Rothwell Gymnastics

Protecting Children and Vulnerable Adults

How to report a concern

The Club's Welfare Officers are;

Helen Dixon, Lisa Bilclough, Pam Stevenson, Kaylee Whiteley, Adama Jobe

Available at most sessions or email:

rothwellwelfare@outlook.com

Ways of making contact

- You can raise your concerns in person by dropping into the end or beginning of a training session to arrange a meeting with a member of the team
- You can phone **0113 318 2287**, text **07503 313761** or email rothwellgymnastics@hotmail.co.uk if you are not comfortable discussing the issue in person.
- You can email the welfare team on rothwellwelfare@outlook.com highlighting your concerns
- You can send a letter anonymously highlighting your concerns – however, please be aware that it is much more difficult to address the problem if we cannot contact the person who has reported it

What to do if you have a concern

- If your concern is regarding a specific incident please make a note of the date and time it occurred and report it as soon as possible. Please also make a note of the key facts relating to the incident
- If you have a general concern please make a note of the main points of your concern and report them to one of the club welfare officers
- If you are not sure about whether to report a concern or not we advise that you do report it. It is important that the club are aware of your concerns even if you are unsure about them. The club's volunteers are bound by their codes of conduct to treat all reports with the utmost discretion and confidentiality.
- If for any reason you do not wish to raise your concern in person, then contact the welfare team on rothwellwelfare@outlook.com

Please remember that these guidelines are for children as well as parents. It doesn't matter who makes the report, or how old they are, everyone's concerns are equally important and will be treated seriously.

Our welfare team are trained to make independent decisions and take actions which place children's needs as of paramount importance.

Reviewed February 2023 v8 Oct 24 v10 Oct 26v11