

GB AESTHETIC GROUP
GYMNASTICS FEDERATION



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SAFEGUARDING & PROTECTING POLICY

Policies and Procedures

Safeguarding children/young people is the responsibility of everyone involved in aesthetic group gymnastics.

Here we have provided useful documents and best practice guidance to help ensure we are all doing our best to help children/young people enjoy our sport in a safe and welcoming environment.

Safeguarding and Protecting Policy

1. Introduction

1.1 GB Aesthetic Group Gymnastics Federation is committed to creating and maintaining a safe and positive environment for all children and adults to practice aesthetic group gymnastics. We accept our responsibility to safeguard the welfare of all members and protect them from poor practice, abuse and bullying.

1.2 GB Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and procedures apply to all individuals involved, whether paid or in a voluntary capacity.

Everyone in aesthetic group gymnastics has a responsibility to safeguard and protect children and adults within the sport, to act appropriately, and to report concerns.

2. Scope

The policy applies to incidents of harassment and abuse that arise from participation in:

- 2.1 GB Aesthetic Group Gymnastics Federation regulated activities;
- 2.2 GB Aesthetic Group Gymnastics Federation representative events.

3. Definitions:

3.1 Child/children

Anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people'.

3.2 Adult at risk

3.2.1 An adult at risk is defined in the Care Act 2014 as someone who is aged 18 or over and:

3.2.2 Has needs for care and support (whether or not the local authority is meeting any of those needs). Is experiencing, or is at risk of, abuse or neglect.

3.2.3 As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

3.3 Safeguarding

3.3.1 Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

3.3.2 Protecting children from maltreatment.

3.3.3 Preventing impairment of children's health or development.

3.4. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.

3.4.1 Taking action to enable all children to have the best outcomes.

3.5 Safeguarding adults at risk involves: protecting their rights to live in safety and to be free from abuse and neglect; People and organisations working together to prevent the risk of abuse or neglect, and to stop these from happening.

3.6 Abuse

Any non-accidental act or failure to act that causes harm. The categories of abuse that apply to children are as follows:

- Physical abuse
- Emotional abuse
- Sexual abuse including sexual exploitation
- Neglect
- Extremism

3.7 The Care and Support Statutory Guidance identifies the following types of abuse and neglect that are applicable to adults at risk:

- Physical
- Domestic violence when the victim is an adult at risk
- Sexual abuse
- Psychological including emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational abuse
- Neglect and acts of omission
- Self-neglect including hoarding

3.8 Bullying

Intentional behaviour usually repeated over time that hurts another individual or group.

3.9 Hazing

Hazing behaviours are known to occur in many different types of social groups, including sports teams as a way of initiating a new person when they join the group or want to be socially accepted by their peers.

3.10 Poor Practice

Poor practice is behaviour of an individual in a position of responsibility which falls below the required standard as set out in the Standards of Conduct. Poor practice may not be immediately dangerous or intentionally harmful to a child but is likely to set a poor example.

3.11 Position of trust

3.11.1 All adults who work with children are in a position of trust which has been invested in them by the parents, the sport and the child/young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

3.11.2 Sexual activity or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. Any sexual relationship between an adult in a position of trust within the aesthetic group gymnastics setting and a young person over 16 years of age [consensual or otherwise] is contrary to the safeguarding and protecting policy in the GB Aesthetic Group Gymnastics Federation Policy and will result in disciplinary action being taken.

3.11.3 In the sport of aesthetic group gymnastics it is recognised that there are certain boundaries between the coach / official / volunteer and the child/young person which must not be crossed. The relationship is no different to that between a teacher and the children/young people in their care, it is a position of trust.

3.11.4 Adults must not encourage a physical or emotionally dependant relationship to develop between the person in a position of trust and the child in their care.

