



## Section 2

### Subsection 1

- Duty of care for ASA members and clubs
- How to react, report and record safeguarding concerns
- Confidentiality and information sharing
- Guidance regarding a child self harming
- ASA Whistle Blowing Policy



## 2.1 Introduction

This section of Wavepower 2012/15 is designed to assist clubs and all club members to meet their duty of care to safeguard all children who take part in or attend your swimming club. The section is divided up to help the club identify what they need to do to demonstrate a duty of care with clear guidance and policies to make this possible.

The club officers, coaching staff and committee members are all responsible for developing, maintaining and reviewing safeguarding policies, procedures and guidance within the swimming club. The Welfare Officer is the designated person who will help guide and assist in developing good policies and procedures but cannot be held to have sole responsibility for child safeguarding in the club. The club officers and coaching staff will need to consider the content of this section and take actions to ensure they are currently following the good practice outlined and able to take appropriate action when poor practice or safeguarding issues are identified. The club will need to adopt the policies and procedures in Wavepower 2012/15 if they do not have them in place already.

If the clubs concerned need assistance or advice they can contact the ASA Safeguarding Team, ASA Legal Affairs Department or their County or Regional Welfare Officer whose contact details can be found in the front of this document and/or on the ASA, County or Regional website.

Sections 4 - 6 of Wavepower 2012/15 contains additional guidance for those who work with children in the club including coaches and teachers, the swimmers themselves and their parents.

### Using the toolbox

This section of Wavepower 2012/15 has been subdivided into sections so that information relevant to the individual using it can be obtained easily, with cross references to other sections that may be relevant to the issue involved. This section contains ASA guidance and policies for the club to adopt. For the club Welfare Officer it should act as a practical aid to ensure the club is meeting the requirements of the ASA Safeguarding Policy and as a guide to procedures when dealing with issues raised. We recommend the club make it known to members and parents of members that Wavepower 2012/15 can be obtained from the club Welfare Officer and published on the ASA website. Some clubs may choose to put the full document on their own website.



## Duty of care by ASA members and clubs

2.1

All organisations and individuals have a duty of care to safeguard children when they are participating in their activities. The CPSU provides a briefing document on a duty of care written by the NSPCC. This paper highlights that a duty of care may be imposed by law or statute, by contract or by acceptance of the individual. While the Club Welfare Officer has specific duties to deal with and raise issues of concern regarding children in the club they do not have the sole responsibility in safeguarding children or promoting good safeguarding practice. The ASA recognise that a duty of care exists for all adults in positions of responsibility in respect of the child members in their club including coaches, teachers, poolside helpers and club officers. The guidance in Wavepower 2012/15 is aimed at helping all ASA clubs and responsible individuals within it to meet that duty of care.

Safeguarding is about ASA clubs and their members acknowledging that this duty of care exists. To provide proper safeguarding clubs must put in place measures to minimise the likelihood of “foreseeable harm” arising. The type of harm referred to is outlined later in this section.

To demonstrate a duty of care through proper safeguarding all ASA affiliated clubs and organisations that have members under the age of 18 must adopt the ASA child protection procedures as set down in the ASA model club constitution 2.3.2 and 2.3.3. Wavepower 2012/15 sets out the principles and procedures of the ASA child protection procedures and the club must ensure that these principles and practices are made known and followed by everyone to safeguard children.

All ASA clubs and affiliated organisations must act upon the guidance in Wavepower 2012/15. The Welfare Officer is the lead person in clubs from whom advice and guidance can be gained in safeguarding matters. Additionally, members, coaches, parents and young people can contact the Legal Affairs Department and Child Safeguarding Team for advice on procedure or direct action by the ASA or to contact the Local Authority, Children’s Social Care Services or the Police Child Abuse

investigation team when the aforementioned are not available or the circumstances require immediate referral and to delay would fail to safeguard or place at risk a child or children. The contact details of the ASA departments, as well as those of National Specialist Helplines, are to be found in the front of this document. The contact details for the local statutory child protection agencies should be completed by the club Welfare Officers in the front of this document.

Members may also contact the ASA signposting helpdesk if they have a problem or concern and are unsure on whom to ask for help. Contact details for the helpdesk are available at the front of this document.

To assist all clubs to meet the duty of care, Wavepower 2012/15 identifies clearly policies and procedures they must follow to provide proper safeguarding, actions the clubs must take when a concern is identified and what support is available to all concerned.

### **The following actions are required for a club to meet its duty of care:**

- The adoption of the ASA Wavepower 2012/15 document in full.
- Promoting to all club members that a safe environment is paramount and failures in safeguarding will be acted upon in line with the policy document.
- The club should promote Wavepower 2012/15 and make it available to all parents and swimmers, club employees and officers, voluntary helpers and staff as required.
- The club must adopt the ASA Whistle Blowing Policy, and ensure they promote an environment where legitimate concerns can be raised without fear of recrimination or victimisation.
- The club must designate a person in the club who is responsible to ensure all appropriate CRB checks are completed.
- The club must provide an open door environment.



## 2.1

### **Promote and follow good practice in terms of recruitment of staff and volunteers:**

- Following the ASA Safe Recruitment Policy for staff that work with children.
- All staff and helpers to sign up to Wavepower 2012/15.
- Appoint and train one or more Welfare Officer/s in line with the recommendations in this document.
- Ensure the club staff and volunteers who have direct access to children through their involvement in the club are CRB checked in line with ASA Policy and have training as required for the role undertaken.
- Ensure all relevant persons who work directly with children attend an approved safeguarding children in sport course as detailed in Wavepower 2012/15.
- The club must have a Code of Conduct for all teachers, coaches, poolside helpers, swimmers and parents and follow the ASA Code of Ethics (templates provided in Wavepower 2012/15).
- The club must ensure equal opportunities for all.

### **Adopt ASA good practice in terms of children and their parents**

- Provide parents and swimmers with a welcome / information pack including updated information regarding child safeguarding in the club.
- Parents should actively seek out a good club as well as supporting the club to ensure good practice in safeguarding.
- The club, its staff and volunteers should recognise and adhere to the needs of children with a disability or special needs.
- The club should regularly communicate with parents and swimmers concerning child welfare and safeguarding matters.
- The club should follow ASA guidance on supervising children within the pool and changing room and with events and competitions held.
- The club should ensure the ASA Equality Policy is adopted and adhered to appropriately.
- The club should adopt, publicise and follow the ASA Anti Bullying Policy.
- The club should adopt the ASA Social Media Guidance.

### **Provide appropriate guidance to coaching staff**

- Ensure that no child or adult (unless they are directly related) is put in a position where they are left on a one to one basis, except in an emergency when to abandon the child or young person would place them at risk of harm.
- Ensure that all training sessions have at least two appropriate adults present. To fail to do so puts all concerned at risk of allegation.
- Ensure that all trips away follow ASA guidance including the provision of written consent, up to date health and contact details on each individual club swimmer and agreement to act in loco parentis if the parent is not accompanying the child.
- The club should adopt the ASA Missing Child Policy.
- The club should adopt the ASA Late Collection of Children Policy.
- Ensure that the ASA Photography Policy, Electronic Communications and Social Media Guidance are adopted by the club.

### **Act upon any concerns appropriately**

- The club must deal with all complaints in line with rules of confidentiality and complying with the ASA Judicial Rules and Regulations.
- The club must keep a written record of any concerns of poor practice or child welfare related incidents and accidents together with full details of action taken. These records must be kept in a secure manner and copies should be sent to the ASA Safeguarding Team as appropriate.
- Offer support to any individual who raises concerns and allegations of abuse.
- Use the services of the ASA Child Safeguarding Team to advise and guide and take direct action as required.
- Know how to contact the statutory agencies.

### **Coaches duty of care**

- All coaches have a duty of care to swimmers.
- The ASA Code of Ethics and Codes of Conduct must be adhered to at all times - this can be found on the ASA website at [www.swimming.org](http://www.swimming.org). Hard copies can also be requested from the signposting helpdesk at [signposting@swimming.org](mailto:signposting@swimming.org)
- Section 4 of this document details the requirements on coaches to provide for a duty of care.



## Swimming Club Safeguarding Policy Statement



2.1

The \_\_\_\_\_ swimming club/squad is committed to a club environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this the club agrees to:

1. Adopt and implement the ASA Wavepower 2012/15 policy in full.
2. Recognise that all children participating in the \_\_\_\_\_ club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm.
3. Ensure that those individuals, who work with children in the \_\_\_\_\_ club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a Club Welfare Officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the club.
5. Ensure that the Club Welfare Officers name and contact details are known to all staff, club members and parents of members.
6. The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2012/15.
7. Ensure all those persons who work with children in the \_\_\_\_\_ club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2012/15.
8. Ensure that all individuals who will be working or will work with children in the \_\_\_\_\_ club have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2012/15.
10. Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2012/15.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.



