

WELFARE NOTICE



A Welfare Officer is to be appointed who must deal with any domestic issues to do with child protection, equality and bullying that may arise within the club.

The Welfare Officer must ...

- be an executive member on the club committee.
- be screened by British Gymnastics, including Criminal Records Bureau
- work to the standard of which they must be trained from the British Gymnastics recognised 'Safeguarding & Child Protection' and 'Time to Listen' courses.
- run regular 'Welfare Workshops' with the gymnasts and coaches / helpers.
- record all complaints, grievances and concerns in the Welfare Logbook.
- report any concerns, allegations of 'poor practice', child abuse etc to the necessary governing bodies and/ or organisations.

Listening

If somebody decides to confide in you ...

- Stay calm, listen carefully.
- Give them your full attention.
- Let them speak at their own pace.
- Only ask questions that clarify what has already been said.
- Do not promise to keep secrets.
- Reassure them that telling somebody is the correct thing to do.
- Tell them what is going to happen next.
- Immediately record in writing what was said by both, including time, date, location.
- Notify the welfare officer as soon as possible so the event can be noted in the Welfare Logbook.

If somebody tells you things of concern about/ on behalf of another person ...

- It must be reported to the Welfare Officer, who will...
- speak to the person in question explaining that they have heard something about them, following the above procedure.
- If they say that whatever has been heard is not true, it must still be noted in the Welfare Logbook.

Confidentiality

Encourage members to tell the Welfare Officer or a friend of any issues they may be dealing with. ONLY tell somebody else on a "**Need to Know**" basis, telling somebody who does not need to be informed could jeopardise the safety of the person in the situation.