A position of trust exists where an adult, by virtue of their role, is in a position of power or influence over another person. Although an adult engaging in any sexual activity with a young person under the age of sixteen would be committing a criminal offence, in some circumstances, engaging in sexual activity within a relationship of trust with a young person between the age of 16-18 years is also a criminal offence. For the purposes of this policy and procedure we regard coaches, welfare officers, judges and other officials as being in a position of trust even where the legal definition does not specifically include that role.

3.12 Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable, including the young, by seeking to sow division between communities on the basis of:

- race, faith or denomination
- justify discrimination towards women and girls

- persuade others that minorities are inferior
- or argue against the primacy of democracy and the rule of law in our society

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

4. Principles

4.1 The guidance given in this policy is based on the following principles:

4.1.1 All members, regardless of age, ability or disability, sex, race, religion, ethnic origin, social status, transgender status and sexual orientation have the right to be protected from abuse and to enjoy all aspects of aesthetic group gymnastics in an enjoyable and safe environment, this includes whilst practicing, volunteering and in leadership or coaching roles.

4.1.2 The safety and welfare of the GB Aesthetic Group Gymnastics Federation members is paramount.

4.1.3 All allegations will be taken seriously and responded to quickly in line with the Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and procedures.

4.1.5 It is everyone's responsibility to act appropriately and report concerns at the earliest opportunity.

4.1.6 GB Aesthetic Group Gymnastics Federation recognises the role and responsibilities of the statutory agencies in safeguarding children and adults and fully complies with the procedures of the Local Safeguarding Children Boards.

4.1.7 Working in partnership with parents, carers and young people themselves is essential for the safeguarding and protection of children and adults.

4.2 GB Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and procedures are mandatory for all its members.

4.2.1 All members are required to appoint a welfare officer to ensure that best practice is promoted and that implementation of this policy, procedures and guidance is supported at each level of the sport.

4.2.2. The practices and procedures within this policy and documentation are based on the principles contained within UK and international legislation and Government guidance and have been developed to complement Local Safeguarding Children Boards' procedures and take the following into consideration:

- Every Child Matters 2003
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997

- Criminal Justice and Court Services Act 2000
- The Data Protection Act 1994 and 1998
- “Caring for the Young and Vulnerable” - Home Office guidance for preventing the Abuse of Trust 1999
- ‘What to do if you are worried a child is being abused’ – Department Of Health 2006
- Working Together to Safeguard Children - HM Government 2018
- The United Nations Convention on the Rights of the Child
- The Human Rights Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012

5. Roles and Responsibilities

5.1 GB Aesthetic Group Gymnastics Federation is committed to having:

5.1.1 A national safeguarding and protecting children and adults in Aesthetic Group Gymnastics Policy and procedures and to produce and disseminate guidance and resources to support the policy and procedures.

5.1.2 Clear priorities for safeguarding and promoting the welfare of children and adults explicitly stated in strategic policy documents.

5.1.3 A clear commitment by senior management to the importance of safeguarding and promoting children’s welfare.

5.1.4 A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.

5.1.5 Recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and adults including arrangements for appropriate checks on staff and volunteers.

5.1.6 Procedures for dealing with allegations of abuse against members of staff and volunteers.

5.1.7 A Case Management Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary.

5.1.8 Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of GB Aesthetic Group Gymnastics Federation’s arrangements for safeguarding and promoting the welfare of children and adults and their responsibilities for that.

5.1.9 Have arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including information sharing protocols.

5.1.10 A culture of listening to and engaging in dialogue with young people and adults – seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions and the establishment or development of services; and

5.1.11 Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

5.2 All GB Aesthetic Group Gymnastics Federation members are required to:

5.2.1 Adopt and implement the GB Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and procedures and guidelines.

5.2.2 Appoint a club welfare officer in line with the GB Aesthetic Group Gymnastics Federation guidelines and role description.

5.2.3 Provide access to appropriate training and support for those who have responsibility in relation to children.

5.2.4 Ensure that all members are aware of their responsibility for safeguarding and protecting children and adults in aesthetic group gymnastics.

