



## **Adult Safeguarding Policy**

**Heathfield Swim School / Swim Stars South East**

**Policy Written: 11<sup>th</sup> March 2026**

**Policy Reviewed: 11<sup>th</sup> March 2027**

### **1. Policy Statement**

Heathfield Swim School / Swim Stars South East is committed to promoting the well-being and safeguarding of all adults who engage in swimming lessons, particularly vulnerable adults. We recognise our responsibility to ensure that our staff, contractors, volunteers and members operate in a way that protects individuals from harm, abuse, and neglect, in line with UK law and Swim England's safeguarding policies. This policy outlines the steps we take to prevent abuse, our reporting procedures, and our commitment to maintaining a safe environment for all participants.

### **2. Legal Framework**

This policy is in accordance with the following legislation and guidance:

- Care Act 2014: Defines adult safeguarding responsibilities and the duty of care towards vulnerable adults.
- Mental Capacity Act 2005: Ensures protection and empowerment for adults who may lack the capacity to make decisions.
- Safeguarding Vulnerable Groups Act 2006: Establishes procedures for the protection of vulnerable adults.
- Equality Act 2010: Promotes equal rights and ensures non-discrimination based on disability, age, or vulnerability.
- Swim England's Wavepower Policy (Latest Edition): Provides comprehensive guidance on safeguarding practices specific to swimming.

### **3. Scope of Policy**

This policy applies to all staff, contractors, volunteers, and participants involved in swimming lessons at Heathfield Swim School / Swim Stars South East. It covers safeguarding procedures

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for adults, especially those who may be vulnerable due to age, disability, illness, or any other factor that might impair their ability to protect themselves from harm.

#### 4. Definition of an Adult at Risk

An adult at risk is defined as anyone aged 18 or over who:

- Has needs for care and support (whether or not the local authority is meeting these needs).
- Is experiencing, or at risk of, abuse or neglect.
- As a result of those care and support needs, is unable to protect themselves from the risk or experience of abuse or neglect.

#### 5. Types of Abuse

Abuse can take many forms. Common types of abuse include:

- **Physical abuse:** Hitting, slapping, misuse of medication, or inappropriate restraint.
- **Emotional or psychological abuse:** Threats of harm, humiliation, controlling behaviours.
- **Financial abuse:** Theft, fraud, misuse of property or benefits.
- **Sexual abuse:** Unwanted sexual advances, sexual harassment, or assault.
- **Neglect and acts of omission:** Ignoring medical or care needs, failing to provide access to necessary services.
- **Discriminatory abuse:** Unequal treatment based on race, gender, disability, age, sexual orientation.
- **Organisational abuse:** Poor care practices, neglect within a care setting or organisation.

#### 6. Prevention and Training

To ensure a safe environment, Heathfield Swim School / Swim Stars South East is committed to the following measures:

- **Recruitment:** All staff working with vulnerable adults are subject to enhanced Disclosure and Barring Service (DBS) checks.
- **Training:** Regular safeguarding training will be provided to staff, contractors and volunteers to help them identify signs of abuse and respond appropriately.
- **Code of Conduct:** All staff must adhere to a strict code of conduct, ensuring respectful, professional, and safe interactions with all participants.

#### 7. Safeguarding Procedures

If abuse is suspected or disclosed, the following procedures should be followed:

**1. Responding to concerns:** If an adult discloses abuse, staff should listen carefully, avoid asking leading questions, and document the concern as soon as possible.

**2. Reporting:** All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL) within the swim school. The DSL is responsible for handling safeguarding issues and liaising with appropriate external authorities.

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**3. Record-keeping:** Detailed, confidential records will be kept on any reported safeguarding concerns.

**4. Referral:** If abuse is suspected, the DSL will refer the matter to adult social care or other relevant agencies, such as the police, following local safeguarding procedures.

#### **8. Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead (DSL) for Heathfield Swim School / Swim Stars South East is **Elliott Stevens**. The DSL is responsible for overseeing safeguarding practices, managing any safeguarding incidents, and ensuring compliance with legal and regulatory standards.

#### **9. Confidentiality**

All safeguarding matters will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis in line with the requirements of the Care Act 2014 and GDPR regulations.

#### **10. Whistleblowing Policy**

Heathfield Swim School / Swim Stars South East encourages staff, contractors and volunteers to report concerns about unsafe practices or abuse without fear of reprisal. Any concerns raised will be treated seriously and in line with our whistleblowing policy, ensuring the protection of individuals who disclose concerns.

#### **11. Review of Policy**

This policy will be reviewed annually or in response to significant changes in relevant legislation or Swim England safeguarding guidelines. All staff and volunteers will be informed of any updates to the policy and procedures.

#### **12. Contact Information**

- Designated Safeguarding Lead (DSL): Elliott Stevens, [swimschoolwelfare@gmail.com](mailto:swimschoolwelfare@gmail.com)
- Local Adult Social Care Team: 0345 60 80 191
- Swim England Safeguarding Team: 01509 640700 (Option 1 for Swim England, Option 3 for Safeguarding)
- Local Police (Non-Emergency): 101
- Emergency: 999