to operate at Woodstock Gymnastic Club.

The Emergency Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and staff in the setting. They may be activated in response to any number of situations, but some of the more typical may include:

- A reported incident/disturbance in the local community, with the potential to pose a risk to staff and children in the club
- An intruder on site, with the potential to pose a risk to staff and children in the club
- A visitor to the site who becomes abusive or aggressive, with the potential to pose a risk to staff and children in the club
- A warning being received regarding an environmental risk locally (smoke plume, toxic fumes)
- A major fire in the vicinity of the site
- The close proximity of a dangerous dog or animal roaming loose
- A child who is unaccounted for or missing within the site

The procedure has two stages as follows:

- 1. Partial Lockdown (secure the building)** – In a partial lockdown staff and children should remain in the sports hall / MEC and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, activities can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and children in the club. It may also be as a result of a warning being received regarding the risk of air pollution etc.
- 2. Full Lockdown** – This signifies an immediate threat to the club and may be an escalation of a partial lockdown. The aim of a full lockdown is for the site and its rooms to appear empty.
 - The Head Coach will determine the level of threat
 - The Head Coach will decide if full or partial lockdown is necessary.

Partial Emergency Lockdown

This may be a result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and children in the club. It may also be a result of a warning being received regarding the risk of air pollution etc.

| | |
|---|---|
| Signal for lockdown | Shout – ‘PARTIAL LOCKDOWN, ACT NOW’ (anyone to use) x 5 long blasts on whistle (anyone to use) |
| Signal for escalation to full lockdown | Shout – ‘FULL LOCKDOWN, ACT NOW’ (anyone to use) x5 long blasts on whistle (anyone to use) |
| Signal for evacuation to Shipping Container | Code word ‘SHOEBOX’ by Head Coach |
| Signal for all-clear | Code word ‘RAINBOW’ by Head Coach in person |

Immediate Action:

1. All outside activities to cease immediately
2. Children and staff return to building & a register to be taken
3. All staff and children remain in building and all external doors and windows are closed/locked
4. Free movement maybe permitted within the building dependent upon circumstances
5. Staff should await further instructions and remain in 'Partial Lockdown' mode until signal for all-clear is given by the Head Coach.
6. Once all staff and children are safely inside, the Head Coach will conduct an ongoing and dynamic risk assessment based on advice from the emergency services. This will then be communicated to staff and children. Partial emergency lockdown is a precautionary measure but puts the club in a state of readiness should the situation escalate.

Full Emergency Lockdown

This signifies an immediate threat to the club and maybe an escalation of a partial lockdown. The aim of a full lockdown is for the site and its rooms to appear empty.

| | |
|---|---|
| Signal for full lockdown | Shout – 'FULL LOCKDOWN, ACT NOW' (anyone to use) x5 long blasts on whistle (anyone to use) |
| Signal for evacuation to Shipping Container | Code word 'SHOEBOX' by Head Coach |
| Signal for all-clear | Code word 'RAINBOW' by Head Coach in person |

Immediate Action:

1. All outside activities to cease immediately
2. All children and staff outside to be brought into the nearest safe cupboard or changing room.
3. All children and staff already inside to move into the closest safe cupboard or changing room.
4. External doors closed/locked
5. Sports Hall and MEC doors, windows closed and curtains/blinds drawn. Doorways to be blocked if possible Changing room and cupboards should also be locked.
6. Children sit quietly out of sight lines of doors/windows (e.g. around the corner from the door).
7. Lights, music and computer monitors turned off.
8. Mobile phones turned onto silent.
9. Staff should notify the Head Coach in Person or mobile phone to identify any children or adults not accounted for
10. Staff should await further instructions, and remain in 'Full Lockdown' mode until signal for all-clear is given by the Head Coach
11. Children or staff not in the main gym for any reason will proceed to the nearest occupied cupboard or changing room and remain with that group of children and staff member e.g. children using toilets when lockdown procedure is engaged.

