



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
Trinity Road
Hurstpierpoint
West Sussex BN6 9UY

SMALL GRANT APPLICATION (Please ensure you are using the correct application form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	Hurstpierpoint Gymnastics Club
2.	Name, Address and Status of Contact within the organisation	Lead Coach Andrew Hair [REDACTED] [REDACTED]
3.	Telephone number and Email Address	[REDACTED]
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	No Registered with HMRC as not-for-profit sports organisation
5.	Amount of Grant Requested	£500
6.	For what purpose or project is the grant requested, what local need does it address and who would benefit? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	To assist with annual competitions, termly awards and clothing subsidy.
7.	What will be the total cost of the project?	£1,500
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Fees from gymnasts and assistance from Sussex Police

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	Sussex Police - £500 towards the clothing subsidy
10.	Approximately how many/what percentage of those who will benefit are parishioners?	Approximately 200 children from Hurstpierpoint & Sayers Common Parish
11.	Have financial details been enclosed with the grant application?	Yes
12.	Please list any other supporting documents that have been included.	Constitution Safeguarding policy

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed Andrew Hair Date 10th September 2025

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

Hurstpierpoint Gymnastics Club Funding Application notes

Dear Viv,

Thank you for your assistance.

Please find attached our accounts for the last year and a copy of our most recent bank statement.

Hurstpierpoint Gymnastics Club has been running for over forty years, with currently twenty-one volunteers. It prides itself in being affordable, with costs kept to a minimum. Aided by having no employees, we are currently well below half of the cost of sports centres. We include awards, competitions, displays and registration all at no added cost, with a hardship fund for families in financial difficulty.

Our leotard uniforms are currently costing from £39 to £57. We have just switched suppliers from Italy to Ditchling, and reduced the prices to between £32 and £45. We find a resistance to charging full price, so subsidise the cost down to £30, with an active second-hand market. This still means that we need to subsidise every leotard – needing around ninety a year. Two years ago Sussex Police part funded this benefit – but they can only make grants every three years. I attach our most recent invoice from Rachel Perry.

We offer every gymnast (Year 3 upwards) two free competitions every year. Most clubs will charge from £10 to 25 for each one. The competitions not only add motivation, but let the gymnasts demonstrate to their parents their skills in a competitive atmosphere. Around a hundred children entered each of the past two events. We need to hire the hall, provide practice time, supply medals, certificates and trophies. The medals are supplied as economically as possible by a company in the east end of London. You will already have invoices for our hire of the Centre for competitions – the last competition cost £159.15. We are currently paying over £400 for storing our equipment at the Centre.

I attach our recent invoice from BW Trophies.

We reward progress in skills with awards – certificates and badges. These were obtained from British Gymnastics until recently, when they stopped supplying them for our preferred progress scheme. Most clubs will charge around £5 per award – we give away over 400 a year – with parents invited in to see the presentations at the end of each term. We have used the village printer for certificates and ‘Everything Branded’ for the badges. We have also managed to obtain a quantity of original awards courtesy of eBay.

I attach our eBay invoice.

We have around three hundred children every week, the vast majority from Hurstpierpoint & Sayers Common. We believe we are the cheapest after-school activity in the village.

We request support for all of the above elements,

Kind regards

Andrew Hair

Hurstpierpoint Gymnastics Club

Income and Expenditure Account for the year ended 31st March 2025

Income	£	£
Subscriptions, grants etc	40,248	40,248

Expenditure

	£	
Premises	6,584	
Repairs	228	
General admin	1,996	
Motor expenses	2,625	
Travel & subsistence (including all coaches)	19,597	
Advertising, promotion & entertainment	4,136	
Legal & professional	1,569	
Other expenses	2,984	
	39,719	39,719

EXCESS OF INCOME OVER EXPENDITURE	Balance c/f	529
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Balance sheet	£
Balance brought forward from 2023/2024	-1,265
Balance from 2024/25	529
Balance to carry forward to 2025/26	-736

The above Income and Expenditure Account has been prepared from the books and records of the Club.