5.2.5 Implement a policy of best practice and adhere to the GB Aesthetic Group Gymnastics Federation Codes of Conduct.

5.2.6 Work in partnership with parents/carers and young people within the club.

5.2.7 Ensure that all staff/ volunteers working with children are recruited according to the GB Aesthetic Group Gymnastics Federation recruitment guidelines this includes ensuring those working in with children complete an enhanced DBS disclosure application and provide certificate for passed safeguarding course with GB Aesthetic Group Gymnastics Federation and all coaches are members of the GB Aesthetic Group Gymnastics Federation coach accreditation scheme.

5.2.8 Ensure that all concerns and reported cases are managed in line with GB Aesthetic Group Gymnastics Federation Policy and procedures, this includes reporting to county or national level as appropriate.

5.3 Everyone:

5.3.1 It is essential that everyone involved in aesthetic group gymnastics is fully aware of the early signs of abuse and understands the appropriate steps to report these concerns.

5.3.2 All members must comply with GB Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and applicable standards of conduct and specifically not engage in, allow, condone, or ignore incidents of harassment and abuse and be supportive of other participants who report concerns.

5.3.3 Anyone who has reason to believe that a child or adult at risk has or is experiencing abuse has a duty to report it to the relevant statutory authority and to GB Aesthetic Group Gymnastics Federation where the abuse is connected to their role in the sport.

5.3.4 Failure to comply with the policy and associated procedures will be investigated and may ultimately result in disciplinary action against the individuals concerned.

6. Monitoring & Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of GB Aesthetic Group Gymnastics Federation
- A procedural review taking place following a significant case

7. Recognition of signs and indicators of abuse

7.1 Everyone must be alert to the signs and triggers of abuse and neglect. Sometimes an individual may disclose a specific concern but in many cases the indicators may be less obvious and only become apparent over time.

7.2 Identifying abuse of people with disabilities and who often present with challenging behaviours or who have learning disabilities that make it difficult to communicate is not straightforward.

7.3 It is important to be aware of the signs and indicators of abuse and neglect, but also to be alert for any unexplained changes in behaviour.

7.4 Accurate and timely recording of any unexplained indicators that may be a sign of abuse is fundamental to effective safeguarding.

7.5 It is essential that everyone accepts the responsibility to report any information that may indicate that an individual is being abused or neglected or is abusing. Where a safeguarding concern is disclosed to a member of staff or volunteer as part of their role in an organisation, the responsibility for that information rests with the organisation and not the individual.

7.6 The individual who is made aware of a safeguarding concern should share their concerns with their welfare officer. In some cases, it may be appropriate to seek advice from an appropriate manager in the first instance, however, where there is an immediate risk to an individual, reporting must not be delayed. Welfare officers must maintain records of any concerns reported to them and review this information if further relevant concerns are reported.

7.7 It is vital to maintain confidentiality and ensure information is only disclosed within the organisation to those individuals who have specific safeguarding responsibilities and have a legitimate “need to know”.

8. Poor Practice

8.1 It is essential that everyone challenges poor practice within aesthetic group gymnastics community, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed and accepted.

8.2 Poor practice includes actions that would be considered unacceptable as part of routine/regular practice e.g. being alone with a child or adult at risk but that may be appropriate in unforeseeable or emergency circumstances.

8.3 Where an event arises where a coach or other person in a position of responsibility, having assessed the options, concludes that it is in the best interest of a child or adult at risk, the individual involved must provide a written report of the incident to the relevant welfare officer without unreasonable delay. Where appropriate, a parent or carer should also be informed. This is particularly important if a situation arises where an individual was hurt or distressed, may have misunderstood or misinterpreted something that was said or done or may appear to have become sexually aroused.