NO ONE SHOULD MOVE ABOUT THE SITE & NO STAFF MEMBER SHOULD USE THEIR MOBILE PHONES/DEVICES TO COMMUNICATE OUTSIDE OF THE SITE UNTIL THE SIGNAL FOR ALL CLEAR IS GIVEN, UNLESS ASKED TO DO SO BY THE HEAD COACH.

12. Staff to support children in keeping calm and quiet.
13. If it is necessary to evacuate the building, the code word 'SHOEBOX' will be communicated and everyone should leave the building via the nearest exit and assemble in the Shipping Container at the front of the sports hall.
14. As soon as possible after the emergency lockdown the Head Coach will return to the Sports Hall / MEC and conduct a register immediately identifying any children not accounted for.

Staff Roles

1. Head Coach to notify emergency services.
2. Head Coach or Deputy to lock the site entrances – Gates and Doors.
3. Staff / Coaches to lock/close internal doors and windows. Nearest adult to check exit doors.

Communication with parents

If necessary, parents will be notified as soon as it is practical and safe to do so via 'Text to Group' using Jane Brooks Gym and Swim Ltd software/booking platform.

Parents will be told: Woodstock Gymnastic Club at The Marlborough School, Woodstock (or other site if applicable) is currently in an emergency lockdown.

- Do not come to the site – this may put yourself in danger and block access for emergency vehicles.
- Do not try to contact the club as this may tie up phonelines and may prevent us from communicating with emergency services.
- Do not try to collect your child(ren) until we communicate that it is safe to do so.

Children will not be released to parents during an emergency lockdown. If the end of the session / day is extended due to the emergency lockdown, parents will be notified and will receive information about the time and place children can be picked up from the Jane Brooks Gym and Swim Ltd Admin Team (as soon as we are able to do so) or emergency services.

An email to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Emergency lockdown drills

Emergency lockdown practices will take place at least once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and staff debriefed for positive reinforcement or to identify required improvements.

Policy and Procedure Review

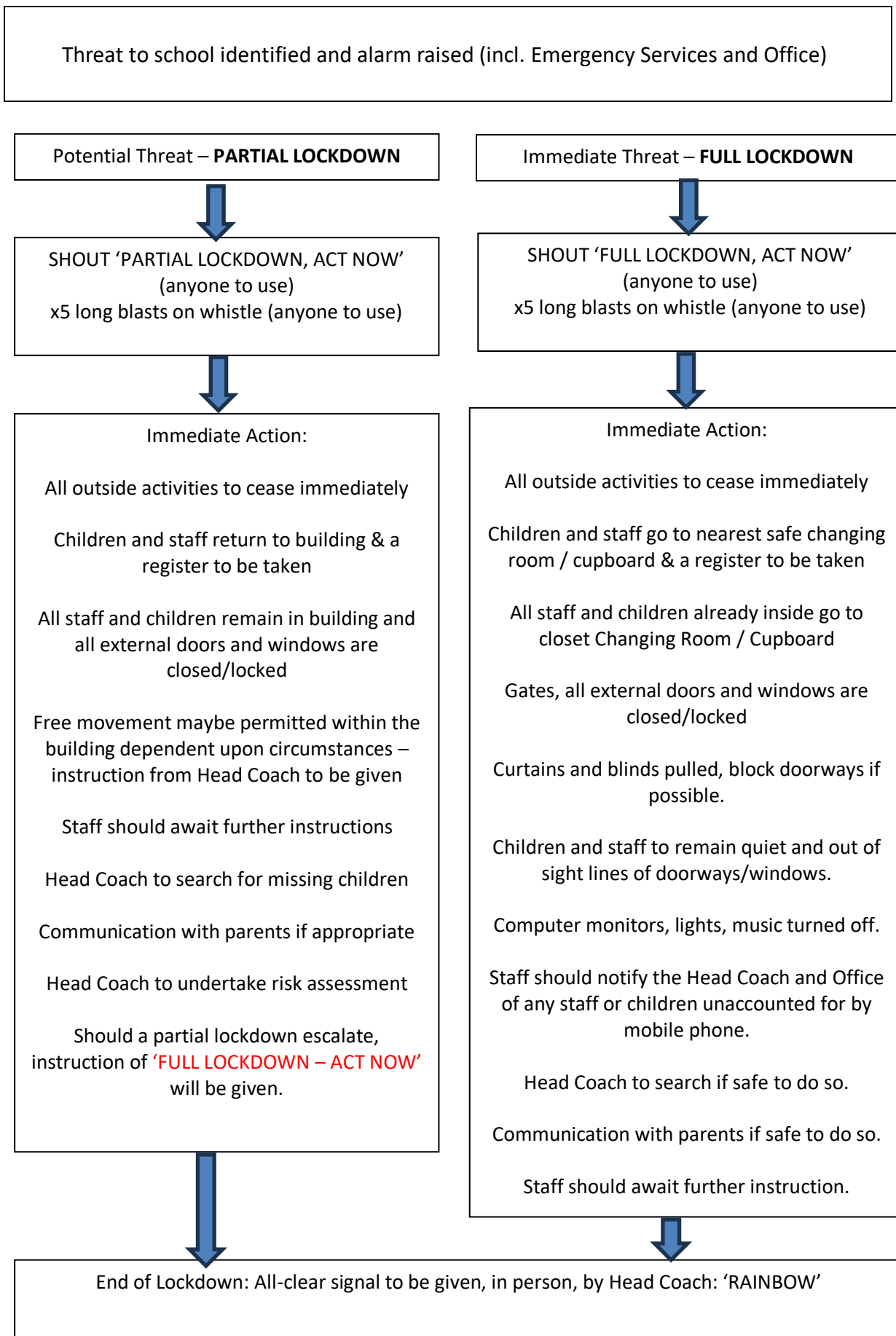
This policy and procedures will be reviewed annually as a part of the Club's Health and Safety procedures.

