

Staff Code of Conduct

<i>Approved by (role)</i>	<i>Author</i>	<i>Date</i>
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Document History

<i>Version</i>	<i>Summary of Changes</i>	<i>Document Status</i>	<i>Date</i>

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Introduction

Coaches and staff play a crucial part in the development of the sport and the lives of the young people and adults that take part. Good staff members will ensure that individuals in Gymnastics have a positive experience and therefore are more likely to continue in the sport.

All staff at Synergy Gymnastics London CIC must demonstrate at all levels a high degree of honesty, integrity and competence.

Staff are expected to recognise the concept of participation for fun and enjoyment as well as achievement and performance. This *code of conduct* sets out the standards that our staff are required to meet.

The term staff includes coaches, administrative staff, volunteers and any other ancillary role that involves working with participants or their parents / carers.

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This code of conduct sets out the standards that staff are required to meet when working at Synergy Gymnastics London CIC or its partner organisations. It reflects Best Practise across the range of roles that staff could be in. This code is:

- Is a benchmark for dealing with allegations and complaints
- Is used as guide for measuring good practice and determining any need for sanctions against a member of staff
- Fully integrates into British Gymnastics policies and other Child Protection agencies

Rights

Staff must respect the rights of individuals to participate in the sport.

Relationships

Staff must develop professional relationships with participants , their parents/carers and other members of staff, based on openness, honesty, trust and respect.

Personal Standards

Staff must demonstrate proper personal behaviour and conduct at all times.

Professional Standards

To maximise the benefits and minimise the risks to participants, staff must attain a high level of competence through appropriate qualifications and a commitment to ongoing training that ensures safe and correct practice.

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	Statement	Issues	Actions
Rights	Staff must respect the rights of individuals to participate in the sport.	Staff should: <ul style="list-style-type: none"> • assist in the creation of an environment where every individual has the opportunity to participate in Gymnastics • create and maintain an environment free of fear and harassment • recognise the rights of all gymnasts to be treated as individuals • recognise the rights of gymnasts to take advice and guidance from other coaches and experts • promote the concept of a balanced lifestyle, supporting the well-being of the participant 	Treat all individuals in Gymnastics with respect

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Principle	Statement	Issues	Actions
Relationships	Staff must develop professional relationships with gymnasts, their parents/carers and other coaches, based on openness, honesty, trust and respect.	<p>Staff:</p> <ul style="list-style-type: none"> • must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying) • should promote the welfare and best interests of their gymnasts • must avoid sexual intimacy with gymnasts, either while coaching them or in the period of time immediately following the end of the working relationship • must take action if they have a concern about the behaviour of an adult towards a child • should empower gymnasts to be responsible for their own decisions • should clarify the nature of the coaching services being offered to gymnasts • should communicate and cooperate with other organisations and individuals in the best interests of gymnasts. 	<ul style="list-style-type: none"> • Be aware of the physical needs of gymnasts, especially those still growing, and ensure that training loads and intensities are appropriate. • Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines. • Do not engage in any form of sexually related contact with an under age gymnast. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. • Inform parents or guardians immediately if you are at all concerned about the welfare of a child. • Discuss with parents and other interested parties the potential impact of the programme on the gymnast. • Follow the reporting procedures laid down by British Gymnastics or Synergy Gymnastics London CIC if you have a concern – non-action is unacceptable. • Respect gymnasts opinions when making decisions • Encourage gymnasts to take responsibility for their own development and actions. • Allow gymnasts to discuss and participate in the decision-making process. • Inform gymnasts and/or their parents/carers of the requirements of their participation • Inform gymnasts and/or their parents/carers of any potential costs involved in accessing the programme on offer. • Be aware of and communicate on any conflict of interest as soon as it becomes apparent.

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Principle	Statement	Issues	Actions
Personal Standards	Staff must demonstrate proper personal behaviour and conduct at all times.	<p>Staff:</p> <ul style="list-style-type: none"> • must be fair, honest and considerate to gymnasts and others in the sport • should project an image of health, cleanliness and functional efficiency • must be positive role models for participants at all times. 	<ul style="list-style-type: none"> • Operate within the rules and the spirit of the sport • Educate gymnasts on issues relating to the use of performance-enhancing drugs in gymnastics and co-operate fully with UK Sport and British Gymnastics policies. • Maintain the same level of interest and support when a gymnast is sick or injured. • Display high standards in use of language, manner, punctuality, preparation and presentation. • Encourage gymnasts to display the same qualities. • Do not smoke, drink alcohol or use recreational drugs before or while coaching. This reflects a negative image and could compromise the safety of your gymnasts. • Display control, respect, dignity and professionalism to all involved in gymnastics.

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Principle	Statement	Issues	Actions
Professional Standards	To maximise the benefits and minimise the risks to participants, staff must attain a high level of competence through appropriate qualifications and a commitment to ongoing training that ensures safe and correct practice.	<p>Staff will:</p> <ul style="list-style-type: none"> • ensure the coaching environment is as safe as possible, taking into account and minimising possible risks • promote the execution of safe and correct practice • be professional and accept responsibility for their actions • make a commitment to providing a quality service to their gymnasts • actively promote the positive benefits to society of participation in gymnastics • contribute to the development of gymnastics coaching as a profession by exchanging knowledge and ideas with others • gain British Gymnastics UKCC coaching qualifications appropriate to the level at which they coach gymnastics. 	<ul style="list-style-type: none"> • Follow the guidelines of the British Gymnastics and Synergy Gymnastics London CIC. • Only allow participation if there is no risk to the gymnast. • Plan all sessions so they meet the needs of the gymnasts and are progressive and appropriate. • Maintain appropriate records of your gymnasts. • Attend continuing professional development (CPD) to maintain up-to-date knowledge of technical developments in gymnastics. • Attend CPD to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your gymnasts. • Be aware of the social issues and how gymnastics can contribute to local, regional or national initiatives. • Actively participate in recruitment and education opportunities in gymnastics. • Actively contribute to local, regional and national initiatives to improve the standards and quality of gymnastics coaching both in gymnastics and sport in general. • Practise in an open and transparent fashion that encourages other gymnastics coaches to contribute to or learn from your knowledge and experience. • Engage in self-analysis and reflection to identify your professional needs. • Seek CPD opportunities to develop your gymnastics coaching skills and update your knowledge. • Manage your lifestyle and gymnastics coaching commitments to avoid burnout that might impair your performance. • Do not assume responsibility for any role for which you are not qualified or prepared. • Do not misrepresent your level of qualification.

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