## 2.1 Information sheet for clubs

### Club Welfare Officer

**Name:**

**Tel:**

### Club Welfare Officer

**Name:**

**Tel:**

### Regional Welfare Officer

**Name:**

**Tel:**

### Local Authority Services Children Social Care Team

**Tel:**

### Out Of Hours Contact Number

**Tel:**

### Police Child Abuse Investigation Team/Unit

**Tel:**

### National Governing Body (NGB)

The ASA Legal Affairs Department, Pavilion 3,  
SportPark, 3 Oakwood Drive, Loughborough  
University, Leicestershire, LE11 3QF

Telephone: 01509 640270

Email: [Legal@swimming.org](mailto:Legal@swimming.org)

Website: [www.swimming.org](http://www.swimming.org)

### Child Safeguarding Team

Barbara Barrett,  
Independent Child Protection Officer (ICPO)

Jenni Dearman,  
National Child Safeguarding Coordinator (NCSC)

At the NGB address above.

Telephone: 01509 640270

Email: [jenni.dearman@swimming.org](mailto:jenni.dearman@swimming.org)

### Child Power

Child Power leaflets available from  
[jenni.dearman@swimming.org](mailto:jenni.dearman@swimming.org)

Child Power website and Under 16s section under  
[www.swimming.org/u16](http://www.swimming.org/u16)

### ASA Office of Judicial Administration (OJA)

Telephone: 0161 2731044

Email: [kerry.moss@swimming.org](mailto:kerry.moss@swimming.org)

### Swimline Child Protection Helpline: 0808 100 4001

### Signposting Help Desk

Email: [signposting@swimming.org](mailto:signposting@swimming.org)

### Other Services

#### NSPCC Child Protection in Sport Unit

Telephone: 0116 234 7278

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

#### NSPCC Helpline

Telephone: 0808 800 5000

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### Child line

Telephone: 0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

#### Kidscape

Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)



## Reacting, reporting and recording concerns

2.1

The ASA is committed to ensuring all children who attend ASA swimming clubs and ASA events will be safeguarded from harm.

To ensure this is possible the ASA have developed comprehensive and unambiguous procedures for clubs to adopt and act upon if a matter regarding a child's safety or welfare is raised.

This section of the ASA Toolbox will give clear guidance on the steps to take and the procedures that must be followed.

### Introduction

The ASA accepts that the protection and safeguarding of all children is paramount and that safeguarding should be based on prevention and best practice. The adoption by ASA clubs of safeguarding policies and procedures have, and will continue to, minimise the opportunity for acts of child abuse or harm to children to take place within the club setting.

The ASA recognise that all risk cannot be removed and concerns will continue to be raised regarding child safeguarding and welfare identified, both within and external to the ASA club activities.

The ASA have therefore:

- Created the following concise guidance of action to take for any person involved in swimming who may have a concern, observe a concern or have concerns raised to them by a child or about a child's wellbeing.
- Developed a child safeguarding management team from whom advice and guidance can be gained, and who will take the required actions and decisions in matters regarding child safeguarding consisting of:
  1. The ASA Legal Affairs Department (LAD).
  2. The Independent Child Protection Officer (ICPO).
  3. National Child Safeguarding Coordinator (NCSC).

Who are assisted locally by:

4. The Regional Welfare Officer.
5. The County Welfare Officer.
6. The Club Welfare Officer.

### When should you act

There are several reasons for taking appropriate action to report concerns including:

- Responding to what a child has said
- Responding to signs or suspicions of abuse
- Responding to allegations made against a fellow athlete, member of staff or volunteer
- Responding to allegations made about a parent, carer or someone not working within the sport
- Responding to allegations or observations of bullying
- Response to a breach of code of conduct / poor practice
- Responding to your own or others observation of inappropriate behaviour

This is not a definitive list.

### How to respond appropriately

The ASA Safeguarding Team have developed the three stages of action namely React, Report and Record.

- React to the disclosure / suspicion and / or allegation in a timely and appropriate manner.
- Reporting the relevant information to appropriate persons.
- Recording the relevant information.

Each of these steps is covered in more detail as you work through this section.

### And remember

- Confidentiality is paramount and the guidance in Wavepower 2012/15 should be followed in all cases involving child safeguarding. The procedures require that only those that need to know are told. This means only those individuals stated within the reporting structure and no-one else, unless directed by statutory agencies and/or the ASA Safeguarding Team.
- The "welfare of the child is paramount". This is a legal term and within the organisation / club the rights of the child must be paramount in all situations, protecting the welfare of the child at all times.



## 2.1 Definitions of abuse

All those in sport have a responsibility to be able to recognise and respond to signs and indicators of abuse and malpractice. But it is not the responsibility of those working in swimming to decide that child abuse has taken place but it is their responsibility to act on those concerns.

It is important all Welfare Officers are aware of the definitions and indicators of abuse and they in turn share the example in swimming with those in a position of trust in clubs, counties and regions.

### Defining abuse

- Any person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.
- The abuser may be a member of the child's family, a stranger or an institution.
- The abuser may be an adult or a child – recent reports show that peer abuse is increasing specifically in the area of bullying.

### Effect of abuse

- Abuse that is allowed to continue can be extremely damaging and can if not treated appropriately cause problems for the person into adulthood.
- Present and future relationships can be effected as can trust in others.
- In extreme cases abused children have become involved in drugs, alcohol abuse, criminality, suicide and in extreme cases they may go on to abuse other children.

### Maltreatment of Children

All abuse and neglect are forms of maltreatment of a child. Abuse can be:

- When someone inflicts harm or fails to prevent harm to a child.
- When a child is sexually abused by a person in the family, community or institution often by someone known to them but occasionally by a stranger.
- By an adult or another child.
- By a male or female.

### Types of abuse

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

In swimming an example of physical abuse may be the imposed use of performance enhancing drugs or persistent training, which is beyond the capacity of the individual leading to physical harm.

#### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Within swimming an example of emotional abuse may be when a coach continuously criticises a swimmer, uses sarcasm, name-calling and generally belittles the young person. Parents can emotionally abuse a swimmer by having too high expectations and placing unrealistic pressure on the young person with negative constant feedback.





## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

It could:

- Involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.
- Include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- Be perpetrated by children as well as adults, women as well as men.
- Be perpetrated by individuals of any professional, racial or religious background,
- Be perpetrated by a family member or someone known to the child, such as a family friend.
- Be perpetrated by individuals who target voluntary organisations including sport that allows access to children specifically to commit acts of sexual abuse.
- Involve perpetrators who act alone or as part of an organised group.

The abuser will:

- After the abuse put the child under great pressure not to tell anyone about it.
- Go to great lengths to get close to children and win their trust.
- Get acceptance by a family or organisation by being helpful and willing to assist.

Sexual abuse has been identified historically within swimming. Coaches and other club officers are in a position to form trusting relationships with swimmers and sexual abuse is most often based on abuse of that trust by a trusted adult.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and / or psychological needs. This is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect in swimming could be a coach / official failing to ensure the safety of a young person, exposing them to undue cold or to unnecessary risk or injury and often highlights a failure in duty of care.



## 2.1

### Bullying

Bullying may be defined as repeated deliberate actions or hurtful behaviour by one or more people that is repeated over a period of time and which is difficult for the bullied person to defend themselves. The bullying causes hurt to an individual or group the damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

The main types of bullying as defined by Kidscape are:

- **Physical:** Pushing, kicking, hitting, pinching and other forms of violence or threats.
- **Verbal:** Name-calling, sarcasm, spreading rumours, persistent teasing.
- **Emotional:** Excluding (sending to Coventry), tormenting, ridicule, humiliation.
- **Racial:** racial taunts, graffiti or gestures.
- **Sexual:** unwanted physical contact, homophobic taunts, abusive comments.

Bullying can occur between:

- An adult and young person.
- A young person and young person.
- A parent and their own child.

The competitive nature of sport can create an environment, which provides opportunities for bullying. Examples of bullying in swimming could be:

- A parent who pushes too hard.
- A coach who adopts a win-at-all costs philosophy.
- A young swimmer who intimidates inappropriately.
- An older swimmer who intimidates inappropriately.
- An official who places unfair pressure on a person.

Bullying in swimming can be when a swimmer is ostracised by others in his or her lane / age group, refusing to talk to them and encouraging others to treat them with contempt.

### Harassment

Harassment is an act that is unwanted by the recipient. It may be the provision of items or unwanted actions from another person but by definition it is the unwanted nature of the action or item that distinguishes the nature of the act to be harassment. It is for any given individual to determine for themselves what is acceptable to them and what they regard as offensive.

Harassment can be deemed to be a criminal offence in some circumstances and can lead to the use of a restraining order or criminal prosecution.

Harassment can take many forms, some examples being suggestive sexual remarks; racist insults or jokes; verbal abuse or foul language exclusion; unwelcome attention. The impact of harassment for the individual can be profound. Harassment can lead to the child feeling unhappy, demoralized or undervalued as a person. Harassment is often a constant ongoing type of abuse where the individual causes extreme distress by the repeated action, usual verbally. The ASA is committed to prevent and deal with harassment incidents in the sport.