Jane Brooks Gym and Swim Ltd (Woodstock Gymnastic Club) Lockdown Plan

| Management and Control | |
|--|--|
| Nominated person | Responsibility |
| It is the responsibility of all staff to initiate an emergency lockdown in the event one is necessary. | |
| Headteacher | Secure external gates / doors & staff direction. |
| Deputy headteacher/SLT Member | Initial contact with emergency services and Admin Team at Office |
| Admin | contact lead adult and instruct to remain away from the school site. |
| Staff / Coaches | Pupil control |
| Signals | |
| Signal for lockdown | Shout – ‘PARTIAL LOCKDOWN, ACT NOW’ (anyone to use) x 5 long blasts on whistle (anyone to use) |
| Signal for escalation to full lockdown | Shout – ‘FULL LOCKDOWN, ACT NOW’ (anyone to use) x5 long blasts on whistle (anyone to use) |
| Signal for evacuation to Shipping Container | Code word ‘SHOEBOX’ by Head Coach |
| Signal for all-clear | Code word ‘RAINBOW’ by Head Coach in person |
| Lockdown | |
| Specified Assembly Points | <ul style="list-style-type: none"> • Male and female changing rooms in Sports Hall • Store cupboards in Sports Hall • Store cupboard between Sports Hall and MEC • Store cupboard in MEC • Shipping container at front of Sports Hall |
| Entrance Points | Main Gate, School Reception, External doors |
| Communication Arrangements | Mobile phones Swimsoft to communicate with parents |

| Head Coach Procedure | | | | |
|----------------------|---|-------|------|--------|
| Step | Initial Response | Check | Time | Signed |
| 1 | Ensure all children are inside | | | |
| 2 | Secure all entrance points to the school site | | | |
| 3 | Dial 999 for each emergency service that the incident requires | | | |
| 4 | Check for missing or injured staff members and children if it is safe to do so | | | |
| 5 | Partial- movement around the school, if safe to do so. Full – remain in full lockdown position | | | |
| 6 | Remain inside the changing rooms/cupboards until the all clear signal has been given or unless told to evacuate | | | |

Appendix 1 - Partial and Full Lockdown Flowchart



Appendix 2 – Bomb Threat Procedure

Most bomb threats are designed to cause alarm and disruption. While many bomb threats involve a person-to-person telephone call, an increasing number are sent electronically using email or social media applications. No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

In the event of a received bomb threat, we must follow the lockdown procedures as outlined in the 'Partial or Full Lockdown Procedures' enclosed in this policy.

