



1 Harbourmead, Harbour Road

Portishead Bristol BS20 7AY

Tel: 01275 840077

Website: www.thegymacademy.co.uk

Email: admin@thegymacademy.co.uk

Inspiring Children

THE ACADEMY OF GYMNASTICS CONCERN NOTICE

The Academy of Gymnastics is committed to ensuring that those working with children and vulnerable adults adopt best practice to ensure the health, safety and welfare of the participants and staff.

As part of our continual pledge to children's welfare, we have implemented a Staff Concern for unusual practice. This form is filled when a concern does not meet the threshold to immediately raise it to our Welfare Officer but should still be documented.

This concern form will be written by a Staff Member, with no information shared with the parent upon doing so. Staff Concern submissions are regularly reviewed by Management and the Welfare Officer and kept for 1 term unless referred to our Welfare Officer. Our Welfare Officer will investigate and decide the course of action and inform the parents and/or appropriate agencies.

When referred, I understand that this form will be retained for a period of 3 years from the child's 18th birthday for insurance purposes.

Reviewed: December 2021

ACADEMY OF GYMNASTICS CLUB LTD Private company Ltd by Guarantee

Registered in England & Wales – Company Number 04454506

Registered address – 1 Harbourmead, Harbour Road, Portishead, BS207AY