9. Practice never to be sanctioned

9.1 Best practice with children must be observed by all adults working with children in both a paid and voluntary capacity, the following practice must be avoided:

- Spending time alone with child away from others
- Inviting or allowing a child to stay at their home
- Transporting a child in a car alone
- Engaging in rough, physical or sexually provocative games with child
- Sharing a room with a child
- Allowing or engaging in any form of inappropriate physical touching or sexual contact or behaviour
- Using or allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for a child that they can do for themselves, unless they have been requested to do so by the parents/carers. This does not preclude anyone attending to an injured/ill child or rendering first aid/
- Departing from the aesthetic group gymnastics club or agreed rendezvous point before the safe dispersal of all children is complete.
- Causing an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Treating some children & adults more favourably than others.
- Creating a dependent relationship between themselves and a child, appropriate boundaries must be maintained.
- Private texts, social network messages and emails without parental consent or knowledge

9.2 Consequences of Inappropriate Behaviour with children

9.2.1 Adults who do not observe best practice with children will be in breach of the GB Aesthetic Group Gymnastics Federation Safeguarding and Protecting Policy and / or the GB Aesthetic Group Gymnastics Federation Codes of Conduct and may find that they are investigated by GB Aesthetic Group Gymnastics Federation. Where appropriate they will have disciplinary action taken against them.

10. Reporting concerns

10.1 It is not our role to investigate where it is suspected that a child or an adult at risk may be experiencing abuse or neglect, but it is our role to refer and share information where appropriate, with the relevant statutory authority.

10.2 If an individual is at immediate risk of significant harm a referral should be made without delay to the Local Authority Social Services, or to the Police who are responsible for the investigation of suspected criminal offences.

10.3 Reporting the matter should not be delayed by attempts to obtain more information or to contact the designated welfare officer and/or GB Aesthetic Group Gymnastics Federation.

10.4 Whoever makes the referral must ensure that the name and contact details of the person to whom the referral was made are provided to GB Aesthetic Group Gymnastics Federation, together with the details of the referral without delay.

10.5 In the event that there is any uncertainty as to whether a referral is appropriate the NSPCC 24-hour helpline can provide guidance for concerns about children or Adult or Children's Social Care.

10.6 There are some specific considerations and differences in reporting arrangements for concerns dependent on whether they relate to a child or an adult and whether the adult falls within the statutory definition of an adult at risk.

10.7 If an allegation is made about a GB Aesthetic Group Gymnastics Federation member, employee, official or anyone else covered under the scope of this policy, the matter must be reported to GB Aesthetic Group Gymnastics Federation.

11. Responding to a disclosure

11.1 If an individual discloses a concern, it is important that they are provided with appropriate support and guidance but in a way that does not jeopardise any potential investigations.

11.2 Where a member of staff or volunteer receives information about a safeguarding concern, they should explain to the individual to whom it relates that they have a responsibility to share the concern with the appropriate welfare officer or manager. It is important to reassure the individual, who may be fearful of any repercussions and provide appropriate support to help them understand why it is necessary to share this information.

12. Information Sharing

12.1 Information sharing between organisations can be essential to protect individual rights, facilitate access to support and services and may be vital in protecting people from being harmed.

12.2 While the focus here is on information sharing about abuse or neglect concerns, information sharing may also be appropriate in other circumstances to promote the welfare or wellbeing of a 'child in need' or an adult at risk.

12.3 The third-party organisations with whom safeguarding concerns may need to be shared include:

12.4 Statutory Authorities e.g. police and social care.

12.4.1 Where an individual receives information that he or she knows or ought to know is being given in confidence there is a duty to ensure this information is kept confidential. Generally, this means that such information should not be shared without the individual's permission. However, confidential information can be shared with other organisations where there is an overriding justification to do so without consent, for example where there is a significant safeguarding concern.

12.4.2 The sharing of personal information is regulated principally by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. These laws provide a legal framework for the use of personal information about living and identifiable people.