## Indicators of abuse

2.1

It is important to acknowledge that the majority of children do not find it easy to disclose their concerns and that some groups in society will find it harder than others, specifically children from ethnic minority groups and children with disabilities. It is known that the majority of referrals to the statutory agencies are from adults who are expressing concerns for a child or children identified by them as a result of the child's behaviour or presentation.

Abuse is not always easy to identify.

- Children and young people can be bruised in everyday life by falling off bikes and playing with friends. In adolescence, children can be moody and unpredictable in their behaviour.
- Children can react to external circumstances by a change in behaviour such as bereavement or parental divorce / separation. However some signs may alert you to a view that a child may be being abused.

Some indicators of abuse are:

- Unexplained or concerning injuries such as burns, cuts and bruises situated in areas of the child's body which are not normally prone to injury through play.
- Physical injury where the explanation given is inconsistent.
- Physical appearance becomes unkempt.
- The child or young person discloses a concern and describes what may be an abusive act.
- Another person raises concern about the wellbeing of a child or young person.
- Engaging in sexually explicit behaviour and / or inappropriate sexual awareness.
- A distrust or fear of adults.
- An excessive fear of making mistakes.
- Has difficulty making friends or is stopped from socialising or making friends.
- Shows a tendency to have variations in eating patterns or sudden loss or gain of weight, which may possibly indicate an eating disorder.

This is not an exhaustive list of indicators and alone cannot be seen to be definitive proof that a child or young person is being abused.

### Important please note

**It is not your responsibility to decide that child abuse or maltreatment is occurring but it is your responsibility to act on the concern.**

#### The ASA reporting procedure

Why you may need to take appropriate action to report a concern.

There could be many reasons why a club member, officer, coach or a parent finds it necessary to report a concern including:

- As a response to signs or concerns about potential abuse.
- As a response to something a child says to you.
- As a response to a significant and unexplained change in the child's demeanour or behaviour.
- As a response to a concern raised by a third party e.g. another swimmer / club officer / parent / coach
- As a response to a concern raised about an issue or someone outside of the sport.
- As a response to poor practice.
- As a response to concerns about the inappropriate behaviour of a child or adult.
- As a response to a report of possible self harm by a child.

*Note:* This is not a definitive list.

The ASA expect all concerns to be referred appropriately for action.

You do not have to decide that an issue raised is child abuse or a failure to safeguard. You do have to refer the concern to the appropriate agency to make that decision.

The concern may be one that is

- From within the swimming club or related activities.
- Or
- External to the sport.



2.1

**In an emergency** when a **child may be at immediate risk of harm** and you are unable to contact the club Welfare Officer or the ASA Safeguarding Team you should:

- Ensure the child is safeguarded at all times.
- Refer the concern directly to the Children’s Social Care Team or the Police Child Protection Investigation Team / Unit and inform the Welfare Officer of the action taken.
- Ensure you take contact name and details of the person spoken to and refer that information to the ASA Safeguarding Team.
- Contact the parents of the child if they are not implicated in the concern. Clubs may place restrictions on parents leaving young swimmers during teaching sessions and will always insist on having contact details if an emergency arises.

**The three stages involved in taking appropriate action are:**

**Stage 1 - React** to any disclosure / concern / poor practice allegation made

**Stage 2 - Report** to the relevant person or persons

**Stage 3 - Record** the relevant information

**Stage 1 - React**

If you have a concern regarding child safeguarding or abuse raised to you, you should:

- Always stay calm and listen.
- Do not show that you are either upset, disgusted or disbelieve what you are hearing.

**If a child reports a concern directly to you:**

1. Ensure that they are safe and feel safe.
2. Keep an open mind.
3. Do not ask questions unless to clarify what is being said. It is important not to ask leading questions or make suggestions or comments.
4. Do not make assumptions about what is being said.
5. Do not make judgements about what is being said.
6. Always take the concerns raised seriously.
7. It is important to be honest and explain you cannot keep what they are saying secret and never promise to do so.
8. Try to reassure them by explaining what action you will be taking.
9. Try to get another person to listen if to do so would not stop the child disclosing the concern.
10. Write down what they have said as soon as possible during the conversation with the child’s agreement or as soon as possible afterwards.

**If an adult reports a concern**

1. Listen to what they are reporting and consider what action you need to take.
2. Ask them if they have written down what they have observed in line with the information required in “Recording” or with the use of an ASA referral form.
3. Ensure they understand the need for confidentiality.

**Sharing concerns and confidentiality**

- Disclose what you have been told only to those who “need to know.” Ensure you maintain confidentiality at all times and ensure others you share the information with understand this confidentiality.
- If the parents are not implicated in the concern, ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.
- Ensure the child receives appropriate medical treatment as required.
- Ensure the wellbeing of the other children and young people for whom you have responsibility and ensure they are being supervised by appropriate adults while you respond to the concern raised.

**Never**

- Confront the alleged abuser.
- Promise to keep a secret.
- Take any action yourself until you have considered and shared the information appropriately.
- Act alone. Follow club guidance on whom to share the information with in an appropriate and proper manner.



## Stage 2 – Recording a concern

2.1

Your records may be passed to the Local Authority Designated Officer (LADO), Police or Children's Social Care Team and therefore it is important that all information is recorded as soon as possible and is factual. If you cannot remember a detail leave it out or state that you are summarising what you understand was said or done.

The ASA have a referral form for you to use. If you do not have a form to hand, the following information will need to be included in your report. Please ensure you complete as many of the details as you can but do not allow a search for the information to delay sharing in the information with relevant agencies.

- Full details of the child concerned including age or date of birth, full name, gender, race, ethnic origin and address.
- Parent, carer or guardians details.
- What information has been shared with the parent or carer?
- Full details of the concern made.
- Full details of the person about whom the concern / allegation is made including full name, date of birth, address, relationship the child concerned and / or position held in the club, if any.
- If the child has any marks, injuries or bruising visible to you note them down and, if possible, draw an outline drawing of where they were seen on the child's body.
- Note as fully as possible the child's account being factual as to what the child actually said.

- Note down details of any witnesses.
- Any other relevant information including, but not solely, any other incidents including dates, if possible.
- Any information, which has been passed to you as hearsay, second hand information or opinion, clearly noting it as such.
- Sign and date your report and give a phone number at which you can be contacted.

If you do not have this information it will be available in the club but must only be obtained ensuring confidentiality is maintained.

### Incident Form/Book

Written details of all incidents / accidents, together with details of any treatment given / actions taken must be kept in the club incident book.

## Stage 3 - Reporting

Remember, it is the duty of everyone involved in the sport to report cases of concern and abuse to protect children but it is for the professionals to consider and decide if abuse has taken place.

If the concern is regarding a child who is or may be at risk of harm do not hesitate to contact the Children's Social Care Team or the Police Child Abuse Investigation Team / Unit and inform the Welfare Officer of the action taken.



## 2.1 Concern for a child in an ASA club

### The reporting structure within the ASA

- **Within your club the Welfare Officer** has the primary responsibility to receive and manage child safeguarding issues within the ASA club. If they are not available speak to another club officer or a member of the coaching staff.
- The club Welfare Officer can involve the **County or Regional Welfare Officer** for guidance.
- **At a County or Regional event** refer safeguarding concerns to the County or Regional Welfare Officer or if they are not available the Meet Manager.
- **At national level competition** e.g. School Games, ASA Youth Championships, contact the Welfare Officer designated for that event, who will refer the matter to the ASA ICPO.
- **Swimline.** Any person involved in swimming can refer a matter directly through calling the Swimline number. They need to be prepared to leave a contact number at which they can be called that day or the following day by either the ASA Safeguarding Team or a Swimliner.
- **The ASA Safeguarding Team.** The Club Welfare Officer, Club Officer, a member of the Coaching Staff and any member or parent of a member of the ASA can refer a concern to the ICPO via the ASA Safeguarding Team.

### Temporary suspension or suspension for a specified term of an ASA member

Where suspension is considered necessary, or following a recommendation by the statutory agencies, the Director of Regulatory and Legal Affairs together with the ICPO will make a recommendation to the ASA Chief Executive who will make a decision on temporary or specified term suspension.

When a temporary suspension is put into place it is with no predetermination of the outcome of the matter.

- Decisions on suspension will be made by the Chief Executive on the advice of the Director of Regulatory and Legal Affairs and the ICPO.

## Concern for a child outside of the ASA club

A concern may be raised or observed that relates to an incident involving a child or child abuse, failure to safeguard, poor parenting or possibly an inappropriate act by a member of the public at a swimming venue.

If the child is potentially or actually considered to be at risk of harm you should refer the concern directly to the Children's Social Care Team or the Police Child Protection Investigation Team / Unit and inform the Welfare Officer of the action taken. Ensure you take contact name and details of the person spoken to and refer that information to the ASA Legal Affairs Department or ASA Safeguarding Team and inform the club Welfare Officer of the action taken.

