

SAFEGUARDING POLICY



Swimcentral has a moral and legal obligation to ensure all participations involved in Swimcentral activities can do so in an enjoyable and safe environment. This policy has been devised to promote good practice within instructing of Swimcentral sessions, providing children, young¹ people and vulnerable adults with an appropriate and safe learning environment by implementing regulations and policies; ensuring tutors and instructors accept their responsibilities to safeguard those from harm and abuse.

Our statement

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and STA / Swim England requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- * have a positive and enjoyable experience of sport at Swimcentral in a safe and child centred environment
- * are protected from abuse whilst participating in swimming lessons / mermaid swimming / rookie lifeguard or school swimming lessons or outside of these activities.
- * We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Our Policy

What we'll do:

As part of our safeguarding policy, we will:

- * promote and prioritise the safety and wellbeing of children and young people value, listen to and respect children
- * ensure robust safeguarding arrangements and procedures are in operation
- * adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- * ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- * provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently



- * ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored record and store information securely, in line with data protection legislation and guidance
- * prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- * appoint a nominated safeguarding lead and a deputy for children and young people
- * make sure that children, young people and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in Swimcentral. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Good Practice

All personnel representing Swimcentral are committed to the following.

- * Providing a safe learning environment for children, young people, and vulnerable persons
- * All children, young people and vulnerable persons should be entitled to partake in Swimcentral activities provided they meet the minimum requirements set out in the STA / Swim England guidelines and UK Mermaid and Mono Fin swim test
- * Instructors wishing to promote Swimcentral activities will ensure their pre-requisite qualifications are always maintained and kept up to date; failure to do so will result in Swimcentral being unable to support the instructor in the event of an allegation or opening of a case file
- * Reporting any suspicions and allegation of poor practice or abuse
- * Taking care to respond to suspicions and allegations, whilst doing so in an appropriate and swift manner to deal with the case in accordance with this safeguarding policy
- * Maintain a safe and appropriate distance between instructor and participant however when physical contact or manual handling is required consent must be retained from both parties to avoid any inappropriate or wrongful actions
- * Ensure changing room policies are public knowledge to all those involved in Swimcentral activities when using any pool facility; any one over the age of 8 years must change in their own sex changing room unless needing extra support from a parent or guardian. If this parent/guardian is not the same sex as the child/young person then arrangements must be made with the instructor to provide an alternative changing area



Responding, Recording and Reporting Allegations and Suspicions

No person has the legal right to assume or decide on an individual basis whether abuse has taken place. If any personnel have concerns, they must act on them responsibly with the appropriate necessary actions to protect both parties.

In the event of receiving a possible allegation of abuse, the receiver must comply with the following.

- * Stay calm to ensure a non-threatening environment for both parties
- * Reassure the individual informing them they are not to blame and did the right thing by speaking out
- * Listen to the individual, showing respect and that they are being taken seriously
- * Minimise the questions asked to ensure the individual is disclosing the information on their own accord
- * Inform the individual that you will have to speak to your safeguarding officer about what they have told you to help them
- * Safety of the individual is paramount. If the individual needs urgent medical care, call the appropriate services, inform those concerned and make them aware that it is a safeguarding issue
- * Record all information as soon as you can to ensure all is accurate and true to what the individual described to you
- * Report the concern and information to the safeguarding officer within your workplace

When recording a safeguarding issue, the following information should be recorded accurately.

- * Individual's name and date of birth
- * Individuals home address and telephone number
- * Is the individual expressing concern for themselves or another person?
- * The nature of the concern
- * Description of any visible injury
- * Details of any witness to the incidents
- * Has any family member been contacted; parent/guardian when dealing with a child
- * Has anyone else been consulted with the issue
- * Has anyone been named as the abuser?

Safeguarding complaint

In the event of a Swimcentral Instructor receiving a safeguarding allegation against themselves, the alleged will be suspended immediately whilst an investigation is undertaken within house.

Swimcentral will then report the allegation to their designated safeguarding officer within 1 working day, prior to any investigation.

Swimcentral will then seek advice from the necessary areas and report the allegation to the required services up to and including the local safeguarding children's board, social services, and the police.

Swimcentral will endeavour to ensure that the accused member of staff is treated fairly and honestly and helped to understand the concerns expressed and processes involved. They will also help to ensure the member of staff is kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

Every effort will be made by Swimcentral to keep all information confidential except when required, we will share the necessary information with all parties and services involved.



Anti-bullying

Swimcentral does not condone or accept bullying behaviour of any kind. We endeavour to ensure all Swimcentral instructors are aware of our safeguarding policy and can ensure that any bullying found to be taking place within and activities are dealt with in the correct manner. If bullying is found within any Swimcentral activity we will ensure that it is addressed and reported to our designated safeguarding officer when required.

Photography Regulations

As part of Swimcentral sessions photographs and videos are offered by Swimcentral personnel.

Instructors of Swimcentral who take photographs or films of Swimcentral activities must ensure those involved have read and signed the Swimcentral photo consent form (on the Swimcentral Software, online) to allow this. Anyone who refuses to give permission must not be photographed. Written consent from the individual must be gained before Swimcentral can use any photographs or footage for business purposes, such as advertising and marketing.

Spectators are not allowed to take their own photography or footage and if found to be doing so, will be asked to stop and delete all files with the instructor witnessing this act. The use of phones, cameras or laptops in the changing rooms is prohibited. In the event of not adhering to these rules, the visitor will be asked to leave the facilities immediately.

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances: changes in legislation and/or government guidance as required by the local safeguarding partnership, UK Sport and/or home country sports councils and STA / Swim England as a result of any other significant change or event.

Definitions

¹A child/young person is defined as a person under the age of 18 (Children's Act 1989)

²Swimming Teachers Association (STA) - www.sta.co.uk or Amateur Swimming Association (ASA) - www.swimming.org/asa/

³STA - Safety Award for Teachers (SAT) or Royal Lifesaving Society (RLSS) - National Rescue Award for Swimming Teachers and Coaches (NRASTC)

