

NWG Reporting & Incident Procedures

This Reporting & Incident Procedures document outlines how concerns, accidents, incidents, and safeguarding matters should be reported and managed. This policy aligns with British Gymnastics guidance and should be read in conjunction with our other club policies.

1. Policy Statement

- We are committed to maintaining a safe and transparent environment where concerns can be raised appropriately.
- All incidents and concerns will be taken seriously and handled in a timely and proportionate manner.

2. What should be reported

The following should be reported:

- accidents or injuries;
- near misses;
- safeguarding concerns;
- inappropriate behaviour;
- health and safety hazards;
- discrimination or bullying incidents.

3. How to Report

- Concerns should be reported to a coach or member of club management as soon as reasonably practicable.
- Safeguarding concerns may be escalated in line with safeguarding procedures where required.

4. Recording & Documentation

- All reported incidents will be documented appropriately.
- Records will be stored securely in accordance with our Privacy Notice.

5. Follow-Up & Review

- Where necessary, appropriate action will be taken to address the concern and prevent recurrence.
- Incidents may be reviewed to identify trends or areas for improvement.

6. Monitoring & Review

- These procedures will be reviewed regularly to ensure they remain effective and aligned with current guidance.