1. If you are concerned about the behaviour of a parent to a child who is a member of the ASA follow the guidance above even if the concerns are taking place outside of the sports venue.
2. If you are concerned about a child in a school swimming programme you must inform the designated teacher, who will follow the Local Authority Referral Procedures.
3. If you are concerned about child in a Local Authority swim programme inform the Sports Development Officer or nominated person, who will follow the Local Authority Procedures.
4. If you have a concern about the behaviour of a parent of a child who is not a member of the ASA club or an adult member of the public report the concern directly to the Pool / Facility Manager.

The referrer may not be informed by the Police or Children's Social Care Team of the outcome of the matter. This is to maintain confidentiality and in no way a comment on the referrer's action. In other circumstances, where it is in the child's interest to remain in the club during the Police or Children's Social Care Teams investigation, the police or social worker may request additional support from the club to enable this to happen. The ICPO will be involved as required to advise and assist as required in this case scenario.



Action that will be taken when a concern is raised:

- **In a matter involving a child or concern outside of the ASA** it is likely, for reasons of confidentiality, that while the Children's Social Care Team and / or Police will look at the issues you have raised in most cases they will not report back to you on any action taken.
- **In a matter that is within the ASA the Club, County and Regional Welfare Officer** will take appropriate action in respect of any concern raised to them and follow the policy and procedures in this document.
- **Matters referred to the ASA Safeguarding Team will:**
  1. Note the concerns for information only.
  2. Advise the club of further action to take.
  3. Deal with the matter directly keeping the Welfare Officer informed and involved in the matter.
  4. Refer the matter to the Children's Social Care Team or the Police Child Abuse Investigation Team / Unit.
  5. Refer the matter to the LADO.
  6. Refer the matter to the ASA Judicial Commissioner.
  7. Refer the matter to the County or Regional Welfare Officer who will be advised on action to take.
  8. Refer the matter to a Swimliner for action.

**Remember:** the ASA hold records of all concerns raised to them and it may be significant if a concern has been raised previously regarding the person about whom you have concerns.

**THEREFORE IN ALL SITUATIONS THE ASA SAFEGUARDING TEAM MUST BE INFORMED.**

### Media

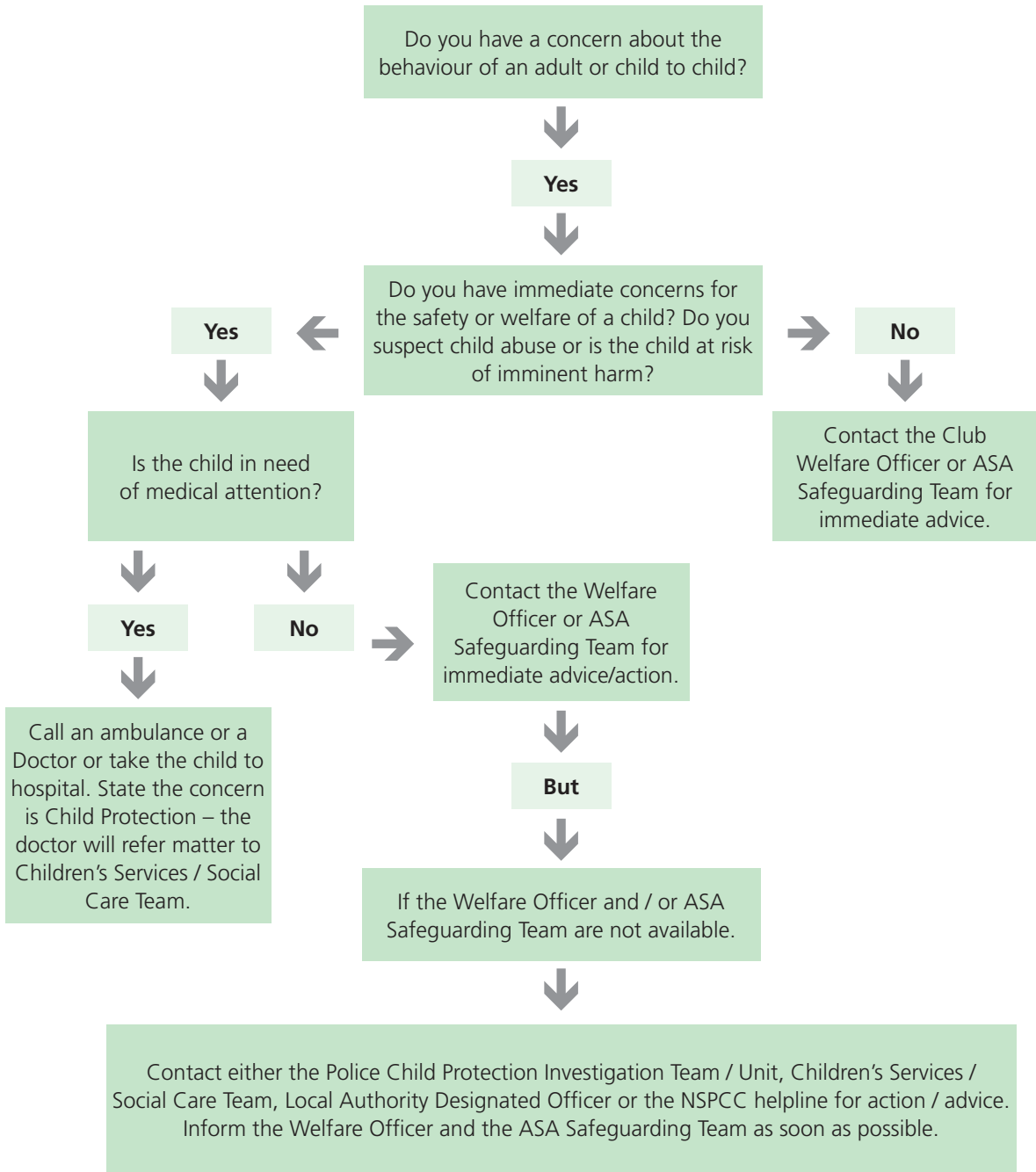
In some high profile cases the media may show interest in a case and seek information from the club officers, parents or even the children themselves. It is important to make no comment and refer the media to the ASA Media Department.

Alternatively, individual members can be advised appropriately by the Media Department. Further information can be obtained by contacting [communications@swimming.org](mailto:communications@swimming.org).



2.1

# Flow chart of action to take if you are concerned for the welfare of a child inside the setting of swimming



**Make a factual record of events, using the ASA Referral form. Forward a copy of the form including any action taken or additional information, to the ASA Safeguarding Team who will take appropriate action.**

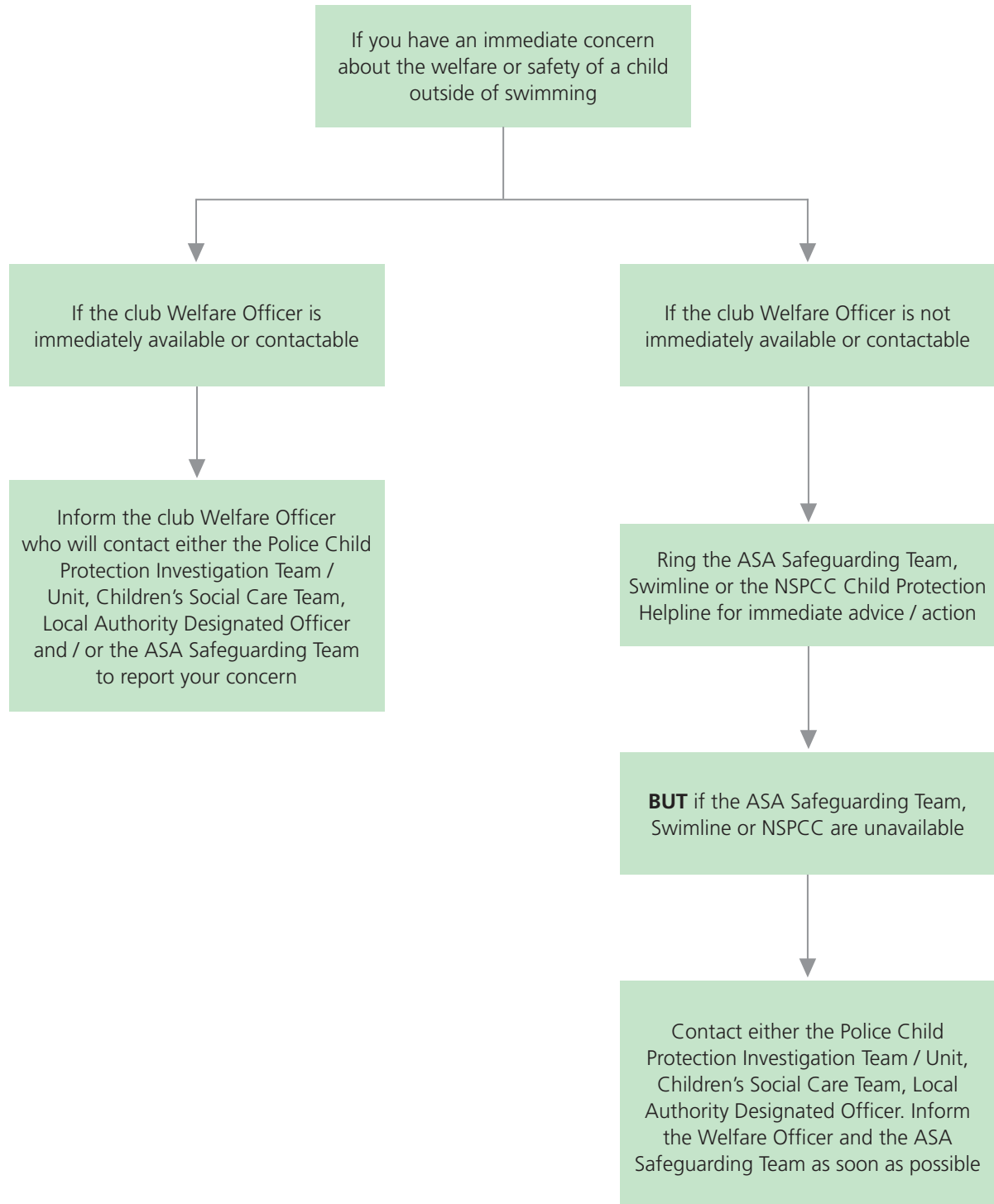
**In cases where the Children’s Social Care Team become involved it is likely they will require no further action by the ASA or the club.**





