



CLUB SAFEGUARDING CHECKLIST

To help clubs ensure they fully meet the expectations set out in the IGA Safeguarding Policy and maintain a safe environment for all participants.

GOVERNANCE & SAFEGUARDING CULTURE

- ☐ Club has formally adopted the IGA Safeguarding Policy
- ☐ Safeguarding responsibilities are clearly understood across the club
- ☐ Signed Codes of conduct exist for: Coaches & Staff, Gymnasts & Members, Parents & Carers
- ☐ Safeguarding information is regularly shared with coaches and volunteers
- ☐ Club encourages a culture of listening and open communication
- ☐ All members including, staff & parents are provided with the IGA safeguarding policy during onboarding. All IGA safeguarding policies should be readily accessible at all times.
- ☐ Safeguarding should be a regular agenda item at club committee or management meetings — not just “set once”. This helps ensure ongoing compliance, review and culture.

SAFEGUARDING LEAD & REPORTING

- ☐ Club has an appointed and trained Welfare Officer (CWO) that meets the requirements of the IGA Welfare Officer Roles & Responsibilities Policy
- ☐ Welfare Officer contact details are publicly available to parents & participants
- ☐ Everyone knows how to report safeguarding concerns
- ☐ Local authority safeguarding contacts are known and accessible
- ☐ Whistleblowing routes are clear and encouraged
- ☐ The SWO's contact details (name, telephone, email) should be clearly displayed in all gymnastics environments (on noticeboards, digital forms, club website, etc.)



SAFER RECRUITMENT

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All individuals in regulated activity have up-to-date vetting checks

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Qualifications and references are checked before roles begin

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New staff/volunteers receive induction including safeguarding training

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A register is maintained for: vetting status, safeguarding training dates, qualification renewal dates

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Ongoing suitability monitoring or review of long-term volunteers/staff

TRAINING & COMPETENCE

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Mandatory safeguarding training completed by staff/volunteers (for those over 16)

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Coaches hold correct and current qualifications for activities delivered

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Refresher training tracked and maintained

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Staff understand boundaries for physical contact and professional conduct

RECOGNISING & RESPONDING TO CONCERNS

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Staff/volunteers can recognise early signs of abuse or harm

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Concerns are recorded securely and shared appropriately

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Response to concerns is timely and in line with policy and statutory guidance

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Staff understand statutory reporting duties

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Support and confidentiality assured for anyone raising concerns (whistleblower protection)



SAFE ENVIRONMENT & ACTIVITY DELIVERY

- ☐ Safe coach-to-participant ratios always followed
- ☐ No lone working during regulated activity
- ☐ Risk assessments completed for: venues, equipment, all activities
- ☐ Equipment and apparatus safety checks and maintenance procedures are in place
- ☐ First aid & emergency procedures are available at all sessions/events
- ☐ Clear procedures for safe arrival/collection of gymnasts (drop-off/pick-up)
- ☐ Safe use and consent management for social media, photography/filming, digital communications
- ☐ Accessibility and reasonable adjustments considered where needed

DATA PROTECTION, PRIVACY & RECORDS

- ☐ Consent obtained for photography/filming; parents/carers offered option to object
- ☐ Transparent data-use / privacy notice governing personal information
- ☐ Safeguarding and welfare records stored securely and retained according to policy

INCLUSION, BEHAVIOUR & WELLBEING

- ☐ Anti-bullying procedures in place
- ☐ Everyone is treated with dignity, fairness and respect
- ☐ Clear standards for behaviour set and reinforced
- ☐ Voice of children/adults at risk is encouraged and valued
- ☐ Measures in place to support mental and emotional wellbeing



OFF-SITE ACTIVITIES, EVENTS & EXTERNAL ARRANGEMENTS

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Safeguarding arrangements apply to: displays, competitions, travel, camps, workshops, external venue hire

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Written parental/carer consent obtained where required

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Travel, accommodation and external venue arrangements risk assessed

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Adequate supervision arrangements confirmed in advance

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Venue suitability assessed: environment, changing rooms/toilets, viewing areas, public/shared facility risk