BATH TRAMPOLINE ACADEMY

Trampoline and Gymnastics Club Policies & Procedures

(Please note full detailed policies are available on request)

Regulations:

- **Age of admittance** – 4/5 (school age) plus
- **Clothing** – tracksuits or leotards. Socks to be worn, hair tied back. No jewellery or zips on clothing please.
- **Emergency numbers** - Simon 0796962742 or Petra 0781454511
- **Fees** - To be paid termly as stated in group text, letters and/or notice board (costs as per website/letter/Facebook /school noticeboard). Absences due to illness or for personal reasons must be paid for. If there is availability, then a make up session can be done in the same term. No roll-overs into a new term are allowed. No refunds will be given. In the event of an accident happening at the club, fees will be frozen for use up to the end of the following term (where a term is either terms 1 &2 or 3&4 or 5&6) or within one year. No refunds will be given. If a child is injured outside of club, any paid sessions are not refundable. If a venue cancels the BTA session for an event, or due to a closure for any reason including bad or extreme weather, the fees are not refundable as this is out of BTA control. No make up sessions are available for venue cancellations.
- **Late collection of children –** emergency numbers used as supplied on Personal Details Form, then contact social services. Coaches will NOT drive home alone with any pupil to drop off.
- **Snacks and drinks** - Not be eaten in the hall. No fizzy/energy drinks whilst training.
- **Notice of absence –** as soon as possible – contact information is on the website: bathtrampolineacademy.co.uk
- **Parental/carer involvement –** more hands less work!! Support is always grateful. Volunteers are needed for competition support – please contact us if interested/available.

- **Personal property –**brought at own responsibility, not the clubs. Lockable lockers available at Hayesfield School and Keynsham Sports Centre.
- **Prescribed medication –** to be given by parents only.
- **Settling in –** parents may stay for the first session, but we prefer to be left with students without parents due to pupils' concentration greatly improves.
- **Sickness –** will contact parent ASAP on sudden sickness etc.
- **Gymnast's Code of conduct-** see additional sheet/website.
- **Parent's code of conduct –** see additional sheet/website.
- **Coaches Code of conduct click here**
- **PLEASE NOTE, NO USE OF MOBILE PHONES DURING ALL SESSIONS. PARENTS AND PUPILS ALIKE**

Policies:

Behaviour policy – all pupils must stay in the hall, act responsibly (by themselves, to others and coaches) and always stand around the trampoline to spot.

Child protection policy – all pupils have the right to be treated fairly. This also includes coaches. If any coach or parent feels that a pupil is being abused, within or out of the club please speak to the welfare officer (Petra Burgess) or head coach.

Confidentiality policy – all records and information are kept locked away. Situations, incidents arising are on a need-to-know basis only.

Equal opportunities policy – everyone has the right to bounce and be treated fairly no matter race, disability, level of pupil etc.

Fire evacuation policy – exit building via closest door, head coach to register all gymnasts.

Health and safety policy – to be adhered to all at times.

Photography policy – only photos of your own children to be taken, with permission of the head coach. No flash photography.

Personal details form – to be signed for photos for publicity. You do have the right to refuse.

Placement policy – first come first served. Includes payment received as well. (Ratios 8/10 per trampoline bed and 16 per gym coach)

Privacy policy – we follow GDPR and take your privacy seriously. Contact numbers are in a locked phone and updated with consent annually. We follow BG online guidance regarding your personal information.

Safeguarding policy – strives to ensure that children and vulnerable young people are protected and safe from harm whilst participating in our classes.

BG Safeguarding & Protecting Children Policy 2019

BG SPC – Abuse & Poor Practice 2019

BG SPC Safe Environment 2019

Safe in Sport Leaflet

Anti-Bullying Policy

BG Safeguarding Vulnerable Adults Policy 2021

Smoking, drugs and drinking policy – not to be used in club or used outside that affects training. Anyone caught with these will be removed from the club.

Special educational needs policy – all pupils to be included and treated fairly.

Training policy – staff to be updated on a regular basis (to inc first aid, welfare, safety)

Volunteer policy – the club encourages volunteer involvement, from support with equipment moving to roles at competitions. All volunteers will have an induction of the role they are supporting in.

Procedures

Complaints procedure – senior coach, head coach, then welfare officer. Then if extremely serious contact British Gymnastics. But please inform welfare officer beforehand to investigate further.

Disciplinary procedure – all staff are subject to a disciplinary if breaching the coaches/clubs code of conduct.

Evaluation and monitoring procedure – to make sure we are working well as a company and coaching techniques are being monitored.

Fire evacuation procedure - when you hear the alarm please follow the venues procedure displayed around on the wall. That is: out as calmly as possible, head coach to check building and take register out to register pupils.

Recruitment procedure– all staff will go through vigorous checks inc DBS clearance.

Assistant/junior coach documents

Job description

Welcome pack Inc ideas to support learning

Banes child employment document

Child volunteer document

Completed risk assessment

BG Working with volunteers