If you are unable to complete the directions given in the flowchart you must alert a member of staff to do this.

If you receive a bomb threat communication, you should:

- Stay calm and listen carefully.
- If practical, keep the caller talking and alert a colleague to dial 999.
- If the caller number is display take note of the number, otherwise dial 1471 to try to obtain the caller number once the call has ended.
- If the threat is a recorded message then you must save the message and write down as much detail as possible.
- If the threat is received by text message - do not reply to, forward or delete the message.
- If the threat is delivered face-to-face - try to retain as many distinguishing characteristics of the threat maker as possible.
- If discovered in a written note, letter or graffiti - treat as police evidence and stop other people touching the item.
- If the threat is received via email or social media - do not reply to, forward or delete the message. Note the sender's email address or username.

Appendix 3 – Phone call Bomb Threat Checklist

To be completed in as much detail as possible:

| |
|-----------------------------------|
| Exact wording of the threat made: |
|-----------------------------------|

Ask the following questions and record the answers in the box supplied:

| | |
|--------------------------------------|--|
| Where is the bomb right now? | |
| When is the bomb going to explode? | |
| What does the bomb look like? | |
| What kind of bomb is it? | |
| What will cause the bomb to explode? | |
| Did you place the bomb? Why? | |
| What is your name? | |
| What is your address? | |
| What is your telephone number? | |

Details of the call:

| | |
|----------------------------|--|
| Time and date of the call | |
| Length of the call | |
| Caller's number | |
| Time Police were contacted | |

Details of the caller:

i.e. gender, accent, background noises, delivery of threat (angry, incoherent, calm)

Any other information:

Print Name: _____

Signature: _____

Date: _____

10. Emergency Procedures

Checklist & Contacts

Nearest Telephone: Staff mobile

Addresses:

- The Marlborough School, Shipton Road, Woodstock, Oxford, OX20 1LP.
- The Bicester School, Queens Avenue, Bicester, Oxfordshire, OX26 2NS.
- Gosford Hill School, Oxford Road, Kidlington, Oxfordshire, OX5 2NT.
- St. Swithun's Primary School, Grundy Crescent, Kennington, Oxford, OX1 5PS.

Nearest First Aid Provision - First aid kit / ice packs in medical box within the gym.

Names of First Aiders – Sam Patten, Hanniah Brooks, Megan Brooks, Ita Moore, Ali Saville, Sarah Edmunds

Name and Contact Number of Club Welfare Officer and DSL:

Hannah Brooks – 07792 018682

Guidelines for dealing with an accident or incident:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Contact a First Aider to take appropriate action.
- Do not move someone with suspected major injuries. Wait for the emergency medics.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Contact the injured person's parent / guardian / next of kin.
- Assist the First Aider to complete an incident / accident report form.
- If a hospital visit is required, report the accident to IGA within 10 days.

11. Complaints Procedures

Woodstock Gymnastics Club is committed to provide the best possible service we can. To achieve this, we need feedback and evaluation. Therefore, we want to hear your comments about the things we do well, or any ideas for improvement. Please tell us verbally, via email (info@janebrooksgymnastics.com), or in writing. Equally if you have a concern, criticism or complaint we need to know about it, and would ask that you follow the procedure detailed below in order that we can address the issue.

1. Select the appropriate person to talk to. The details of all of our coaches and team are posted on our website (www.gymnasticsoxford.co.uk) or available from our coaching team on request.
2. Arrange a mutually convenient time to discuss the matter.