## Flow chart of action to take if you are concerned for the welfare of a child outside the swimming setting

2.1





## 2.1 The ASA Referral Form



Date: \_\_\_\_\_

Club: \_\_\_\_\_

### Section 1 - Details of child concerned

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnic Origin: \_\_\_\_\_

Disability/Special Needs: \_\_\_\_\_ Yes/No \_\_\_\_\_

If yes, give detail: \_\_\_\_\_

\_\_\_\_\_

Parents/Carers: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Numbers(s): \_\_\_\_\_

### Section 2 - Details of Referrer

Name: \_\_\_\_\_

Club: \_\_\_\_\_ Position in Club: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 3 - Details of adult/child against whom the allegation is made

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Position in the club: \_\_\_\_\_



# The ASA Referral Form Continued



2.1

## Section 4 - The incident/concerned

Date of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Did you observe the incident/concern: Yes/No

If no, give details of the person who did

Name: \_\_\_\_\_

Position in Club: \_\_\_\_\_

Contact Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of concern (include as may details as possible including time it happened, place, if any injuries sustained, treatment required). Continue on seperate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

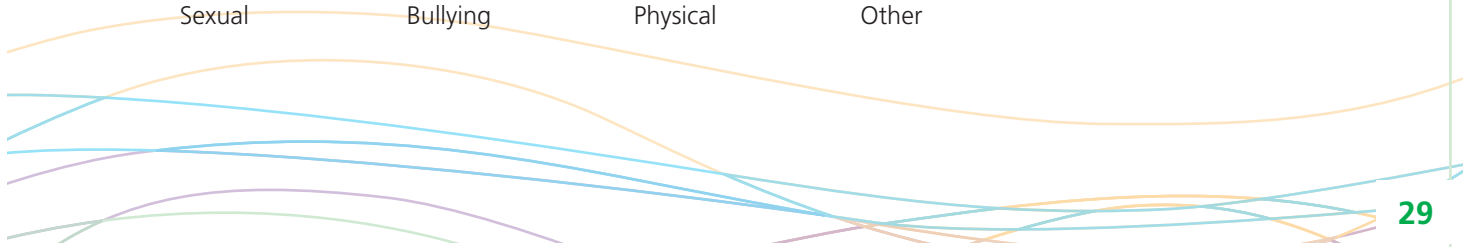
Child's account of what happened (please state what the child actually said or indicate if not their words). Continue on seperate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For ASA Office use only

Category of referral: (delete as appropriate)

Sexual      Bullying      Physical      Other





2.1

# The ASA Referral Form Continued

## Section 5 - Action taken by the Club

**Police informed:** Yes/No  
 If yes, give name of the Police Officer dealing: \_\_\_\_\_  
 Telephone/Email contact details: \_\_\_\_\_

**Children's Social Care Services informed:** Yes/No  
 If yes name of social worker dealing: \_\_\_\_\_  
 Telephone/Email contact details: \_\_\_\_\_

**Medial assistance required:** Yes/No  
 If yes, give details: \_\_\_\_\_

**Parents informed** Yes/No

Details of action taken (or attach report sheet seperately).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

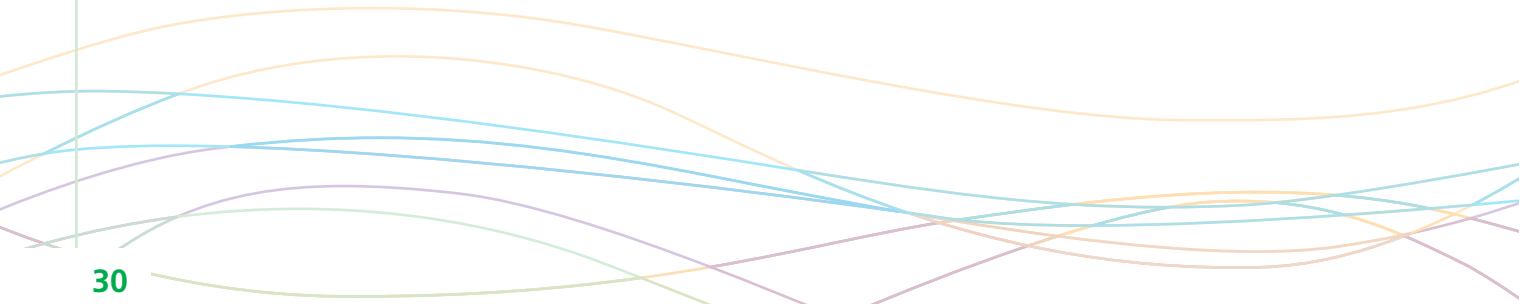
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## Concerns regarding a child self harming

2.1

Self harm is when a person hurts themselves intentionally. Self harm is recognised as increasing in young people and can affect both males and females.

The following is a list of possible types of self harm but is not an exhaustive list.

- Cut themselves.
- Burn their body.
- Bang their head.
- Throw their body against something hard.
- Punch themselves.
- Stick things in their body.
- Swallow inappropriate objects.
- Take too many tablets.

It is recognised that children may self harm due to:

- Being unhappy / low self esteem.
- If they suffer bullying or discrimination.
- Losing someone close to them such as a parent, brother, sister or friend.
- Lacking love and affection or being neglected by parents or carers.
- Physical or sexual abuse.

Self harming is most common in adolescence / young adulthood, mid teens to twenties. This is the age for clubs to be aware of any changes in behaviour and physical signs of self harm.

The study of case referrals within the ASA has identified that several children in swimming clubs have been referred as self harming. Referrals from club officers have been received following identification of concerning factors including significant weight loss, concerning marks on the body and disclosure by the young person that they are self harming. It is important that the concern is referred appropriately to the club Welfare Officer or the ASA Safeguarding Team to consider what action to take. You will need to consider with the Welfare Officer if, at this stage, the parent should be informed and take advice from the statutory agencies or the ASA Safeguarding Team before doing so.

In some situations the child may require medical services, which should be arranged appropriately and immediately if necessary. Additionally, there may be a concern that the child may not be medically fit to continue swimming. In this case the ASA doctor under the ASA Medical Protocol can be asked to speak to the child's doctor to get the required information. This enables assessment of the matter, subject to the written agreement of the child and parent or responsible adult being obtained.

It is possible that children who self harm may need additional support from the club to enable them to continue in the sport. It should also be noted that treatment for self harm is varied but avoidance techniques may be part of a treatment plan with activity such as taking part in swimming, which may actively assist sufferers within medical advice.

Advice will be given to the club on what support would assist them from the statutory agencies, the ASA doctor and from the ASA Safeguarding Team.

Additional information relating to self harm can also be sought from helplines such as NHS Direct, Mind, NICE and Barnardos.

CPSU guidance document - [http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/self-harm-in-sport\\_wdf86896.pdf](http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/self-harm-in-sport_wdf86896.pdf)

NHS DIRECT - To find your local NHS Direct contact point look in your local phone directory or contact [nhsdirect.medhelpline.co.uk](http://nhsdirect.medhelpline.co.uk) / call 0906 532 4040

[www.nhs.uk/conditions/Self-injury](http://www.nhs.uk/conditions/Self-injury) - for advice on signs and symptoms of self harm.