12.5 Data protection laws should never be a barrier to sharing information that is necessary to protect children or adults at risk, or to prevent a crime. However, any decision to share information needs to balance the individual privacy and human rights and consequences for those whose personal information is being shared against the potential impact on children or others at risk, if information is not shared. If an individual did not want information about them to be shared, it is important to consider if there is another equally effective means of protecting the individual and other vulnerable people that can be achieved without sharing the information.

12.6 If you would share the information irrespective of whether the individual consents because of safeguarding concerns about the individual or about others who may be at risk if the information is not shared, it is not appropriate or necessary to ask for consent. However, it is always best practice to be open and honest with the individual from the outset as to the reason why and with whom their information will be shared and try to get their agreement to share, where it is appropriate and safe to do so, especially where the individual may not expect their information to be shared.

12.7 In the context of safeguarding a child, the principles of the Children Acts 1989 and 2004, that state that the welfare of children is paramount mean that the needs of children who may be at risk must always be the key consideration.

12.8 Anyone who makes decisions about whether to disclose confidential information to a third-party organisation is accountable under data protection law for these decisions. Decisions about who needs to know and what information needs to be shared should always be taken on a case by case basis and the justification for any sharing decisions should be recorded.

12.9 GB Aesthetic Group Gymnastics Federation requires that all members report any safeguarding concerns about GB Aesthetic Group Gymnastics Federation members who may present a risk to others to the GB Aesthetic Group Gymnastics Federation community. In these cases, the GB

Aesthetic Group Gymnastics Federation will assume responsibility for any further information sharing decisions in consultation with the member and relevant statutory authorities.

12.10 Where a safeguarding concern is external to the sport, if a club or affiliated organisation is not clear that information should be shared, advice about whether sharing is appropriate can be sought from the GB Aesthetic Group Gymnastics Federation Safeguarding Team or the police or local authority without disclosing the identity of the person in the first instance.

13. Whistle blowing

13.1 All suspicions and allegations must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse or poor practice is suspected or where there is loyalty, sometimes misplaced, to a colleague or someone who is known to you.

13.2 Individuals may not express concerns because they fear harassment or victimisation. In these circumstances it is important to understand these feelings but not to allow them to interfere with the need to ensure that concerns are reported appropriately. Not acting is not an option and in extreme circumstances non reporting of a concern may be considered a disciplinary issue.

13.3 GB Aesthetic Group Gymnastics Federation is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, all members are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.

13.4 GB Aesthetic Group Gymnastics Federation will support any individual who reports any concerns relating to the welfare of a child(ren), poor practice or possible abuse in good faith but who feels unable to communicate those concerns to their welfare officer (County or Club) or follow normal procedures for any reason.

13.5 If there is a concern about the welfare of a child, or with regard to the behaviour of an adult towards a child or child to child, concerns must be shared with the GB Aesthetic Group Gymnastics Federation safeguarding team.

13.6 All information received will be treated in confidence and only shared on a 'need to know' basis with those individuals who will be able to manage and resolve the situation. It may be necessary to seek advice from and / or inform the statutory agencies e.g. the police or children's social care.

13.7 All concerns will be taken seriously and managed according to the safeguarding and protecting children and adults in the GB Aesthetic Group Gymnastics Safeguarding and Protecting Policy and GB Aesthetic Group Gymnastics Federation Child Protection Disciplinary Procedures.

13.8 Where an individual feel unable to report concerns internally, they should contact the NSPCC Helpline [0808 800 5000], the Police or Children's Social Care.

14. Responding to incidents

14.1 It is not unknown for safeguarding incidents to occur within a gymnastics training or competition environment. If an abusive situation arises in an aesthetic group gymnastics environment, the individuals involved should be approached immediately preferably by two adults, one of whom should ideally be the welfare officer (if they are on site).

14.2 If the incident is on-going, the person(s) involved must be instructed to stop the behaviour immediately with the priority being to ensure that anyone who is at risk is made safe. The welfare officer or another responsible adult must remain with anyone at risk until their needs have been fully addressed.

