



North Devon Display Gymnastic Club

PROTECTING CHILDREN AND VULNERABLE ADULTS

HOW TO REPORT A CONCERN

The Club's Welfare and Child Protection Officers are

Joy Payne & Vickie White

Tel. no...01237-451053 (Welfare queries only)

Or write, in confidence, to them at the Club address:-

9a, Caddsdawn Industrial Park, Clovelly Road,
Bideford, Devon, EX39 3DX

or contact via the web site or e.mail, nddgymclub@yahoo.co.uk

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 a Welfare Officer
- 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 employees and 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 Welfare Officer please contact the **Child protection officer, Head Coach, or any member of the management team.**

Ways of making contact other than as detailed above:-

- You can raise your concerns in person by dropping into the Club or arranging a meeting
- 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, parents and all visitors to the Club and its' satellite sites. It does not matter who makes a report, or their age, everyone's concerns are