



WAVERLEY
Gymnastics Centre

**WRITTEN COMMUNICATION
POLICY**

October 2025

Authorisation

Version	Author	Date	Approved By	Approval Date	Review Date
2	WGC	April 2023	WGC Committee	April 2023	April 2025
3	WGC	October 2025	WGC Committee	21.10.2025	October 2027

1. Purpose

Waverley Gymnastics Centre ('WGC') is committed to the safeguarding and wellbeing of children and young people, inclusive of gymnasts, under-18 staff and volunteers.

This Policy outlines the appropriate communication methods and guidance on what appropriate communication includes, in line with WGC Child Safe Code of Conduct, and GA Safeguarding Children and Young People policies.

2. Scope

As part of the WGC commitment to child safeguarding and wellbeing, we commit to ensuring all communication between WGC employees, volunteers and gymnasts is conducted in a safe, professional and transparent manner and in accordance with the GA Safeguarding Children and Young People Policy.

This Written Communication Policy (this Policy) applies to all individuals who conduct work for, train at, or are connected to WGC in a paid or unpaid capacity, including:

- Committee Members
- Club CEO
- Staff
- WGC Judges
- Contractors and sub-contractors
- Gymnasts

(collectively referred to in this Policy as 'personnel')

For the purposes of this Policy, 'gymnast' refers to both under and over-18 WGC athletes.

3. Written Communication Methods

All correspondence between WGC personnel, gymnasts and under-18 staff/volunteers can only occur through one of the following communication channels:

- WhatsApp or Text message (from a WGC provided device, where possible)
- Email (from a WGC email address)
- WGC Facebook and WGC Instagram accounts

Correspondence between WGC personnel, gymnasts and under-18 staff/volunteers conducted via text message or email must also:

- Include one or more other relevant WGC personnel (e.g. for a squad gymnast, the Head Coach or High-Performance Manager) AND
- If the gymnast is under 18, their parent and/or guardian.

WGC personnel, gymnasts and under-18 staff/volunteers must not communicate on social media platforms or social media messaging applications (e.g. Facebook Messenger) without the appropriate signed and approved consent outlined in Paragraph 4. Exemptions.

4. Exemptions

WGC recognises there may be pre-existing personal relationships formed prior to/outside of the parameters/employment with WGC.

In such circumstances, exemptions to the employee-gymnast communication policy can be made where:

- A parent/guardian of the child under the age of 18 has provided written consent
- A gymnast over the age of 18 and WGC employee provide written consent

Exemption forms are [available here](#) and must be returned to the Child Safeguarding and Wellbeing Manager via email or in person.

Exemption forms that have been signed but not returned to the Child Safeguarding and Wellbeing Manager and filed on WGC systems are not valid.

5. Breaches

Personnel over 18 may be in breach of this policy if they:

- Contact under-18 WGC gymnasts, staff or volunteers in private written correspondence through communication methods not outlined in this Policy without an exemption.
- Contact under-18 WGC gymnasts, staff or volunteers in private written correspondence without including their parent or guardian or the relevant personnel without an exemption.

Personnel under 18 may be in breach of this policy if they:

- Contact over 18 WGC personnel in private correspondence in private written correspondence through communication methods not outlined in this Policy without an exemption.
- Contact over 18 WGC personnel and staff in private written correspondence without including your parent or guardian or the relevant personnel without an exemption.

Please note, the above outlined breaches are not an exhaustive list.

6. Reporting Process

If you believe WGC personnel are in breach of this Policy, you must make a report to the relevant person following the [Questions and Concerns Contacts](#) and [Child Safe Complaints Flowchart](#).

You may also submit a report or concern through our online [Child Safety Contact Form](#).

WGC will adhere to the [WGC Complaints Handling Procedure](#) in managing and investigating complaints.

7. Related Policies and Procedures

Related policies and procedures listed below are documents directly related to, or referenced in, this Policy:

[GA Safeguarding Children and Young People Policy](#)

[WGC Child Safety and Wellbeing Policy](#)

[WGC Child Safe Code of Conduct](#)

[WGC Social Media Policy](#)

8. Version History

Version	Date Amended	Author	Change Details
2	12.09.2024	Olivia Gatsios	<ul style="list-style-type: none">• Updated title• Updated purpose and scope to reflect current policy templates• Updated communication methods to include social media accounts and WhatsApp• Updated Exemptions with consent form link• Removed step by step breach section and updated reflect breaches within policy• Included reporting process with links to current policies.