

STARLIGHT TRAMPOLINE & GYMNASTICS CLUB

PROTECTING CHILDREN AND VULNERABLE ADULTS HOW TO REPORT A CONCERN

The Club's Welfare and Protection Officer is:

Welfare Officer Name

Teresa Tregarthen

Your welfare officer contact details

07526 435804

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 the Club Chairman or Director of Coaching.

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 is 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 with the Club Welfare Officer, please contact Teresa Tregarthen (Treasurer).

Ways of making contact

You can phone if you are not comfortable discussing the issue in person.

You can write a letter 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 noticed it.

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.