

Flexi-bounce Therapy, Rebound Therapy and Rebound Plus

Code of Practice, Ethics, Safety and Welfare

General

1. Flexi-bounce Therapy / Rebound Therapy / Trampolining should always be supervised by a qualified trainer / coach.
2. The trainer / coach or organiser is responsible for assessing the suitability of the environment.
3. Trainers should be aware of emergency procedures for trampolining at the facility.
4. When using more than one trampoline, trainers should carefully assess the following:
 - a. The age, experience, varying abilities, number and discipline of the participants
 - b. Their own qualifications and experience
 - c. Their ability to observe, advise, support and respond to the difficulties of anyone in the trampolining area.
5. It is the responsibility of the trainer to ensure that any person assisting in a class, if not a qualified trainer, is trained, experienced, familiar with the performer and of sufficient maturity.

The Hall

1. Height – at least 5m is recommended for recreational trampolining.
Where the trampoline is being used for Rebound Therapy or Flexi-bounce Therapy, the safe ceiling height must be determined by the session leader within the risk assessment.
2. Position of trampoline/s – away from fire exits or walls (unless suitably padded) and overhead or protruding structures.
3. Lighting – bright and even, avoiding dazzle from sunlight.
4. The trampoline area – protected from stray balls or projectiles
5. Noise levels should be low enough for pupils to hear all instructions.
6. The space under and around the trampoline/s should be clear.
7. End decks should be in place on floor standing trampolines and floor mats should be placed around the trampoline.
8. Storage – trampolines should be either chained and locked or placed in a locked store.

The Trampoline

Putting Out and Putting Away a full size folding Trampoline

(The manufacturers guidelines where available should be followed)

1. Great care should be taken when moving the trampoline.
2. Erecting and folding the trampoline must be carried out under the direct supervision and involvement of staff holding a Rebound Therapy or recognised Trampoline coach qualification. There should be at least 2 strong (and preferably 4) suitably sized persons, wearing training shoes to erect and fold the trampoline at all times.
3. Students / service users must be kept away from the area when erecting and folding the trampoline.
4. The roller stands should be removed and placed away from the trampoline, flat on the floor, with hooks facing down.
5. All operators must be competent in safe manual handling practice and understand moving and handling risk assessment. If moving and handling equipment is available to lift the trampoline, it should be used.

Safety checks before use

1. Beds for wear. cuts and tears and areas on solid beds that have worn thin.
 - a. Loose stitching or breaks in the webbing of webbed beds which might allow toes to be caught or uneven landings to be made.
 - b. Uneven tension shown by the centre/metre box red lines not being straight. This is caused by springs being of uneven length or missing or broken anchor bars on the edge of the bed.
 - c. High tension caused by excessive shrinkage of the bed.
2. Springs or cables to ensure they are all in place with the hooks pointing downwards and arranged so there is even tension on the bed. Stretched springs or cables should be replaced.
3. Frame pads. Check for damage and security. If safety mats on end decks, they should be securely attached to the frame.
4. Anchor bars on both the frame and bed for excessive wear from the hooks of the cables or springs
5. Safety mats and push-in mats. Check for damage and security.
6. Joints for wear, with the frame level all round and not bowed.
7. Chains for security and even adjustment.
8. Leg braces inserted plus Allen screws tight, rivets secure, hinge pins and T-joint fully in place.
9. Roller stands for freely running and swivelling castors, wheels and hooks.

All damage should be reported to the appropriate responsible authority. If necessary the trampoline should be taken out of service until it has been repaired and declared safe;

Precautions should be in place to prevent contact of bodily fluid with the apparatus. If contaminated, the bed must be treated/cleaned in line with local Care of Substances Hazardous to Health (CoSHH) and infection control policies.

The Overhead Rig

Safety Check

1. Correct position of the trampoline under the centre of the rig.
2. Security of the ropes, their attachments, and the condition of elastics and attachments on bungee rigs.
3. Free movement of the swivels and pulleys.
4. The security of the belt.
5. The ability of the supporter to hold the weight and control the descent of the pupil.
6. That the coach, pupil and person controlling the push-in mat all understand their roles and are ready.

Damaged equipment should be reported to the responsible authority and taken out of use until repaired.