MIND - [www.mind.org.uk/](http://www.mind.org.uk/) 0300 123 3393

NICE - [www.nice.org.uk](http://www.nice.org.uk)

BARNARDOS - Telephone: 020 9067 2366

CHILDLINE - [www.childline.org.uk/Selfharm](http://www.childline.org.uk/Selfharm)



## 2.1 Confidentiality and information sharing

The Government Document “Every Child Matters” states information sharing is important to:

1. Enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
2. Safeguard and promote the welfare of children and young people.

The ASA recognise and promote that issues involving child safeguarding must be kept confidential. All paperwork relating to a concern regarding a child must be kept in a safe and secure manner. However, confidentiality must never prevent an individual sharing information with appropriate and relevant persons when not to do so may prevent appropriate safeguarding and place a child or children at risk of harm. It is for this reason the ASA policy states no person being made aware of a child safeguarding concern should promise to keep such information secret.

Research and experience has demonstrated that to keep children safe from harm it is essential that all who work with children maximise the potential for safe partnership with parent/s and share relevant information appropriately.

Often, it is only when information from a number of sources has been shared, collated and analysed, that it becomes clear a child is suffering, or is likely to suffer significant harm.

The key factor in deciding whether or not to disclose confidential information is ‘proportionality’, i.e. is the proposed disclosure a proportionate response to the need to protect the child’s welfare? The amount of confidential information disclosed and the number of people to whom it is disclosed should be no more than is necessary in protecting the health and well-being of the child.

The approach to confidential information should be the same whether any proposed disclosure is internally within the organisation, or with an external statutory agency e.g. the police.

The Government Guidance document “Information Sharing for Practitioners” states 7 golden rules for information sharing:

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well being. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely, and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The Government document “What to do if you feel a Child is being abused” summarises the above information in Appendix 1.

The ASA is committed to ensuring no child is disadvantaged or placed at risk through a failure to share information. If you are unsure on whether to share information advice can be sought from the ASA Child Safeguarding Team and guidance can be obtained from the Legal Affairs Department if in so doing will not cause undue delay in sharing information with the Police or Children’s Services for them to make a decision on any action required.

**Please remember the ASA does not expect you to make a decision on whether a child is at risk of or is likely to suffer harm. The ASA does expect you to act upon your concern properly, in line with best practice and within an appropriate timescale.**



## ASA Whistle Blowing Policy

2.1

The concept of whistle blowing is important in any organisation that is committed to maintaining appropriate levels of safeguarding and good practice. Whistle blowing allows individuals to raise issues of poor practice or misconduct by members and employees.

The ASA are committed to developing a culture that is safe and encourages all those involved in swimming to raise concerns of poor / unacceptable practice and / or breaches in safeguarding or abuse.

Children are vulnerable to abuse and all adults who work in clubs, whether paid or unpaid, members or non members must look to safeguard their welfare. The ASA believe it is necessary to develop a culture in all clubs, counties, regions and nationally where concerned individuals can raise issues about unacceptable practice and misconduct in a safe and supportive environment.

### When is it necessary to whistle blow?

A member or employee may witness or be told about a situation of poor practice, a failure to safeguard or even abuse within the sport regarding an incident of abuse in which a colleague is implicated.

While you may be the first person to become aware of an issue it is not always easy to raise the concern as to do so may appear to be disloyal to your colleague(s) and you may be fearful that you will be victimised or disadvantaged as a result of taking such action. That is an understandable fear but you must remember that all children have a right to be protected and that it is often the most vulnerable children who are targeted and who are least able to act or disclose for themselves.

They need you and others like you to protect their wellbeing and safeguard them from harm or potential harm. Everyone involved in swimming has a responsibility to raise concerns appropriately to individuals who can act upon them whether that is the Welfare Officer, the ASA Safeguarding Team or the statutory agencies. The ASA acknowledge "blowing the whistle" on a colleague or friend will be difficult but it is important you do so rather than allow a child to become or remain at risk. Once the concern has been raised, the club Welfare Officer, the ASA Safeguarding Team and/or the statutory agencies will take action as deemed appropriate.

**The ASA assures all involved in swimming that they will be treated fairly and all concerns will be properly considered. If you act in good faith in reporting a concern and even if the suspicion is unfounded you will be supported and no action will be taken against you. However, if it is proven the concern is raised maliciously to cause harm to others you may be liable to action under the ASA complaints and disciplinary processes.**

### Reasons for whistle blowing

Every member and parent of members in the ASA has a responsibility to raise concerns about potential poor practice and abuse / unacceptable behaviour in order to:

- Prevent the problem increasing.
- Protect or reduce the risk to others.
- Prevent becoming a party to the concern by lack of appropriate action.



## 2.1 Why is it difficult to whistle blow?

You may feel:

- You will be starting a chain of events you have no control over.
- To do so will be disruptive to the club, the swimmers and yourself.
- What if you have got it wrong and the concern is unproven.
- You will not be listened to or believed.

### Referring the concern

1. If you are a member of the ASA or the parent of a member and your concern is regarding a member of the ASA or the parent of a member, you must refer the matter to the club Welfare Officer, the County or Regional Welfare Officer, the ASA Safeguarding Team or the statutory agencies.

Or

If you receive a concern regarding a member of the ASA or the parent of a member of the ASA from a third party you should try to obtain the following information.

- Their name and address and contact details.
- The names of all the individuals involved.
- If they have evidence of the alleged concern or if not what it is that leads them to believe that abuse/poor practice is happening.
- How they became aware of the concern.

The information should then be referred to the Club, County or Regional Welfare Officer, the ASA Safeguarding Team or the statutory agencies who will consider what action to take.

2. If you are an employee rather than a member or officer of the club you should report the concern to your line manager or you can contact Public Concern at Work on 020 7404 6609 or [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk).

In both point 1 and 2 do not:

- Try to deal with the concerns yourself.
- Inform the person about whom the concerns are raised.
- Inform any other members or employees of the concern other than those outlined above.
- Commence your own investigation.
- Annotate or remove evidence received.
- Delay in reporting the concerns.

Also do not assume:

- "All is well or it would have noted earlier".
- "It does not matter" or "no harm will arise".
- "Ignore it as not my responsibility".

What happens when you have raised a concern in good faith?

- The concern you raise will be treated in confidence and will be shared only on a need to know basis.
- You will be given updates on how the enquiry is progressing if it is possible to do so.
- Your club Welfare Officer, the County or Regional Welfare Officer and the ASA have a responsibility to protect you from harassment of any kind that results from your disclosure.
- If the matter is proven / found on the balance of probabilities to have occurred then appropriate action will be taken against the individual(s) concerned.
- If the matter is unproven / unfounded on the balance of probabilities to not have occurred, providing you raised the concern in good faith, no action will be taken against you.
- Malicious allegations will be considered as a disciplinary offence.

### Feedback

Every effort will be made to give you feedback on the outcome and action taken on the matter you referred, but how much detail can be reported back to you will vary according to the nature and result of the investigation. Wherever possible the ASA will ensure you have notice while the matter is ongoing and when it has been concluded.





## Section 2

### Subsection 1

- ASA Safe Recruitment Policy
- Guidance on CRB and safeguarding and protecting children courses
- The role of the Club, County and Regional Welfare Officer



## ASA Safe Recruitment Policy for voluntary and paid staff

The Protection of Freedoms Act 2012 became law in May 2012 and places a legal requirement on clubs and swim schools to ensure all staff and volunteers holding or applying for a post deemed to be regulated activity are CRB checked. The definition of regulated activity will be dependant on the type of work they do, if that role is supervised and the time / frequency they spend doing that work. Further information of potential changes can be found in the vetting procedures below.

It is ASA Policy that all staff and volunteers go through an appropriate vetting process prior to appointment to establish their suitability to work with children.

In the case of affiliated Swim Schools relevant staff should also go through the vetting procedure.

### **Guidelines on recruitment and selection of paid staff and volunteers working with children**

These best practice guidelines were developed by The Football Association. We have amended these guidelines so they relate to the ASA to provide clubs with guidance and advice on the recruitment of volunteers and paid staff.

In the recruitment of paid staff and volunteers the wellbeing of the children should be paramount. To this end, the ASA are committed to providing a safe environment for children in our clubs and swim schemes and the requirements of the recruitment process outlined below will assist the clubs to ensure best practice to protect children whenever a volunteer is appointed.

While the ASA acknowledge the vast majority of people applying to work with children in our clubs are doing so with the best of intentions our experience has shown that those less suitable will apply and it is only through sound recruitment practice that they can be screened out.

This guidance is aimed at those persons working with children but can be used for all staff appointed including those who work with adults who are deemed vulnerable.

### **Role profile**

It should be the role of the relevant persons in the club to draw up a role profile, which should identify the main responsibilities of that job. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification. A recruitment process must be developed by each club to ensure every applicant is treated in a fair and consistent manner.

