

WELFARE POLICY

PURE GYMNASTICS CLUB | Version 1.0 | October 2026

Club: Pure Gymnastics Club (PGC)

Head Coach / Founder: Claudia Harris

Safeguarding and Wellbeing Officer (SWO): Katie Hall

Club contact: Use the club's current published contact details.

1. Policy statement

Pure Gymnastics Club is committed to providing a safe, welcoming, inclusive and positive environment in which every gymnast can enjoy participation, develop confidence and reach their potential. The welfare, safety and wellbeing of children, young people and adults at risk are central to our decisions and activities. Everyone involved with PGC shares responsibility for safeguarding and promoting wellbeing.

PGC will take concerns seriously, respond promptly and proportionately, and follow the current policies and reporting procedures of Welsh Gymnastics (WG), British Gymnastics (BG) and the relevant statutory agencies. This policy supports those procedures; it does not replace them.

2. Scope and principles

- Applies to all gymnasts, parents/carers, coaches, helpers, volunteers, committee or management members, contractors and visitors involved in PGC activities.
- Applies during training, events, trips, club communications, online activity and any situation connected with the club.
- Put the child's welfare first; listen to gymnasts and take their views seriously.
- Treat everyone fairly and with dignity, without discrimination, bullying, harassment, abuse or victimisation.
- Promote an open culture where people can raise concerns without fear of reprisal.
- Share information confidentially and only with people or agencies who need it to protect someone or respond to a concern.

3. Roles and responsibilities

Safeguarding and Wellbeing Officer (SWO) — Katie Hall

Katie Hall is PGC's named SWO and the first club contact for welfare, safeguarding, poor-practice or alleged-abuse concerns. The SWO will, within the limits of the role and current WG procedures:

- Be approachable and help gymnasts, families, coaches and volunteers understand how to raise concerns.
- Receive concerns, listen without judgement, record information accurately and securely, and follow the appropriate reporting and referral route.
- Refer concerns to Welsh Gymnastics and/or statutory agencies when required; seek advice where unsure. The SWO must not promise secrecy or conduct an investigation beyond their remit.
- Support the club to maintain and review welfare policies, codes of conduct, reporting arrangements and safeguarding records.
- Help ensure appropriate safeguarding training, safe recruitment checks and inductions are completed and recorded.
- Promote a child-centred culture and raise welfare matters with club leadership while respecting confidentiality.

All coaches, helpers and volunteers

- Follow PGC policies, relevant WG/BG rules, codes of conduct and instructions relating to safe practice.
- Maintain appropriate professional boundaries and use respectful, age-appropriate communication and coaching methods.
- Report concerns, disclosures, allegations, injuries or poor practice promptly through the appropriate route; do not assume someone else will report them.

- Keep records factual and secure, and do not discuss sensitive information with people who do not need to know.
- Complete role-appropriate safeguarding training, recruitment checks and club induction before undertaking duties where required.

Club leadership

The club leadership is responsible for supporting the SWO, providing appropriate resources, ensuring that concerns are acted upon, and embedding safeguarding in club decisions. The SWO should be able to raise concerns independently. Any actual or potential conflict of interest must be managed by referring the matter to Welsh Gymnastics or the appropriate external safeguarding body.

4. Safe recruitment and training

PGC will use safer recruitment practices for staff and volunteers. Identity, references, role suitability, qualifications and criminal-record checks will be considered as appropriate to the role and in line with current WG/BG requirements and applicable law. An enhanced DBS check will be obtained where the role is eligible and the check is required; a check alone does not guarantee suitability.

Coaches, helpers, volunteers and the SWO must complete the safeguarding education, role-specific training and refreshers required by WG/BG and PGC. The club will keep appropriate records of checks, training, qualifications and induction. Anyone whose required checks or training are not in place must not undertake duties for which they are a prerequisite.

5. Safe and positive gymnastics environment

- Use appropriate coach-to-gymnast ratios, supervision and session planning, and ensure coaches are qualified for the activity they deliver.
- Use physical contact only when appropriate, necessary for safe coaching, explained beforehand where possible, and respectful of the gymnast's dignity and wishes.
- Do not use humiliation, threats, degrading language, discriminatory behaviour, inappropriate discipline or favouritism.
- Maintain clear arrangements for arrival, collection, changing areas, toilets, one-to-one situations, trips, photography, filming and digital communication.
- Follow PGC health and safety, accident reporting, medical information, emergency and risk-assessment procedures.
- Promote positive behaviour and respond to bullying, harassment, exclusion, unsafe coaching or other poor practice promptly.

6. Raising and responding to concerns

Anyone can raise a concern, including a gymnast, parent/carer, member of staff, volunteer or member of the public. Concerns may relate to abuse, neglect, bullying, discrimination, unsafe practice, a breach of professional boundaries, or a person's wellbeing.

If someone is in immediate danger or needs urgent medical assistance, call 999. If a child or adult may be at risk of harm, contact the relevant local authority safeguarding service and/or police as appropriate. Do not delay urgent action while trying to contact the club SWO.

For non-emergency concerns:

- Report the concern to Katie Hall, SWO, as soon as possible. If the concern involves Katie Hall, or you cannot safely contact her, report directly to Welsh Gymnastics' safeguarding team or the relevant statutory agency.
- Listen carefully, stay calm, take the person seriously and reassure them that they have done the right thing by speaking up.
- Do not promise confidentiality, ask leading questions, investigate the allegation yourself or confront the person alleged to have caused harm.
- Record the facts as soon as possible: date, time, people involved, what was seen or said (using the person's own words where possible), actions taken and who was informed. Separate facts from opinion.

- Share the record securely with the appropriate safeguarding lead, WG or statutory agency and follow their instructions. Keep information on a need-to-know basis.

All concerns and referrals must be handled in line with the current Welsh Gymnastics Safeguarding and Wellbeing Policy and reporting process. The club will not investigate allegations where this could compromise a statutory or governing-body process.

7. Confidentiality, records and information sharing

Welfare records will be factual, dated, stored securely and accessed only by authorised people. Information will be shared where necessary, relevant and proportionate to protect a person or respond to a concern. Confidentiality must not prevent a safeguarding referral. Records will be retained and disposed of in accordance with applicable data-protection requirements and WG/BG guidance.

8. Complaints, poor practice and whistleblowing

PGC encourages concerns about poor practice, conduct, safety or club procedures to be raised promptly. Concerns should normally be directed to the SWO or club leadership, depending on the issue. Where the concern involves either person, or the person raising it feels unable to report internally, they may contact Welsh Gymnastics directly. Complaints and allegations will be handled fairly and in accordance with applicable WG/BG procedures; retaliation against anyone raising a genuine concern will not be tolerated.

9. Review and availability

This policy will be made available to gymnasts, parents/carers, coaches and volunteers. It will be reviewed at least annually and sooner following a significant incident, a change in club arrangements, or updates to relevant WG/BG policies or legislation. All club members are expected to familiarise themselves with the policy and related procedures.

10. Key contacts and guidance

PGC SWO: Katie Hall — contact via the club's current published contact details.

Welsh Gymnastics: See the official Safeguarding and Wellbeing pages and current reporting route.

British Gymnastics Welfare & Safe Sport: welfareandsafesport@british-gymnastics.org; 0345 129 7129.

Emergency: 999 if someone is in immediate danger or requires urgent assistance.

Official reference pages

- [Welsh Gymnastics — Policies](#)
- [Welsh Gymnastics — Safeguarding and Wellbeing](#)
- [British Gymnastics — Policies and Procedures](#)
- [British Gymnastics — Welfare Officers](#)
- [British Gymnastics — Safeguarding concerns](#)