

Safety and inclusion are of the highest priority at Pascoe Vale Uniting Girls Gymnastics (PVUGG). Various strategies have been implemented and the appropriate training undertaken to uphold these values. However, if an occasion arises where a member breaches the terms of the Code of Conduct, the following step(s) will be taken as appropriate:

1. **Verbal Warning** – The member will be given a verbal warning regarding their misbehaviour.
2. **Behaviour Management** – If the inappropriate behaviour continues, the incident may be escalated to the next step. In the event the member is a gymnast, the following may be requested of them:
 - Performing an activity separate from the rest of the group; such as exercises or training activities – not exceeding any capabilities.
 - Sitting within the class area, but away from the group.
 - Removal from the class area (in another room, on the stage or in the foyer); remaining under supervision until asked by the Coach to return to class.
 - Being requested to be collected by their parent or guardian.

For more serious incidents, the following process will be followed:

3. **Incident Report** – The Coach in charge will ask to speak with the gymnast, or their parent/guardian, at the end of the class/activity and they will be provided with an Incident Report. The Incident Report will be recorded and stored in the Club's incident folder and, if the event is significant, a copy provided to the Safe Church Officer. We encourage parents/guardians to discuss the implications of the gymnast's behaviour.
4. **Suspension** – Following a major incident or a series of incidences, the gymnast may be asked to have a specified amount of time away from PVUGG. Following consultation with the PVUGG Leader, the Coach in charge will ask to speak with the parent/guardian to explain and ensure they are aware of the nature of the incident and ultimately the suspension.
5. **Expulsion** – In extreme cases, if a gymnast is deemed to be a danger to other members or themselves, the Coach is to report the incident to the PVUGG Leader. A meeting of relevant Coaches will take place to discuss the particular incident before making a recommendation to executives as appropriate. A meeting will then follow between the PVUGG leader, Coach, gymnast and a parent/guardian, if the member is under 18, to deliver their decision.

If an occasion arises where an adult member breaches the terms of the Code of Conduct, or behaves in a way that is otherwise considered inappropriate or unacceptable, the incident will be dealt with in accordance with the Uniting Church of Australia's Keeping Children Safe Policy and Procedure.

We encourage parents/guardians to be familiar with the Coaches, Assistant Coaches and Committee, and to approach the Coaches or any member of the Committee outside class time if there are any concerns or queries.

Please remember that each Coach is a volunteer and the implementation of PVUGG's Policies is important in providing a safe and enjoyable environment.