### **Application form**

Clubs should develop and use an application form to collect the information required for the post. The form should be developed by more than one club officer and should include verification of the person's identity.

### **Meeting and interviewing the applicant**

It is important that all applicants are interviewed and that the information obtained on the application form is explored appropriately. Questions of the applicant should be prepared in advance and it is important each applicant has the opportunity to discuss their experiences and qualifications for the role as well as be asked examples of how they would manage some sample situations.

In assessing the person's suitability you should consider:

1. Relevant qualifications and experience.
2. A timeline identifying a previous role in an ASA swimming club / other sports clubs / any other role that involved working directly with children.
3. Their attitudes and commitment to child safeguarding.
4. Their previous experience of working with children both inside and outside of the swimming club environment.
5. Give the applicant a scenario of a child safeguarding nature such as child not being collected after a swimming session and ask what they do in that circumstance.
6. Ask them if they have ever been refused work that involved contact with children or anything that the club should know that could affect their suitability to work with children.



## References

At least two references should be obtained even if the person is known to the club i.e. a parent, carer or guardian of a club member.

References

1. Should not be from a person who is related to the applicant.
2. One reference should be from the applicant's current employer.
3. If the current employer is not an ASA registered club or similar organisation a reference must be from the current or most recent sports club in which the applicant has been employed or volunteered.
4. If the applicant has not volunteered or been employed in a sports club of any kind in the past the applicant should be asked to provide a referee who knows them personally and if possible who has some knowledge of their attitude to children's wellbeing and child safeguarding.
5. Both references should contain a statement relating to the referees awareness of the responsibility of the post applied for.
6. All references should be followed up prior to any offer of appointment being made.

## Vetting Procedure

The Protection of Freedoms Act 2012 received Royal Assent on 1st May 2012. It contains all of the new safeguarding and vetting requirements that will affect individuals in sport and recreation organisations who have contact with children and vulnerable adults.

The legislation is now fixed and the new legal requirements are due to come into force in mid to late 2013 with statutory guidance being released by the Government in late 2012.

The CRB (Criminal Records Bureau) and the ISA (Independent Safeguarding Authority) will be merged in late 2012 to form the Disclosure and Barring Services (DBS) which will issue all disclosures.

## Supervision and Regulated Activity

Under the new legislation CRB eligibility will be for those individuals deemed to be working in Regulated Activity.

Regulated Activity is defined as:

- Activity which involves teaching, training or instruction of children.
- Happens frequently (once a week or more often) or happens intensively (on 4 or more days in a 30-day period, or overnight).
- The individual carrying out the activity of teaching, training or instructing is unsupervised.

2.2

**The ASA will be required to make a decision on the volunteer and paid roles that are deemed Regulated Activities. This will be based on Government guidance to be made available in late 2012. Once this guidance is made available the ASA will inform Club Welfare Officers of the posts / roles that can be CRB checked in future. Information and updates will be made available through the ASA website and new hard copy guidance will be sent to all Welfare Officers.**

## Impact of the Act on the sport and recreation sector

There are three significant changes that organisations need to start to understand and prepare management solutions for in relation to checking individuals that have contact with children and vulnerable adults in their environments.

These changes are:

1. Regulated Activity and which individuals **must** be checked legally.
2. Single Disclosures being sent to individuals only.
3. Continuous updating and portability arrangements.

What should you be doing now?

1. Continue to run your CRB checks as normal.
2. Continue to refer individuals to the ASA Safeguarding Team who you have removed from Regulated Activity because they have harmed or pose a risk of harm to a child or vulnerable adult. The ASA Safeguarding Team will continue to refer such individuals to the ISA as required.



### Current ASA CRB vetting procedure

The vetting procedure is very important in determining if the person applying for a role in your club is suitable to work with children. Currently as part of that process, an enhanced CRB check is required.

If the person is from outside of the UK or has lived abroad in the last 5 years you should consult the ASA CRB Team at [CRB@swimming.org](mailto:CRB@swimming.org) to discuss what action you need to take.

When you have decided to appoint a person to a position requiring an enhanced CRB check it is at that point you should ask them to complete the CRB form. This should be sent to the ASA CRB Team. Should they have a current ASA CRB then please consult the ASA CRB Team as to whether a new check is required. The CRB will be returned to the applicant and the ASA CRB Team and clearance or otherwise will be notified to the Club as soon as possible.

### **Do not allow the person to undertake the role applied for or any other role with children until the CRB has been cleared by the ASA.**

If there is an issue shown on the CRB that is relevant to the role the ASA will make an assessment of the information before making a decision whether to clear the applicants check or not. This will depend purely on the information received and any further investigation completed by the ASA Safeguarding Team.

### **It should be noted the ASA will take into account the Rehabilitation of Offenders Act and only consider offences relevant to the supervision and training of children.**

The ASA is not allowed to tell the club the offending history to ensure confidentiality for the applicant. However, the ASA will tell the club if the person is suitable to work in the role (a cleared CRB) or with the agreement of the applicant information that is required to be shared with the club for whatever reason (cleared with requirements / conditions).

The club should ensure they tell the applicant the vetting process may take several weeks to complete. Clubs should be aware of their legal responsibility when they are appointing people to work with children or vulnerable adults.

### Recruitment Decisions

Clubs will be required to consider all the information they have at each stage of the recruitment process. The information to consider will be

1. The application form.
2. The interview.
3. All qualifications seen and confirmed.
4. The references including the follow up prior to recruitment.
5. The outcome of the enhanced CRB check.

The decision can then be made to appoint the applicant and agree a start date.

### All new staff / volunteers must

1. Have a contract, sign up to and abide by the ASA terms of employment, and / or the ASA Code of Conduct, Equality Policy and Wavepower - The ASA Child Safeguarding Policy and Procedures.
2. Be registered as members of the club and the ASA.

### Post Recruitment

1. The recruit should be formally made aware of, and sign up, to Wavepower 2012/15. All new teachers and coaches should be given a copy of Section 4 of Wavepower 2012/15 for information.
2. The expectations, role and responsibility of the post should be clarified and put in writing to the new recruit.
3. If they have not attended an ASA Child Safeguarding course or not attended one in the last year (they will have an attendance certificate to show when they last attended) the club should ensure they attend a relevant course within 6 months of appointment.
4. Any other training needs should be established and a plan made to meet those needs in an appropriate timescale.
5. A statement of roles and responsibilities should be made available to the new recruit.
6. It is suggested a period of mentoring, supervision, and observation or monitoring be put into place to support the new applicant.



## ASA Reference Form



Name	
Address	
Date of Birth	
How long have you known this person?	
In what capacity?	
In your opinion is this person suitable to work with children and young people?	Yes/No (please delete as appropriate)
If yes, please could you comment on their skills?	
Their ability to work, and form appropriate relationships with children?	
If no, please can you say why?	

2.2



# ASA Reference Form

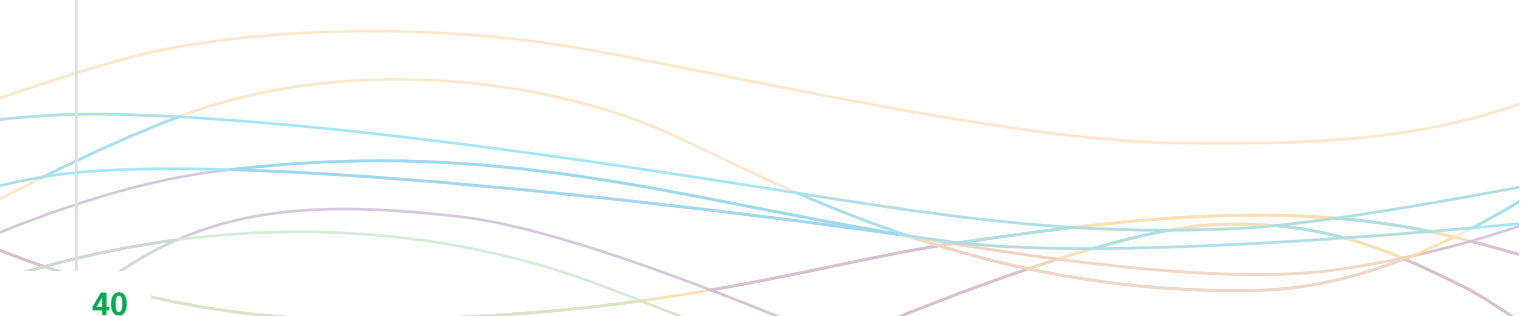


Can you comment on the following as poor, good or excellent?

Able to stay calm with children and young people	
Able to motivate children?	
Coaching skills?	
Administrative skills?	
Trustworthiness?	
Reliability?	
Honesty?	
Any other comments?	
Are you currently involved in swimming and if so, in what capacity?	

Please complete your details below.

Name	
Address	
Telephone Number(s)	
Signed	
Date	





## Important Announcement regarding Criminal Records Bureau (CRB) vetting procedures

The government is currently in the process of introducing changes to the CRB system which, when implemented, will reflect significant changes to a range of aspects of current CRB practice.