3. If through discussion the issue cannot be addressed immediately, agree a verbal action plan by which the problem can be resolved. This may first involve clarification and/or observation of the situation causing concern.
4. The designated Coach will be responsible for ensuring that the action plan is followed and that you are given feedback.
5. If you are not fully satisfied with the outcome, please record your complaint in writing and post it to Woodstock Gymnastics Club c/o 54 Fernhill Road, Begbroke, Kidlington, Oxford, OX5 1RR.
6. A meeting will be arranged to discuss the matter within 14 days of receipt of the written complaint and you will receive a response in writing within a further 14 days.
7. If required, reference for advice and guidance may be made at any stage by Woodstock Gymnastics Club or yourself to our Governing Body, IGA, who can be contacted at: Unit 6, 52 Edison Business Centre, Edison Road, Aylesbury, Buckinghamshire, HP19 8TE. Tel: 0345 319 7000.

12. Social Networking and Woodstock Gymnastics Club

Woodstock Gymnastics Club believes that Facebook and Instagram are both fantastic ways to communicate with our members and to demonstrate the fantastic work that our members are doing. They are also useful for passing on notices to all our members and a wider audience.

While there are many positive aspects of using social media to communicate, we are aware that there are potential disciplinary and safeguarding concerns which stem from the improper use by members and Woodstock Gymnastics Club staff / volunteers.

Please note that all Club communication will be via the official Facebook page (@woodstockgymnasticsclub) and the official Instagram feed (@woodstockgymnastics).

Woodstock Gymnastics Club follows the IGA Online Safety policy, which is available online at [IGA-Online-Safety.pdf \(independentgymnastics.com\)](#)

13. Privacy Policy

Woodstock Gymnastics Club privacy notice – members at Woodstock Gymnastics Club, we take your privacy seriously and will ensure your personal information is kept secure. We provide Gymnastics activities and are registered with UK and British Gymnastics who govern the sport and offer competitions and events in which we may participate.

How we use information about you

We need to process information about you or your child for the following reasons:

- **Contractual purposes**

To provide the Gymnastics activity you have requested, communicate with you about this activity, changes to our terms and conditions and to process payments (if relevant).

- **Legitimate interests**

To meet the legitimate aims of the club and ensure your child is well supported and safe whilst participating in Gymnastics. This includes:

- Carrying out any relevant risk assessments:
 - Some individuals may present with a medical condition that may be a risk of harmed from participating in Gymnastics. It is vital that you share any relevant medical information. We will ask for your agreement to undertake any appropriate assessments.
- Identifying any reasonable adjustments and adaptations to support inclusion:
 - If you or your child has a disability or any special needs, we will review the information you have provided to help us identify any actions we can take to support inclusion. We may need to ask you for more information to help us in this process.
- Responding to any comments, questions or complaints you may send us.
- Maintaining class attendance records and contact details for emergency purposes.
- Filming and taking photos for coaching purposes and/or to promote the club on our website, club social media account and in communications. All film and photos of children will only be published in line with our safeguarding policy.
- You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in Gymnastics.

- **Legal reasons**

To comply with applicable laws and protect legitimate club interests and legal rights. This includes but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

- **Marketing**

With your consent, we may send you information by email, SMS or via social media about club news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by amending your preferences in 'My Account', or, if applicable, by following the instructions in the relevant

communication.

Why do we share your information?

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person. If you/your child want(s) to enter a competition provided by an external organisation, we will, with your agreement, share the information required to enter the event, usually name, DOB and gender. Most competitions are large events and there are likely to be photographers and people filming.

Individual rights

You have the right to see the personal information we hold about you. You can request a copy of any other information we hold by writing to us. If we do hold other information about you, you can ask us to delete it or correct any inaccuracies. We will either make the requested amendments or provide an explanation as to why we are not making changes.

Leaving the Club

If you leave Woodstock Gymnastics club your data will be kept for 3 years. After this all records will be deleted. You can request to have the data we held deleted at an earlier date (the right to be forgotten). This request must be made without undue delay unless there are legitimate grounds for the data to be retained e.g. legal obligation, right of freedom of expression (e.g. journalistic purposes), historical or statistical purposes.

Changes to the privacy notice We keep our privacy notices under regular review. This privacy notice was last updated August 2024.