D J WRIGHT FCA FAPA
WALKER BROWN
32 / 34 TRAFALGAR ROAD
PORTSLADE

Accounts 2024-25

SWIFTBIC BUKBGB22
IBAN GB07 BUKB 2049 7633 5019 49
Issued on 12 August 2025
**MR A F HAIR
HURSTPIERPOINT GYMNASTICS CLUB**


Your Community Account

At a glance

12 Jul - 11 Aug 2025

Date	Description	Money out £	Money In £	Balance £
12 Jul	Start Balance			5,047.00
15 Jul			50.00	5,097.00
			50.00	5,147.00
18 Jul			50.00	5,197.00
22 Jul			50.00	5,247.00
23 Jul			100.00	5,347.00
			100.00	5,447.00
24 Jul			50.00	5,497.00
			50.00	5,547.00
25 Jul			50.00	5,597.00
			100.00	5,697.00
30 Jul			50.00	5,747.00
			100.00	5,847.00
31 Jul			50.00	5,897.00
4 Aug			50.00	5,947.00

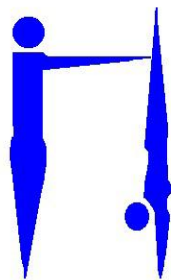
Start balance	£5,047.00
Money out	£0.00
▶ Commission charges	£0.00
Money in	£1,145.00
▶ Gross interest earned	£0.00
End balance	£6,192.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Continued

Hurstpierpoint Gymnastics Club

Established 1980



Tel ;

Constitution

- 1 Name** The name of the club shall be Hurstpierpoint Gymnastics Club.
- 2 Objects** The aim of the club shall be the provision of gymnastics exercise and coaching, encouraging sport and the performing arts through participation and observation.
- 3 Powers** The Club will charge termly fees, payable at the start of term. The club has the right to
vary fees from term to term, and reserves the right to waive fees.
The fees shall include the presentation of awards.
To supplement the fees and to further its objects the Club may raise funds by other activities including seeking grants and finance from outside sources.
The Club may give reimbursements in respect of all expenses to coaches and assistants, including employing such people as will further its objects.
The club may pursue all such lawful activities that will enable it to pursue its objects.
- 4 Membership** The club shall be open to all children in and beyond the Hurstpierpoint area regardless of school, race or gender. It shall offer equal opportunity to all children, with children of any need catered for where thought possible. When demand for places exceeds places available, new places will be offered to those waiting in chronological order.
- 5 Officers** The Officers of the Club will be a Chief Coach acting as Chairman, a Vice Chairman, a Treasurer and a Membership Secretary. These should include coaches with at least ten years experience and service in the Club, elected at an AGM which will be held in December.
- 6 Management** The Committee will consist of the Officers above and include two coaches, two adult gymnasts and two parents - past or present, meeting biannually in June and December and at such other times as required. The Management Committee will decide on the major policies of the Club, day-to-day decisions being made by the Chairman in accordance with the Club's agreed aims.
The quorum for such meetings shall be two-thirds of the Committee.
Decisions will be made by a simple majority vote with the Chairman having a casting vote.
- 7 General Meetings**
A General Meeting of the club will be called twice a year and at such other times as required, with an Annual General Meeting in December.
The Executive and all other qualified coaches shall be entitled to attend and vote.
The quorum for such meetings shall be two-thirds of those entitled to attend.
Decisions will be made by a simple majority vote with the Chairman having a casting vote.

The Annual General Meeting will have the power to amend the Club's modus operandi as detailed below.

The club will operate principally at Hurstpierpoint Village Centre and such other venues as deemed necessary.

The Club will keep a register of children's details, attendance and progress, including an accident log.

Insurance shall be carried by the club in respect of public liability.

The club will supply and maintain its own equipment.

The club will not run classes for children under eight years of age for more than two hours in total in any day.

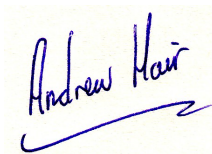
Wherever possible a minimum of two coaches shall be present at any session.

The club will supply suitable clothing at cost in the recommended colours of blue and white. 'Uniform' will not be compulsory.

The club will administer an award scheme and organise internal competitions.

- 8 Accounts** by The finances of the Club will be held in accounts in the name of the Club organised by the Treasurer.
The accounts will require two authorised signatories, being the two of the Officers.
The annual accounts will be examined by an independent party.
- 9 Constitution** Changes to this constitution may be made at any time as deemed necessary or desirable.
- 10 Dissolution** The Club may be closed - for whatever reason - by two-thirds majority of those entitled to attend the General Meetings, providing that a month's notice of such meeting has been given.
In the event of the Club ceasing operation, the assets will be donated to other organisations with similar aims, as determined by the meeting approving its closure.