Recommended Safety Policy

1. All participants and coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery.
2. All participants should arrive suitably attired for the activity.
3. When waiting their turn on the trampoline, all students should stand around the trampolines and help with 'spotting'. No running around is to be permitted. Students must not sit on end decks or frame pads and must never go underneath a trampoline when it is in use or jump from one trampoline to another.
Any parents who stay while their child's class is running should be used to help 'spot' around the trampolines.
4. No eating or drinking around the trampolines or on the gym floor. Only plastic bottles with screw caps may be brought into the hall. No cans, bottles or food.
5. It is recommended that children should not leave the hall while their class is running except to go to the toilet and only one child at a time should leave the hall for this purpose. In centres which are open to the public, children less than 8 years old should be accompanied to the toilet by an adult responsible person. Permission should be obtained from the coach.
6. Accurate registers must be taken.
7. Coaches must be aware of where the fire exits are.
8. All coaches must hold a recognised coaching qualification and have CRB enhanced disclosure.
9. Coaches must always bear in mind that safety is their number one priority. 'Doubles' (double bouncing) must not be allowed in any trampoline class, including parties. Props (such as balls, parachutes etc.) should only be used in controlled trampoline parties; never in ordinary trampoline classes. Games or competitions involving such things as seeing who can jump the highest must not be played.
10. 'Rough' games such as British Bulldog must not be used in warm ups.
11. Any injury incurred in any class (unless extremely minor) must be reported in writing.
12. Front drops and back drops should never be taught to students with Downs', even if they are considered to be AAI clear.
13. No front drops, back drops or other rotational moves must be allowed during a child's first warm-up turn on the trampoline – even if they are an experienced trampolinist.
14. Coaches must exercise extreme caution when allowing children to perform rotational moves unsupported. If there is the slightest doubt about a child's ability to perform a move in complete safety, manual support must be given.
15. Coaches must exercise extreme care when getting out and putting away trampolines. Students must never be allowed to help and must be kept well out of the way. Trampolines should only be wheeled lengthways for any distance – never sideways. When moving a trampoline sideways it should always be pushed away from you, never pulled towards you. Trampolines should be unfolded and folded very slowly to avoid the possibility of the trampoline tipping over. It should be remembered that Goliath or competition sized trampolines are less stable than 77A's and can therefore tip over more easily.
16. Students joining a class for the first time should have the safety procedures explained to them. Their first go on a trampoline should be on the one that the coach is teaching on. They should be taught how to get on and off safely, where to jump, where to look, what to do with their arms and how to stop. They should be encouraged to jump gently for the first lesson to lessen the chance of strained muscles or backache.

Coaches' Responsibilities

1. Accurate registers must be taken.
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3. All coaches must hold a recognised coaching qualification and have CRB enhanced disclosure.
4. Coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery.
5. Coaches must always bear in mind that safety is their number one priority. 'Doubles' (double bouncing) must not be allowed in any trampoline class, including parties. Props (such as balls, parachutes etc.) should only be used in controlled trampoline parties; never in ordinary trampoline classes. Games or competitions involving such things as seeing who can jump the highest must not be played.
6. 'Rough' games such as British Bulldog must not be used in warm ups.
7. Any injury incurred in any class (unless extremely minor) must be reported in writing.
8. Front drops and back drops should never be taught to Downs' students, even if they are considered to be AAI clear.
9. No front drops, back drops or other rotational moves must be allowed during a student's first warm-up turn on the trampoline – even if they are an experienced trampolinist.
10. Coaches must exercise extreme caution when allowing students to perform rotational moves unsupported. If there is any doubt about a student's ability to perform a move in complete safety, manual support must be given.
11. Coaches must exercise extreme care when getting out and putting away trampolines. Students must never be allowed to help and must be kept well out of the way. Trampolines should only be wheeled lengthways for any distance – never sideways. When moving a trampoline sideways it should always be pushed away from you, never pulled towards you. Trampolines should be unfolded and folded very slowly to avoid the possibility of the trampoline tipping over. It should be remembered that Goliath or competition sized trampolines are less stable than 77A's and can therefore tip over more easily.
12. Students joining a class for the first time should have the safety procedures explained to them. Their first go on a trampoline should be on the one that the coach is teaching on. They should be taught how to get on and off safely, where to jump, where to look, what to do with their arms and how to stop. They should be encouraged to jump gently for the first lesson to lessen the chance of strained muscles or backache.
13. Coaches should develop an appropriate working relationship with participants.
14. Activities should be appropriate to age, ability and experience of those taking part. Coaches should work methodically through the development schemes.
15. Coaches should never punish or belittle a student or care user for poor performance.
16. Coaches should develop high standards of behaviour, encourage fair play and be a good role model.

