



IGAT

SAFEGUARDING & WELFARE OFFICER : ROLES AND RESPONSIBILITIES

Version 1.0



Version History

Version	Summary of amendments/changes	Published Date
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Contact Information

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At IGA, every member has a responsibility to ensure the safety and enjoyment of everyone involved in gymnastics. Every club affiliated with IGA must appoint a designated Safeguarding and Wellbeing Officer (SWO). This role is crucial as the SWO ensures that safeguarding practices are ingrained throughout the gymnastics environment, facilitates positive changes, and advocates for those who may not be able to speak up. Key Principles of the SWO role include:

- The welfare of gymnasts is paramount and must always be the top priority.
- Everyone has the right to protection from abuse, irrespective of their protected characteristics.
- All suspicions and allegations of misconduct or abuse must be taken seriously and addressed promptly and appropriately.
- Ensuring that staff, coaches, parents, and other adults adhere to IGA's Codes of Conduct and serve as positive role models.
- Collaborating with club members, parents/carers, club staff, volunteers, and relevant organisations to uphold safeguarding standards. It is the collective responsibility of everyone to respond to and report concerns in accordance with statutory guidelines. The SWO plays a crucial role in ensuring that all individuals within the club environment understand and feel empowered to report any concerns they may have, either about themselves or others.
- Promptly acknowledge and address any concerns regarding abuse or the wellbeing of a child, young person, or adult within the IGA community. This duty extends to issues arising at home, school, or elsewhere, including concerns about treatment by family members, peers, or professionals.
- Take a proactive stance by reporting or addressing any instances of poor practice that come to your attention, whether reported by others or observed firsthand.



- Ensure your IGA club environment is implementing the policies and procedures outlined by IGA.
- Promptly share all identified level 1 and level 2 safeguarding cases with the IGA Safeguarding and Wellbeing Team.
- Seek guidance and support from the IGA Safeguarding and Wellbeing Team if uncertain about the appropriate course of action.

Requirements for the SWO Role:

- Each IGA environment must have at least one designated Safeguarding and Wellbeing Officer (SWO).
- SWOs must not have any conflicts of interest, including holding dual roles such as club owner/manager or coach, or having close family members in these positions.
- SWOs are required to undergo Safeguarding and Protecting Children training, and possess a current valid DBS certificate.
- SWOs must regularly attend the club environment and be available during operating hours.

Responsibilities of Gymnastic Environments:

- Clearly display SWO contact details for reporting concerns in every gymnastics environment. This includes a photo of the SWO, contact telephone number, email address.
- All gymnastic environments must adhere to safe recruitment policies when appointing SWOs.



- It is the responsibility of the club manager to ensure that every SWO at IGA has the necessary training, membership credentials, and a valid DBS check. They are also accountable for providing ongoing training and support to the SWO.
- If there is a change in the SWO role—whether a SWO leaves or a new SWO is appointed—it is the club manager's duty to promptly update their club portal to reflect these updates. Remember, safeguarding is a collective effort. Always seek support and guidance from the IGA Safeguarding and Wellbeing team when needed.