May 2020

A handwritten signature in blue ink that reads "Andrew Hair". The signature is written in a cursive style with a long, sweeping underline.

Confirmed January 2025

Hurstpierpoint Gymnastics Club

Safeguarding Policy

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.

Our Policy aims to safeguard and promote the welfare of children in our care, and to create a high quality setting which is a welcoming, safe and stimulating environment where children are able to enjoy learning and grow in confidence.

Policies are in line with West Sussex Safeguarding Children's Board (WSSCB) which is governed by and adheres to different policies and procedures developed in accordance with the "Working Together to Safeguard Children" National Guidance

Key Contacts:	
Designated Member of Staff for Child Protection (DMS):	Andrew Hair
West Sussex Children's Services - Multi-Agency Safeguarding Hub	(MASH): MASH@westsussex.gov.uk
Local Authority Designated Officer (LADO):	Miriam Williams, Donna Tomlinson & Victoria Williams 03302226450 LADO@westsussex.gov.uk
Community Safety Lead Officer:	Jim Bartlett Tel: 0330 222 4223 Communitysafety.wellbeing@westsussex.gov.uk

Our children's needs are paramount, and the needs and wishes of each child should be put first, so every child receives the support they need before a problem escalates. We aim to educate our staff as professionals so they are alert to the needs of children and any risks of harm that individuals or potential abusers may pose to the children. We share appropriate information in a timely way and can discuss any concerns about a child with colleagues and local authority social care. We would work with high quality professionals who are able to use their expert judgement to put the child's needs at the heart of our safeguarding system so that the right solution can be found for each individual child. All professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes.

To do this we have a Safer Recruitment Policy and a Staffing Induction Policy which should be read in conjunction with this document.

- All Staff and volunteers are required to complete a Disqualification Declaration Form to ensure that they are not disqualified from working within a setting under the Childcare (Disqualification) Regulations 2009. This includes living in the same household as someone who is disqualified by having certain orders or other restrictions placed upon them, or having committed certain offences.
- We must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the DBS Disclosure, reference number, the date a disclosure was obtained and details of who obtained it).
- We must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006 which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

- We will not allow people whose suitability has not been checked, including a DBS check, to have unsupervised contact with children being cared for.

The Designated member of staff (DMS) for child protection

The Designated Member of Staff for Child Protection in this Club is Andrew Hair

In the absence/unavailability of the DMS the Deputy Designated Members of Staff for Child Protection in this club is Wendy Drew

The broad areas of responsibility for the Designated Member of Staff are:

- Managing referrals and concerns regarding individual children.
- Referring all cases of suspected abuse to the West Sussex Children's Multi-Agency Safeguarding Hub (MASH) and to the Police (cases where a crime may have been committed).
- Sending a written record of the referral to the MASH by the end of the working day the referral is made.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral, (the 'child protection file').
- Ensuring that all such records are kept confidentially and securely and are separate from child records, and if these are stored electronically, that they are differently password protected from the child's other files, and accessible only by the manager/designated leads.
- Ensuring that an indication of further record-keeping is marked on the child's records.
- Liaise with the DMS to inform him or her of issues especially new or on-going child protection investigation enquiries and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Ensuring that they attend Child Protection Conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which will normally have been shared with the parents. (In some circumstances it may not be appropriate to share the report to conference with parents. If the DMS is uncertain on this point advice can be obtained from the allocated social worker).
- Ensuring that any child who is subject to a child protection plan and who is absent without explanation for two days or more is referred to their key worker's Social Care Team. In some cases any absence may be a cause for concern and warrant immediate reporting.
- Where children leave the Gym Club, ensure their child protection file is copied for any new relevant club as soon as possible but transferred separately from the main child file. (The original child protection file being retained by the Gym Club).

We provide appropriate training – please see the Staffing, Induction and Employment Policy for full details

The daily experience of children attending Gym Club and the overall quality of provision depends on the management having appropriate qualifications, training, skills and knowledge and a clear understanding of their roles and responsibilities.

The Designated Member of Staff for Child Protection should undertake the initial designated member of staff training and subsequent refresher courses every two years or whenever their safeguarding certificate expires, in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Be alert to those children within the club who are at risk of: child sexual exploitation; domestic violence; female genital mutilation; being missing from education; child trafficking; radicalisation; bullying (which includes race/hate or homophobic behaviour).

