

East Surrey Acrobatics Limited

Safeguarding & Child Protection Policy

Protecting the welfare of all children and young people

Date: May 2026

Review Date: May 2027

Company Number: 17056364

Organisation	East Surrey Acrobatics Limited
Company Number	17056364
Director	Lucy Tozer
Designated Safeguarding Lead	Emma Richards (Welfare Officer)
Contact Email	eastsurreyacrobatics@hotmail.com
Venues	YMCA Sovereign Centre, Sliphatch Road, Reigate, RH2 8HA YMCA East Surrey, Princes Road, Redhill, RH1 6JJ
Adopted	May 2026
Review Date	May 2027

1. Introduction

East Surrey Acrobatics Limited (ESA) is fully committed to safeguarding the welfare of all children and young people who participate in our activities. We believe every child has the right to participate in gymnastics and acrobatics in a safe, enjoyable and positive environment.

This policy applies to all staff, coaches, volunteers, and anyone working on behalf of ESA. It covers all activities at both our venues and any events or competitions we attend.

2. Our Commitments

ESA is committed to:

- The adoption of British Gymnastics (BG) Health, Safety and Welfare guidelines
- The adoption of BG guidelines for the protection of children and young people
- Appointing a Designated Safeguarding Lead (Welfare Officer) to whom concerns can be reported confidentially

- Ensuring all coaches and staff hold a valid Enhanced DBS disclosure and are registered with British Gymnastics
- Ensuring all staff and coaches are trained in Child Protection, Health, Safety and Welfare
- Ensuring a minimum of two responsible adults are present at all training sessions and events
- Following best coaching practice guidelines at all times
- Dealing with grievances and complaints promptly and in accordance with our procedures
- Building a safeguarding culture where staff, volunteers, children and families feel comfortable sharing concerns
- Reviewing this policy annually or following any significant incident

3. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) for ESA is:

Name	Emma Richards
Role	Welfare Officer
Contact	eastsurreyacrobatics@hotmail.com

The DSL is the first point of contact for any safeguarding concerns. In the absence of the DSL, concerns should be directed to the Director, Lucy Tozer.

4. What is Abuse?

Abuse can take many forms. Staff and coaches should be alert to the following:

- Physical abuse — hitting, shaking, throwing, burning or causing physical harm
- Emotional abuse — persistent emotional ill-treatment causing severe and persistent adverse effects on a child's wellbeing
- Sexual abuse — involving children in sexual activities they do not understand or consent to
- Neglect — persistent failure to meet a child's basic physical or psychological needs
- Bullying — including online bullying and cyberbullying
- Poor coaching practice — placing excessive pressure on gymnasts, belittling efforts, or any form of humiliation

5. Reporting a Concern

If you have a concern about the welfare of a child, you must:

1. Report it immediately to the Designated Safeguarding Lead (Emma Richards)
2. If the DSL is unavailable, report to the Director (Lucy Tozer)
3. If there is immediate risk of harm, call the Police on 999
4. Do not investigate the concern yourself or promise confidentiality
5. Record details of the concern in writing as soon as possible

You can also contact the following external agencies:

- British Gymnastics Safeguarding Team: 0345 129 7129

- NSPCC: 0808 800 5000 (free, 24 hours)
- Local Authority Designated Officer (LADO) — Surrey: 0300 123 1650
- Police — immediate danger: 999

6. Safe Recruitment

ESA is committed to safe recruitment practices. All individuals working with children at ESA must:

- Hold a valid Enhanced DBS (Disclosure and Barring Service) check
- Be registered with British Gymnastics
- Provide references which will be followed up prior to appointment
- Complete a safeguarding awareness course
- Sign a code of conduct agreeing to uphold ESA's standards

7. Code of Conduct

All staff, coaches and volunteers must:

- Never spend time alone with a child away from others
- Never take a child to their home or a secluded place
- Never engage in rough, physical or sexually provocative games
- Never make inappropriate or sexual comments to or about a child
- Never use physical punishment or threaten a child
- Never photograph or film children without following ESA's Photography Policy
- Maintain appropriate physical contact — only what is necessary for coaching purposes and with the child's consent

8. Confidentiality

All safeguarding concerns will be treated with appropriate confidentiality. Information will only be shared on a need-to-know basis and in accordance with our GDPR and Data Protection Policy.

Confidentiality does not apply where a child may be at risk of harm. In such cases, information will be shared with appropriate authorities.

9. Review

This policy will be reviewed annually by Lucy Tozer (Director) and Emma Richards (Welfare Officer), or sooner if there is a change in legislation or guidance. Next review: May 2027.

This policy is adopted by East Surrey Acrobatics Limited and is consistent with British Gymnastics Safeguarding Policy and the Children Act 2004.