Event Safeguarding & Conduct Protocol
Attendance at this venue and event constitutes acceptance of, and agreement to abide by, all event rules, safeguarding policies, and codes of conduct.

London – Women's Artistic
Version: 1.0
Effective from: May 11 2026
Committee Approved

1. Purpose

This protocol sets out minimum expectations for behaviour, communication, and conduct at all London Women's Artistic events (including training) & competitions.

It is designed to ensure:

- A safe, respectful, and professional environment for all participants
- Clear expectations regarding conduct at competitions and events
- Consistent handling of inappropriate or abusive behaviour
- Alignment with safeguarding principles and welfare best practice

This protocol applies to all attendees, including but not limited to athletes, coaches, judges, committee members, volunteers, visitors and spectators.

2. Scope

This protocol applies to all sanctioned events, competitions, training sessions, and meetings organised under the authority of London Women's Artistic Committee and working group.

3. Expected Standards of Conduct

All attendees are expected to:

- Behave in a respectful and professional manner at all times
- Communicate appropriately and without aggression, intimidation, or hostility
- Respect the roles of officials, volunteers, and event staff
- Refrain from any conduct that may cause distress, disruption, or reputational harm

Abusive, threatening, or inappropriate behaviour will not be tolerated in any form.

4. Definition of Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Verbal abuse, shouting, or aggressive confrontation
- Intimidation or coercive behaviour
- Repeated unwelcome contact or approach after being asked to stop
- Spreading misinformation or damaging personal or professional reputation
- Inappropriate communication regarding individuals outside formal governance or safeguarding channels

5. Event Conduct Enforcement

Where behaviour falls below expected standards, the following steps may be taken:

1. **Informal intervention** – verbal reminder of expected conduct
2. **Formal warning** – issued by event lead or designated official
3. **Removal from venue** – where behaviour continues or is deemed serious
4. **Reporting to governing body / welfare team** – where safeguarding thresholds are met

Decisions regarding removal from the venue may be made by the Event Lead in consultation with Welfare or appointed safeguarding representatives.

6. Safeguarding & Welfare Support at Events

Where appropriate, a designated Welfare Officer or Safeguarding Representative may be present at events.

Their role includes:

- Supporting safeguarding and welfare concerns
- Acting as a neutral point of contact in sensitive situations
- Supporting de-escalation where necessary
- Ensuring correct reporting pathways are followed

Where an individual is involved in an active welfare concern, direct interaction between parties may be mediated through the Welfare Officer.

7. Communication & Escalation of Concerns

All concerns should be raised via appropriate formal channels:

- In writing to the committee or designated safeguarding lead
- Through British Gymnastics welfare reporting pathways where appropriate

Informal discussion of complaints, allegations, or concerns between members outside formal channels is discouraged, except where there is an immediate safeguarding risk requiring escalation.

8. Official Roles at Competition

Where individuals are present in an official capacity, they must follow the following protocol (e.g. monitoring, judging oversight, or committee representation), their role and purpose must be:

- Judges – Listed on entry form or designated via Judge organiser
- Coaches – Listed on entry form or request sent to the chair prior to competition for approval
- Committee representation – request in writing to the chair with purpose for attending
- Stall volunteer – name and details must be put in writing to the chair for approval
- Medical expert – Listed on work plan – organised within event protocol
- Welfare – Listed on work plan – organised within event protocol

- All requests must be clearly communicated to the Event Team – in writing to the chair at least 7 days in advance via official email to ensure there is a clear list of officials and attendees.
- All attendees must sign in with the event organiser/chair on arrival and sign the safeguarding and event protocol to confirm they understand the steps that will be taken should abuse of any kind take place.
- Known to coaches and officials where appropriate
- Conducted in line with defined responsibilities and governance expectations

9. Venue Access and Removal

The organising committee reserves the right to refuse entry or remove any individual from the venue where:

- Conduct breaches this protocol
- Behaviour causes disruption or distress to anyone
- A safeguarding concern is identified

Where possible, removal decisions will be documented and escalated appropriately.

10. Review and Governance

This protocol will be reviewed periodically and updated in line with:

- British Gymnastics safeguarding guidance
- Regional governance requirements
- Lessons learned from event delivery

11. Adoption

This document has been approved for adoption by the London Women's Artistic Committee and will apply to all future events.