- Have a working knowledge of how the local authority conducts a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- In any protection measures taken, encourage a staff culture of listening to children, to take account of their wishes and feelings.
- Link with the West Sussex Local Safeguarding Children Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Organise child protection training for staff every three years.
- All staff attend NSPCC “Introduction to Child Protection” training or the “Child Protection Refresher” training course at least once every three years (depending on previous training received). We ensure all staff have an understanding of safeguarding children issues and are able to implement the Safeguarding Children Policy and Procedure appropriately.
- The DMS or Deputy DMS has attended “Prevent Duty” training and understands the responsibilities attached to this. This information has been shared with staff and all staff have completed the online Prevent training module.
- Ensuring our policies should be in line with the Local Safeguarding Children Board (LSCB) local guidance and procedures. Using the WSCC Continuum of Needs and Thresholds Guidance will enable staff to identify signs of possible abuse and neglect, emotional or sexual abuse, extremism or radicalisation at the earliest opportunity and respond in a timely and appropriate way.
- All staff and volunteers should be aware of the main categories of abuse:
 - Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.
 - Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
 - Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental ability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
 - Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) by establishing a close

relationship or friendship. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other aspects of risk requiring special attention

In addition, Gym club staff should be aware of the specific safeguarding issues listed below. We should ensure that, where such risks may be more likely, that staff are guided on how to understand and act accordingly where there is concern about:

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking
- self-harm

Links to many of these can be found in Keeping Children Safe in Education.

Responsibilities of our Safeguarding Management

The management must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in Club are effective and comply with the law at all times.

- We provide copies of any policies and procedures to new staff in order to make sure all staff have updated copies of the Policies and Procedures.
- The responsibilities placed on a management include:
 - Ensuring that an effective child protection policy is in place and reviewed annually. These policies are provided to all staff and volunteers – on induction and that staff are kept up to date with changes.
 - Contributing to inter-agency working, which includes providing a co-ordinated offer of early help when additional needs of children are identified. This includes allowing access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

- Appointing a designated member of staff for child protection who should undergo refresher child protection training every three years.
- Ensuring that Gym Club creates a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.
- Ensuring that the Gym club keeps an up to date single central record of all staff and volunteers and the dates of all appropriate safeguarding checks.
- Ensure that the safe guarding policy is available to parents on request.
- Prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns.
- Giving consideration as to how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- The Management of Gym club is responsible for monitoring and reporting concerns.

Good practice

- Adults will not be left alone with individual children or with small groups. An adult who needs to take a child aside for any reason will leave the door open.
- Staff use a records book to record whenever a child's clothing or undergarments are changed by a member of staff, for example :- if a child had a wet accident.
- Recognise that parents should always be involved in the monitoring of children's behaviour or development and should be the first point of contact (except in cases of suspected physical or sexual abuse).
- We will ensure that all adults know who to contact within the group and what to do if that person does not carry out their responsibility for the child's well-being.
- Will wherever possible, continue to support and work with the child's family to maintain continuity of care for the child.
- Smoking is not allowed in or on the premises or when children are present or about to be present.
- We will ensure that children are provided with safe and secure environments in which to interact and explore learning and development opportunities. We will ensure that, as well as conducting a formal risk assessment, we will constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times. We will ensure that our premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for children cared for and the activities provided on the premises.
- The centre has a trained Fire Warden who completes an annual Fire Safety check.
- We take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure. We must have appropriate fire detection and control equipment (for example fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which are in working order. Fire exits must be clearly identifiable, and the fire doors must be free of obstruction and easily opened from the inside.
- We have a Policy on the use of mobile phones within the gym club and the use of social media.

Responding to suspicions of a child being abused by a family member/someone outside Gym Club

If any member of staff is concerned about a child he or she must inform the Designated Member of Staff for Child Protection (DMS) or Deputy..

- The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations. Do not add comments or opinion although observations about a child's demeanour or emotional state may be recorded. The Designated Member of Staff will decide whether the concerns should be referred to Multi-Agency Safeguarding Hub (MASH). If it is decided to make a referral to the MASH this will be

discussed with the parents, unless to do so would place the child at further risk of harm (the MASH is able to provide advice on this question). MASH brings together expert professionals, from services that have contact with children, young people and families, and makes the best possible use of their combined knowledge and resources to keep children safe from harm and promote these and their families wellbeing. The MASH will do this by:

- Acting as a front door to manage all safeguarding concerns
- Researching information held on professional databases to inform decisions
- Continuing to provide support to professionals
- Providing a secure and confidential environment for professionals to share information
- Accessing quickly and efficiently the child protection investigation staff both within children's social care, the Police and Health (holding strategy discussion centrally)

Sometimes it may be appropriate to monitor the situation through ongoing observations and staff discussions if general concern is without strong evidence. If possible, discuss concerns with the parents and find out more about what is happening and what help they would like. The Designated Person may need to consult the WSCC Continuum of Care chart and Thresholds Guidance. The Continuum should be used to support discussion about where a child's/family's needs sit and what level of service is required.