Parents' and Carers' Responsibilities

1. Carers and parents who stay while their child's class is running should help 'spot' around the trampolines. They should encourage their charges to stand around the trampolines and help with 'spotting'. They must not allow sitting on end decks or frame pads. They must prevent their charges from running around, from going underneath a trampoline when it is in use and from jumping from one trampoline to another.
2. All participants should arrive suitably attired for the activity.
3. No eating or drinking around the trampolines or on the gym floor. Only plastic bottles with screw caps may be brought into the hall. No cans, bottles or food.
4. It is recommended that children and care users should not leave the hall while their class is running except to go to the toilet. It is sensible practice to see that only one child at a time leaves the hall for this purpose. In centres which are open to the public, children less than 8 years old should be accompanied to the toilet by an adult responsible person. Permission should be obtained from the coach.
5. Children and care users should be encouraged to go to the toilet before their class starts.
6. Parents and carers should encourage good standards of behaviour.
7. Parents and carers should not force their charges to take part against their will.
8. Parents and carers should never punish or belittle a child or care user for poor performance.
9. Parents and carers should support their charge's involvement of the activity and help them to enjoy it.
10. Parents and carers should never use threatening or abusive language or behaviour towards any participant.

Participants' Responsibilities

1. All participants and coaches should wear suitable clothing; no belts, buckles, metal badges or other items that could cause injury. No jewellery.
2. All participants arrive suitably attired for the activity.
3. When waiting their turn on the trampoline, all students should stand around the trampolines and help with 'spotting'. No running around to be permitted. Students must not sit on end decks or frame pads and must never go underneath a trampoline when it is in use or jump from one trampoline to another.
4. No eating or drinking around the trampolines or on the gym floor. Only plastic bottles with screw caps may be brought into the hall. No cans, bottles or food.
5. it is recommended that children should not leave the hall while their class is running except to go to the toilet and only one child at a time should leave the hall for this purpose. In centres which are open to the public, children less than 8 years old should be accompanied to the toilet by an adult responsible person. Permission should be obtained from the coach.
6. No front drops, back drops or other rotational moves to be performed during a participant's first warm-up turn on the trampoline – even if they are an experienced trampolinist.
7. All participants must respect rules.
8. All participants must respect the rights, dignity and worth of all other participants.
9. All participants must refrain from consuming alcohol or recreational drugs or smoking whilst on the premises.

Example Child protection Policy

Child protection policy of Example Trampoline Club

Example Club recognises that children have the right to be safe, secure and free from threat. The welfare of the child is paramount.

Example Club will provide an environment that ensures children are safe from potential abuse, and will respond to any suspicion of potential abuse in a way that respects the child's dignity and reinforces the adult's responsibility to the child.

Statement of principles

Example Club will:

- ☐ Treat children as individuals entitled to dignity and respect.
- ☐ Promote effective partnerships amongst all those involved with children, including children's parents or carers, to improve children's welfare.
- ☐ Promote the safety of children.
- ☐ Raise awareness of best practice in how to protect children from harm of all kinds.
- ☐ Minimise risks to children so that they do not suffer harm.
- ☐ Make safety the responsibility of everyone at *Example Club* whose work brings them into contact with children.
- ☐ Establish effective and open procedures in responding to accidents, complaints or concerns so that they can be shared and dealt with promptly.
- ☐ Adopt and apply safe recruitment practices for all staff and volunteers.

Recruitment and Selection of Staff and Volunteers

To reduce the risk of abuse by staff and volunteers *Example Club* will:

- ☐ Ensure that all adults working (voluntary or paid) with *Example Club* who have contact with children undergo a Criminal Records Bureau check.
- ☐ All new projects undertaken by *Example Club* consider issues relating to child protection and ensure that training is given to all adults involved. This will help them recognise and respond to suspected abuse of children whether physical, emotional, sexual or as a result of neglect.
- ☐ It is important that CRB checked staff do not take non-checked people with them to meetings or places where they may come into contact with children or vulnerable adults.
- ☐ Never allow an adult who is not CRB checked to be alone with a child for example by going to the toilet or supervising children in a separate room.
- ☐ It is the policy of *Example Club* that all participants arrive suitably attired for the activity.

Reporting and recording concerns

Staff and volunteers involved with *Example Club* are required to promptly pass on any concerns about possible child abuse or concerns about the welfare and safety of a child to the Designated Person for Child Protection in *Example Club*.

The Designated Person needs to make a record of any allegation and contact relevant child protection agency for advice. If staff and volunteers receive an allegation of abuse against another member of staff or volunteer they should promptly inform the Designated Person.

It is essential that the staff member or volunteer records what they have seen or heard that has led them to believe that a child's welfare or safety is at risk. The Designated Person also needs to keep clear and concise records. Records need to be kept of action taken and why that action was decided upon.

Staff or volunteers should bear in mind that it is not their job to investigate an allegation.