14.3 If an incident cannot be controlled, the police should be called. If anyone requires immediate medical treatment this should be sought without delay. It is important that anyone providing medical treatment is aware that this is, or maybe, a safeguarding incident.

14.4 If the matter of concern is felt to be serious poor practice rather than abuse and there is no immediate risk, a different approach would be appropriate and the welfare officer may not need to be involved in the first instance. Consideration should be given to informing the individual in a manner that will not compromise their right to privacy or undermine their position.

14.5 Where an incident takes place at an international event and involves someone from another National Federation, the matter will be reported by GB Aesthetic Group Gymnastics Federation to the relevant National and/or International Federation and in line with local laws and statutory reporting procedures.

14.6 Serious allegations of sexual abuse may be made some time after the event, particularly where the person experiencing the abuse was a child. All sexual cases can be dealt with as if they have a recent complaint.

14.7 GB Aesthetic Group Gymnastics Federation will advise the individual of their right to make a formal complaint to the Police. Where the concern relates to an individual who is still involved in the sport, the safeguarding team will consider whether it is appropriate to share this information with the statutory authorities, which will depend on whether there is a current risk to individuals in the sport.

14.8 If it is decided that the information needs to be shared, the adult who made the disclosure should be informed of the reason why it is necessary to share this information to the statutory authorities. GB Aesthetic Group Gymnastics Federation will make the referral or where appropriate will assist the adult to report the matter and will provide information about relevant support services.

15. Investigation

15.1 Where concern or complaint of abuse or poor practice is made there may be a number of types of investigation:

- Criminal - conducted by the Police

- Child Protection - carried out by Social Care under section 47 of the Children Act 1989.
- Adult Protection - carried out by Social Care under Section 42 of the Care Act 2014.
- Those that may be convened within a multi-agency process via the Designated Officer (LADO) arrangements GB Aesthetic Group Gymnastics Federation internal enquiry – in accordance with Complaints and Disciplinary Policy. The GB Aesthetic Group Gymnastics Federation Safeguarding team will conduct any necessary enquiries deemed necessary. These may be in support of the above investigations and/or be in parallel with them or internally.

16. Interim Measure

As part of any investigation and in order to afford protection for all parties concerned, GB Aesthetic Group Gymnastics Federation may impose interim protective measures, including the temporary suspension of membership pending the outcome of investigations.

17. Relevant conduct / convictions

17.1 It shall be a ground for action to be taken under this Policy and the child protection disciplinary procedures where an organisation / person over whom GB Aesthetic Group Gymnastics Federation has jurisdiction is found to have harmed the safety and/or welfare of a child or adult in aesthetic group gymnastics, or whose conduct (whether in aesthetic group gymnastics or not) is deemed to pose an actual or potential risk of harm to the safety and/or welfare of a child(ren) and adults in aesthetic group gymnastics.

17.2 In reaching a decision as to whether there are grounds for action, account will be taken of any failure to comply with GB Aesthetic Group Gymnastics Federation's Safeguarding and Protecting Policy including GB Aesthetic Group Gymnastics Federation's reporting procedures.

18. Criminal Convictions

18.1 Where a participant is convicted of a criminal offence, this may be sufficient to conclude that harassment and abuse has occurred without further investigation. In such instances, the matter will be referred to specific authorities who will take any further action necessary in accordance with the crime.

19. Retention of records

19.1 Any information relating to safeguarding concerns must be stored securely. Any safeguarding concerns that have been reported to a club or affiliated organisation should be retained as is deemed necessary to safeguard that individual. In the case of children, records should normally be retained until the child/young person reaches the age of twenty-five.

GB Aesthetic Group Gymnastics Federation will retain information about significant safeguarding concerns relating to members in a position of trust for a minimum of 5 years and/or any subsequent review.