Concerns judged to be at levels 2 or 3 on the WSCC Continuum of Care chart should be referred to The Family Support Point. The Family Support Point is a single access point for advice, guidance and referrals. It brings together multi-agency representatives from schools, health services and the voluntary sector to provide a targeted and co-ordinated early help response to children and families. This will help services work together by helping families sooner, before issues escalate and become more complex. Early help can give families the opportunity to regain control of their circumstances without formal statutory interventions such as Social Care.

- Particular attention will be paid to the attendance and development of any child about whom the Gym club has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.
- If a child who is/or has been the subject of a child protection plan changes, Gym club, the Designated Member of Staff will inform the social worker responsible for the case.
- Staff have a duty to refer safeguarding concerns to the Designated Member of Staff for Child Protection. However if:
 - they feel concerns are not taken seriously
 - or they feel action to safeguard the child is not taken by professionals and
 - they feel the child is considered to be at continuing risk of harm then staff should speak to the Designated Person in Gym club and/or contact a manager in the MASH.
- If, at any point there is a risk of immediate serious harm to a child, a referral should be made to the MASH immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.
- All such suspicions and investigations will be kept confidential and shared only with those who need to know. Those involved are likely to be the Designated Person and other staff members and the management if applicable.
- The Gym club will share confidential records with relevant registered authorities in accordance with the West Sussex Area Child Protection Committee's Procedures and take any action that is required.

Responding to suspicions/allegations of an adult within the gym club abusing a child

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child

- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children
- This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.
- To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with clubs code of conduct or Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'.
<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>
- The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification. It is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a need to know basis only.
- Actions to be taken include: making an immediate written record of the allegation using the informants words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Designated Person for staff allegations. If for any reason this causes a delay (for example the Designated Person is unavailable) then the concerns should be referred to the MASH.
- The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter. The Designated Person will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer.
- If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay. If it is decided that the allegation meets the threshold for safeguarding, the next steps will take place in accordance with section 8.2 of the Sussex Child Protection and Safeguarding Children Procedures.
- If, at the completion of the allegations management process, we dismiss an individual (or would have, had the person not left first) because the person poses a risk of harm to children, the club must make a referral to the Disclosure and Barring Service (DBS). This is a legal duty and failure to refer when the criteria are met is a criminal offence.
- If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the Management for consideration.

Responding to concerns and suspicions/allegations about an adult within the setting (whistle-blowing)

It is our intention that staff working at Hurstpierpoint Gymnastics Club feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise concerns and receive feedback on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith.

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential.

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behaviour of manager, staff, student or volunteer
- Abuse of position
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults.

Methods of reporting

- A concern can be initially raised by any member of staff.
- In the event of the concern being about the welfare of a child, the concern should be raised URGENTLY with Andrew Hair (DMS). If Andrew is not available, the concern should be raised with Wendy Drew (Deputy DMS).
- In the event of a concern being about an adult in the club i.e. other member of staff, student or volunteer, the concern can initially be raised with Andrew Hair (DMS) or directly with Wendy Drew
- Discuss the nature of the concern together with the background, history of the concerns and provide relevant dates of incidents.
- There is no expectation that staff prove beyond a doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All staff will be treated fairly.
- The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification. It is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a need to know basis only.
- Actions to be taken include: making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, and dated.

Concerns will be dealt with in the following way:-

- Initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take;
- The incident will be investigated initially by Andrew Hair (DMS) or Wendy Drew (DMS staff/whistleblowing) as appropriate.
- If it is a Safeguarding concern, Safeguarding procedures will be followed including those already mentioned that relate to allegations against staff and may form the subject of an independent inquiry
- Within ten working days of the concern being raised:-
 - the member of staff concerned will receive in writing an acknowledgement that the concern has been received and an indication as to how the setting will proceed with the matter;
 - the member of staff concerned will receive information on staff support mechanisms;
 - the member of staff concerned will be informed as to whether any further investigation will take place and if not, why not.