Supervision of Children

Example Club recognises that the safety of children should be of paramount concern at all times. They will:

- ☐ Plan appropriate activities
- ☐ Supervise and know where children at all times (indoors and outside)
- ☐ Ensure there are sufficient people for the activity
- ☐ Clarify the responsibilities of the adults and make sure they work in pairs

Supervision of Staff or volunteers

It is important that staff and volunteers do not engage in behaviour that could be misinterpreted. They need to be aware of the boundaries, to be open in the way they deal with children, and to know they can pass on any concerns. They should not be alone with children. They should:

- ☐ Avoid situations where a child is completely unobserved
- ☐ Not spend excessive amounts of time alone with a child
- ☐ Not take children on a car journey alone however short
- ☐ Not take children to their home
- ☐ Not engage in rough, physical or sexually provocative games including horseplay
- ☐ Not allow or engage in any form of inappropriate touching
- ☐ Not allow children to use inappropriate language unchallenged
- ☐ Not make sexually suggestive comments to a child even in fun
- ☐ Not allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- ☐ Do things of a personal nature for a child which they can do themselves
- ☐ If a member of staff and volunteer should accidentally hurt a child, or if a child seems distressed in any manner or misunderstands or misinterprets something a member of staff and volunteer has done then the incident should be reported as soon as possible to another colleague and a brief written note made. Parents or carers should then be informed of the incident.

Transportation Protocol

It is the responsibility of parents / carers to transport children to and from the club venues. Parents are provided with a contact number in the event of them running late. If a parent or carer is late, the club will, after a reasonable time, contact the parent or carer. Whilst waiting, children must remain under the supervision of the coaches.

If parent / carer remains uncontactable after a prolonged period of time, staff will contact social services or police.

If necessary, parents and carers will be reminded of the necessity to contact the club if they are going to be late.

Staff will not travel alone in a car with children and are not expected to take children home

The Management Committee of *Example Club* is specifically responsible for ensuring that Child Protection is accorded the necessary status within the organisation by making sure all members of staff and volunteers working with children follow this policy.

The designated persons for child protection in *Example Club* are Ann Boleyn and Shirley Jane Seymour.

Signed

Date

Records should include the following details:

- ☐ Name of the child
- ☐ Parent's or carer's details
- ☐ The child's address
- ☐ Relevant telephone numbers
- ☐ What is said to have happened or what was seen
- ☐ When it occurred
- ☐ Who else was there
- ☐ What was said by those involved
- ☐ Whether there is any actual evidence e.g. bruises, bleeding, change in behaviour
- ☐ Who has been told about it
- ☐ Who was concerned
- ☐ Was the child able to say what happened
- ☐ Whether the parents have been advised
- ☐ Sign and date the record ensuring it is legible and written in black ink
- ☐ This must be stored in a locked filing cabinet
- ☐ When an incident /event is reported it is paramount that the exact words that the child has used are noted. It is imperative that this information is recorded immediately and that the exact wordings are noted.

Records must show what action was taken following a report and who the information was passed on to. Name of agency, name of person at agency, contact details and the date the information was passed on must be recorded.

All information about concerns regarding the welfare of a child needs to be kept confidential and should only be passed on to other staff members/ volunteers if it is essential for them to know.

Example Emergency and First Aid Procedures

1. GENERAL INSTRUCTIONS

Members should not park in areas that may restrict the access of emergency vehicles.

It is the responsibility of the coach to check the equipment for safety before each session.

2. EMERGENCY EVACUATION OF THE PREMISES

In case of fire, a shout of 'FIRE' will be called. (In public sports centres an alarm system will ring) to alert all individuals and an instruction given to leave the building by the nearest available exit in a calm and orderly manner to a designated assembly point. At This address, the assembly point is (State assembly point).

Officers of the Club, Committee members, in their absence, any responsible member will assume immediate responsibility and call the fire brigade if required.

If it is safe to do so, an attempt to extinguish the source of the fire can be made using an appropriate fire extinguisher, e.g. by ensuring that a safe passage to an exit point is available and that there is a low risk of suffocation.

An Officer of the Club, a Committee member or any responsible member should, if safe to do so, check that the premises have been evacuated, close doors and proceed to the assembly point to take charge and to liaise with the fire brigade on their arrival.

Upon exiting the club in an emergency situation, appropriate action, assistance and care should be forthcoming from adult members to ensure the safe exit of junior members and any members that suffer from disabilities. However, members should not put themselves or anybody else in danger to provide assistance.

3. CALLING THE EMERGENCY SERVICES

If the fire brigade or an ambulance is required a 999 emergency call should be made by a responsible person from the Club phone, using the instructions on display by the Club phone or in the First Aid kit.

