



Crisis Management Policy

1. Purpose

This policy outlines how the club will respond to any crisis to ensure:

- the safety and welfare of all participants
- clear communication
- effective management of incidents

2. Definition of a Crisis

A crisis may include (but is not limited to):

- serious injury or fatality
- safeguarding concern or allegation
- missing child
- fire or facility emergency
- incident attracting media attention

3. Immediate Actions (FIRST RESPONSE)

In any incident:

1. **Ensure safety of all individuals**
2. **Call emergency services (999) if required**
3. **Provide first aid**
4. **Inform the Club Welfare Officer and Head Coach immediately**
5. **Do not leave the scene unattended**

4. Crisis Management Lead

The person with overall responsibility is:

Louise Combellack

They will:

- take control of the situation
- coordinate communication
- liaise with external agencies

5. Roles and Responsibilities

All Staff:

- Follow emergency procedures
- Report incidents immediately

Designated First Aider:

- Provide medical assistance
- Record injury details

Welfare Officer:

- Handle safeguarding concerns
- Liaise with British Gymnastics if required

Crisis Lead:

- Manage overall response
- Approve communications

6. Communication

- Parents/carers will be informed as soon as possible
- Only the **Crisis Lead** speaks to media
- Staff must not post on social media about incidents

7. Incident Reporting

All incidents must be:

- recorded on an accident/incident form
- reported to relevant governing bodies where required
- reviewed after the event

8. Welfare Support

The club will:

- support affected gymnasts, families, and staff
- signpost to appropriate services if needed

9. Training and Review

- Staff will be briefed on this policy annually
- Emergency procedures will be practiced
- Policy reviewed yearly

10. Review Details

Version	Date Approved	Approved By	Next Review
1.0	03/08/2021	Louise Combellack - Manager	Aug 2022
1.0	10/08/2022	Louise Combellack – Manager	Aug 2023
1.0	01/06/2023	Louise Combellack – Manager	June 2024
1.0	06/06/2024	Louise Combellack – Manager	June 2025
1.0	10/06/2025	Louise Combellack – Manager	June 2026

Version	Date Approved	Summary of Changes
2.0	10/04/2026	<i>Inclusion of a step-by-step guide of actions for staff to follow</i> <i>Definition of a crisis underlined</i> <i>Pinning down of staff roles in a crisis situation</i> <i>Safeguarding statement included</i> <i>Contact system explained</i> <i>Recording process addressed</i> <i>Practicality and ease of use reviewed and alterations made</i>

Signed: *Louise Combellack* Senior Manager Date: 10/04/2026