If further investigation is required, the DMS or DMS staff/whistleblowing will contact the Local Authority Designated Officer (LADO).

If there are any difficulties experienced as a result of raising a concern, support will be offered. Staff will be kept informed of the progress and outcome of any investigation to assure that the disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality – will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously,

maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

Record Keeping Confidentiality

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, separate from the on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour / appearance, without comment or interpretation; where possible, the exact words spoken by the child; the dated name and signature of the recorder. Such records will be kept in a separate file and will only be accessible to the management, if applicable.

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. We will ensure that all staff understand the need to protect the privacy of the children in our care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality

The Management will disclose any child protection related information about a child to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets if doing so might compromise the child's safety or wellbeing.

The intention to refer a child to Children's Services will be shared with parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, the relevant Manager in Children's Services will be consulted.

- If a child sustains a significant injury whilst not in our care, we ask parents upon arrival at gym club to complete an existing injury form. Being aware of injuries allows us to provide appropriate care for the child. If an existing injury is noticed after the parent/carer leaves the gym club then an existing injury form will be completed by the staff member who has noticed the injury and where appropriate record the child's explanation. Completed forms are filed.

Supporting families

- The staff in the group will continue to work closely with the family.
- Where abuse at home is suspected, staff will continue to welcome the child and family whilst investigations proceed.
- Confidential records kept on a child will be shared with the child's parents.
- Whilst the care and safety of the child is the priority, staff will work with and support the child's family.

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on the West Sussex Safeguarding Children's Board website.

Actions

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where the gym club discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police and follow procedures on the West Sussex Safeguarding Children's Board website.

Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon staff, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

Further information on Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of Gym Club's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Gym Club staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme. More information can be found on the West Sussex Safeguarding Children's Board website.

Further Safeguarding Policies

- a) Changing for Gym – We encourage all children wherever possible to come to gym ready changed, only needing to remove outer clothing. Where this is not possible or practical, children should be change with due modesty, possibly using the toilets as a changing room.
- b) Collection of children – children should be passed directly into the supervision of an adult. We are aware that (with parental consent) some children are passed to older siblings and that many older children are permitted to leave the building.
- c) Viewing – We are unable to offer viewing of sessions, though parents of new children are able to come in to help settle their child and for all parents we will have a coach ready at the end of sessions to discuss children's progress if requested.
- d) Photography & imaging – This may only be carried out by the staff for training recording purposes and publicity material, with written consent from parents / carers. Under staff supervision, permission may be granted to gymnasts requiring evidence of activities for school course work etc

Photography at competitions will be limited to the presentations and must only be used by the family and not shared on social media.

At any public display, photography will be permitted, the parents have deemed to have consented by allowing their children to perform in public. No images should be used on the internet.

- e) Toilets – To encourage segregation, children will be encouraged to use the Ladies & Gents, while staff and adults encouraged to use the Disabled Toilet.
- f) Coronavirus – Follow Government advice and legislation.

Revised January 2025
Review date January 2027



INVOICE

HURSTPOINT GYMNASTICS

Attention: ANDREW HAIR

**Invoice Date**

20 May 2024

Invoice Number

INV-2157-23/24

Reference

SD

VAT Number

245738343

B & W Darts &

Trophies Ltd

Unit 1, Clifford Road

Walthamstow Business

Centre

LONDON

E17 4SX

Company Number:

01511369

Vat No: GB245738343

EORI No:

GB245738343000

Email:

info@bw-trophies.com

Description	Quantity	Unit Price	VAT	Amount GBP
2330A silver goblet cup	20.00	6.00	20%	120.00

Logo = hurstpierpoint gymnastic club

Eng:- (50 x 15 s)

Engraving in Arial font size 18:-

Hurstpierpoint

Gymnastics Club

2024

[line 4:- see below]

Year 3 Solo

Year 4 Solo

Year 5 Solo

Year 6 Solo

Year 7+ Solo

Year 3 Vault

Year 4 Vault

Year 5 Vault

Year 6 Vault

Year 7+ Vault

(2 of each :-)