In emergencies a mobile phone should be used provided that there is a strong reliable signal, and staff should be informed that an emergency call has been made.

If an ambulance has been called, a responsible person, but not the first aider (who should remain with the casualty), should direct the ambulance to the casualty as it arrives in the car park.

4. FIRST AID

Qualified First Aiders at public sports centres should always be on hand. At other venues the first aider's name, telephone number and mobile number should be displayed on the notice board.

First Aid kits are sited in the following locations:

(List locations)

Location of accident report books and forms:

(List locations)

Should there be an incident, a responsible person shall be dispatched to the nearest available First Aider who will attend to the casualty. If this is sufficient, the First Aider will remain with the casualty until the risk is reduced or, if the casualty is a minor, until they are relieved by a parent/carer.

If necessary the First Aider will request that an ambulance is called following the procedure in Section 3 above, but in the event of a suspected life threatening condition, e.g. prolonged unconsciousness, loss of breathing, suspected heart failure or excessive loss of blood, an ambulance should be called immediately by anyone, at the same time as a First Aider is being located.

An Injury Report should be completed as soon as possible after the incident by the person dealing with the injury. See above for procedures for compiling injury reports. The First Aid Officer, (Name, Address) will be the custodian of records of injury for the club. The First Aid Officer will acknowledge receipt of the injury report.

Within 24 hours of the injury occurring, a member of the management team or the Coach of the injured person should contact the parents/carers to enquire about the welfare of the injured person and to find out about any follow up to the injury, e.g. after being seen at a hospital Accident and Emergency Department or by a Doctor.

5. Basic Guidelines for Dealing with an Injury / Incident

The following basic instructions should be observed when handling an incident:

- ☐ Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- ☐ Listen to what the injured person is saying.
- ☐ Alert the first aider who should take appropriate action for minor injuries.
- ☐ In the event of an injury requiring specialist treatment, call the emergency services.
- ☐ Deal with the rest of the group and ensure that they are adequately supervised.
- ☐ Do not move someone with major injuries. Wait for the emergency medics.
- ☐ Contact the injured person's parent/carer.
- ☐ Complete an incident/accident report form

Example Child Protection Policy Statement

Example Club V is committed to ensuring that all members and service users who take part in their activities have a safe and positive experience. They are committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for young people. *Example Club* recognises that it is not the responsibility of those individuals working within the organisation to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

If any person within *Example Club* has a doubt to this policy's relevance to their role and duties then please contact (Name), the Child Welfare Officer.

Example Club and those involved with the organisation will abide by the following principles and statements:

- All young people and vulnerable adults within *Example Club*, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected.
- All people participating in physical activities have a right to do so in a safe environment.
- Adults working at *Example Club* will provide a safe, positive and fun sporting experience for all young people and adult care users.
- Adults – volunteers, coaches and officials will understand and be supported in their role and responsibility with regard to the Duty of Care for young people.
- All suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within *Example Club* to report any concerns.
- The management committee will assist coaches, volunteers and officials to remain up-to-date with the latest Child Protection issues.
- The management committee will appoint a Child Welfare Officer whose role is to be responsible for issues concerning child welfare.
- *Example Club* club will carry out regular risk assessments to ensure the safety of all members.

Example Equity Policy Statement

Example Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Example Child Welfare Report Form

Important note:

Because of the sensitive and confidential nature of the information on this form when completed;

This form must be handed personally to one of the Club Welfare Officers: (Names).

Please do not leave the form in their pigeon hole or leave unattended at any time.

Name of young person:

Age of young person:

Parents/carers name/s:

Home Address:

.....

Are you reporting your own concerns or responding to the concerns raised by someone else?

Reporting my own concerns

Responding to the concerns raised by someone else

If responding to concerns raised by someone else please provide their name and position/connection with the club:

.....

.....

Date & Time of Incident:

Please provide details of the incident or concerns you have, including dates, time, venue:

.....

.....

.....

.....

Please detail exactly what was said, if your concerns are the result of a child speaking to you, including date, time and venue:

.....

.....

Have you spoken to the parents?

If yes, please provide details of what was said:

.....

.....

Have you spoken to the child?

If yes, please provide details of what was said:

.....

.....

Have you spoken to the person the allegations are being made against?

.....

If yes, please provide details of what was said:

.....

.....

Please provide details of further action taken to date:

.....

.....

Have you informed the statutory authorities:

Police: Yes ... No ...

Social Services: Yes ... No ...

Others:

Please provide details of the person you have contacted regarding this, including name, position, contact number and date:

.....

.....

Your name:

Your position:

All of the above facts are a true and accurate record of the incident.

SIGNED: DATE:

Name:

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