Year 3 Pairs

Year 4 Pairs

Year 5 Pairs

Year 6 Pairs

Year 7+ Pairs

Description	Quantity	Unit Price	VAT	Amount GBP
Gold 50mm wreath medals Logo = hurstpierpoint gymnastic club Ribbon = BLUE & WHITE	40.00	1.20	20%	48.00
Silver 50mm wreath medals Logo = hurstpierpoint gymnastic club Ribbon = BLUE & WHITE	20.00	1.20	20%	24.00
Bronze 50mm wreath medals Logo = hurstpierpoint gymnastic club Ribbon = BLUE & WHITE	40.00	1.20	20%	48.00
CL1569D silver cup with star decorations Logo = hurstpierpoint gymnastic club Eng (50x15S):- Engraving in Arial font size as large as fits :- Star Gymnast	10.00	6.00	20%	60.00
P&P CHARGE 2-4 DAY COURIER SERVICE	1.00	9.95	20%	9.95
DELIVERY ADDRESS:- Andrew Hair 5 St. George's Place Hurstpierpoint West Sussex BN6 9QT				
INCLUDES VAT 20%				51.66
TOTAL GBP				309.95

Due Date: 20 May 2024

Many thanks for your order. When making remittances please state your invoice number.

Please note we accept Visa & MasterCard Debit and Credit cards.

Bacs Payments to:

Natwest Account Name : B&W DARTS AND TROPHIES LTD

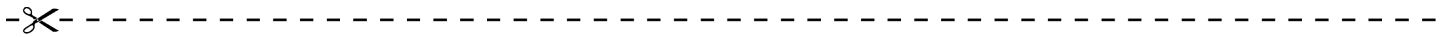
Sort code: 60-05-26

Account Number: 06079377

If you require any assistance please do not hesitate to call us on Tel: 02085270019



[View and pay online now](#)



PAYMENT ADVICE

To: B & W Darts & Trophies Ltd
Unit 1, Clifford Road
Walthamstow Business Centre
LONDON
E17 4SX
Company Number: 01511369
Vat No: GB245738343

Customer HURSTPOINT GYMNASTICS
Invoice Number INV-2157-23/24
Amount Due 309.95
Due Date 20 May 2024

Amount Enclosed

Enter the amount you are paying above



INVOICE 2501

Rachel Perry Costume
Flat 3 Priory Court, 1 Craftmans Crescent, Burgess Hill, RH15 0XY
T: 01273891356
info@rachelperrycostume.co.uk

DATE 08/04/2025
CUSTOMER ID. HGC

BILL TO

Andrew Hair
5 St George's Place, BN6 9QT

SHIP TO

Collection from RPC Studio
or Dancewear on the Move

RE:

Hurspierpoint Gymnastics Club Uniform Leotards x22

DESCRIPTION	QTY	UNIT PRICE	TOTAL
HGC Leotard size XXS	3	£ 32.00	£ 96.00
HGC Leotard size S	10	£ 32.00	£ 320.00

SUBTOTAL	£ 416.00
SHIPPING / HANDLING	n/a
TOTAL DUE	£ 416.00

Remarks / Instructions:

Payment due on receipt of invoice in advance of work commencing. Delivery date is early June.

Payment Terms:

Payable to Rachel Perry Costume
Bank: Lloyds
Sort Code: 30-96-26
Account Number: 61297760

Total due amount should be paid in 30 days from the issue date of this invoice or as per terms listed above. I reserve the right to claim statutory fixed charge penalties in accordance to Late Payment of Commercial Debts Regulations 2002 (SI 2002 No 1674) and statutory interest at 8% above the Bank of England base rate for late payments in accordance with the Late Payment of Commercial Debts (Interest) Act 1998.

THANK YOU



HURSTPIERPOINT VILLAGE CENTRE

Charity No: 305265

Parish Office, Village Centre, Trinity Road, Hurstpierpoint, WEST SUSSEX BN6 9UY

To. Hurstpierpoint Gym Club

8th September 2025

Invoice

Rent for the gym club store for the year from 1st September 2025-26

The sum of £404

Please pay by BACS or Faster Payments to

Hurstpierpoint Village Centre

Sort Code 40-52-40 Account Number 00021379

Gemma Porteous
Assistant Clerk

eBay

Order info

Time placed

20 Feb 2025 at 5:02 PM

Order number

24-12733-18281

Total

£281.12 (1 item)

Delivery address

Andrew F. Hair

[REDACTED]

[REDACTED]

United Kingdom

Payment info

a***t@gmail.com PayPal email, a***t@gmail.com

£281.12

20 Feb at 5:04 PM

300 mixed awards

1 item

£269.27

Postage

£10.00

VAT *

£1.85

Order total

£281.12

*VAT collected on this transaction based on applicable laws.