The Protection of Freedoms Act 2012 received Royal Assent in May 2012. The changes planned for CRB due to this new legislation will take some time to implement and we anticipate that new processes will begin this year and 2013.

The Government guidance and full details of the changes at the time of writing Wavepower 2012/15 are not known.

The ASA will provide progress updates and information to our members as and when we are

advised by Government. This information will be displayed at [www.swimming.org](http://www.swimming.org) under the Wavepower section. We would ask that all clubs check this area regularly for updates and further information.

Further useful information on the Act can be found on the NSPCC Child Protection in Sport Unit website at [www.thecpsu.org.uk](http://www.thecpsu.org.uk) and the Sport and Recreation Alliance website at [www.sportandrecreation.org.uk](http://www.sportandrecreation.org.uk)

Until any changes are introduced it is essential that clubs adopt a 'business as usual' approach to best practice in safe recruitment, and continue to use CRB checking appropriately as part of that process as detailed below.

**2.2**



## Current Criminal Records Bureau (CRB) Disclosure Service

The CRB Enhanced Disclosure Service enables ASA clubs to make more informed recruitment decisions for positions within the swimming club that involve regular one to one contact, or contact with groups of children and vulnerable adults, which are capable of building a relationship of trust with children and vulnerable adults.

Under ASA Child Protection Regulations 241 et al, all ASA affiliated clubs and members shall participate and comply with the procedures of the CRB and it's checking services in regard to child safeguarding matters. This includes any subsequent procedures by the ASA, for example, a request for further information.

The CRB Enhanced Disclosure tells the ASA about an individual's criminal record. It can indicate whether an individual is unsuitable to work with children and vulnerable adults, for example, a convicted sex offender. It may also tell the ASA that further investigations are required, for example, if the person has a history of violence or drug offences.

The ASA is not allowed to tell the club about the actual offences listed on a member's CRB Disclosure unless the written permission of the member has been received to do so, so applicants can be assured of confidentiality.

However, the ASA will tell the club Welfare Officer whether or not that individual is considered suitable to work with children and vulnerable adults.

CRB Enhanced Disclosures have no period of validity, the information contained on a disclosure is a "snap shot" at the time and the date the check was completed. Therefore enhanced CRB checks form only one part of a safe recruitment process. The ASA recommends that clubs recheck their members every 3 years.

All ASA swimming club applications should be coordinated by the club Welfare Officer.

Currently enhanced CRB checks are free of charge to all ASA volunteer club members. If the individual is in a paid position at the club or if an individual is not a member of a club but wishes to be checked through the ASA Teacher Licensing Scheme there will be a charge. Details of the cost are available from the ASA CRB Coordinator.

All ASA club CRB applicants must complete a CRB application form regardless of any previous Enhanced Disclosure through another organisation, however recent.

The ASA CRB Coordinator can provide a Child Protection List to club Welfare Officers (of their club members only). This will show any registered club members that have completed a purple form and received an enhanced CRB disclosure certificate. Therefore, they will show as 'CRB Cleared' on the list and the date of the CRB clearance.

If the individual has just completed the purple ASA form they will show on the list as 'purple form only or self declared'. Those individuals are required to complete a CRB application form.

The CRB Coordinator manages the ASA Rolling Programme. On a yearly basis all ASA club Welfare Officers will automatically receive a Child Protection List for their club.

For further information on CRB please contact the ASA CRB Coordinator at [crb@swimming.org](mailto:crb@swimming.org) or refer to the ASA website.





## Safeguarding and protecting children workshop / courses

All club personnel who are required to have a full enhanced CRB check within their role in an ASA club must complete approved child safeguarding training within a reasonable time of taking up the position.

Attendance of a safeguarding workshop is also a criteria included in the ASA Swim 21 accreditation scheme.

To ensure that courses attended are in line with ASA requirements, the ASA follows the recommendations made by the Child Protection in Sport Unit (CPSU). The preferred recommended training is the ASA / Sports Coach UK Safeguarding and Protecting Children Workshop. This course uses swimming specific examples and refers to Wavepower.

Further details on the seminar and information on courses running in your area can be obtained from the Institute of Swimming (IoS) section of [www.swimming.org](http://www.swimming.org) or by contacting them directly on either [iosadmin@swimming.org](mailto:iosadmin@swimming.org) or **01509 640640**.

Sports Coach UK also run a generic Safeguarding and Protecting Children Workshop, this course is usually delivered as part of County Sport Partnership's education programmes. Further information on the generic course can be found on the SCUk website.

Child Protection training delivered by Local Safeguarding Children's Boards (LSCB) is also approved training with the exception of their Basic Awareness course. The Basic Awareness course is for individuals with infrequent contact with children. All approved Local Authority training is now delivered by their LSCB and the attendance certificate to individuals should carry the LSCB logo.

We would emphasise that the ASA preferred course is the ASA / Sports Coach UK swimming course and we would encourage everyone to attend this because of the additional information it provides relating to our sport.

In the case of coaches and teachers that undertake child safeguarding training within their professional training they will be required to evidence the courses attended as part of the ASA Coach Licensing Scheme application process.

It should be noted that any online safeguarding training is not currently accepted as equivalent approved training for the ASA. This includes the Educare resources written by the NSPCC covering a wide range of child safeguarding subjects.

Following the guidance in the Government document Working Together to Safeguard Children (March 2010) Child Safeguarding Training should be refreshed every 3 years.

2.2



## ASA guidance on appointing a Club Welfare Officer

Every club should have a club Welfare Officer and every Swim 21 club must have a Welfare Officer. The Welfare Officer role is essential to provide a “first point of contact” for children and adults within the club who have a child safeguarding or welfare concern. In partnership with the club committee, the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding activities, which are necessary for it to demonstrate its duty of care for children. Clubs may choose to have one or two Welfare Officers, often one male and one female is helpful.

The importance of selecting the right person cannot be under estimated. The person selected may be involved in the most private aspects of club members' lives. They may have to take part in meetings and discussions with the police and statutory agencies. They must show that they are able to handle matters of a child safeguarding nature in the club in an appropriate and confidential manner.

### How does a club select a Welfare Officer?

- The club should follow the safe recruitment guidance in Wavepower 2012/15.
- The position of Welfare Officer is one that requires an enhanced CRB check.
- The club Welfare Officer should be an appropriate person willing and able to fulfil the role.

### What is an appropriate person?

The Welfare Officer should be someone who:

- Is able to act independently and in the best interest of the child in the club, putting their need above that of others and the club.
- Is recommended to hold no other position on the club committee.
- Is recommended to not be an active teacher or coach in the club.
- Is recommended to not be related to either of the above.
- Is able to attend the club frequently.
- Has the time to fulfil the role and be prepared to complete the core tasks.
- Can satisfy the requirements, core skills and knowledge areas needed for the role.
- Is prepared to undergo the training required.

The above recommendations regarding independence are made to avoid the difficulties and conflicts of interest that could arise should a club member wish to refer a concern to the Welfare Officer but feels unable to refer the concern or the Welfare Officer feels unable to deal with the concern due to a conflict of interest. A conflict of interest could arise through the Welfare Officer being related to a member of the club committee or coaching team or they themselves holding another role on the committee or coaching team.

It is important to note that should it not be possible to recruit a truly independent Welfare Officer that the club appoint a second standby Welfare Officer. This means should a conflict of interest arise the first Welfare Officer can call upon the standby as and when required to deal with the concern. The standby could be someone else within the club able to meet the requirements of the role or by agreement with the County or Regional Welfare Officer.

In all cases the names and contact details of the Welfare Officer/s must be clearly communicated and publicised to all club members. This ensures that should anyone at the club have a concern they are clear on whom they can refer that concern too.

### The Welfare Officer can be

- A person with a qualification or experience in child safeguarding.
- A person currently working with children.
- A person who no longer has children currently training (possibly a past parent or parent of a senior swimmer).
- Male or female.



## The role of the ASA Club Welfare Officer

### Core tasks

- Assist the club to put in place the ASA Wavepower 2012/15 Policy and Procedures.
- Assist the club to put in place implementation plans for child safeguarding.
- Be the first point of contact for club staff and volunteers, young people and parents for any issues concerning child welfare, poor practice or potential / alleged abuse.
- Ensure that all incidents are correctly reported and referred in accordance with the Wavepower 2012/15 guidelines.
- Ensure that all relevant club members, volunteers and staff have a Criminal Records Bureau Enhanced Disclosure and the opportunity to access appropriate child safeguarding training.
- Ensure that ASA Wavepower 2012/15 procedures for the safe recruitment of staff and volunteers are followed.
- Ensure all appropriate existing staff or volunteers have an up to date Criminal Records Bureau Enhanced Disclosure. Disclosures should be updated every 3 years.
- Be aware of and have a note of contact details of the Local Children's Services / Social Care Services, the Police and the ASA Safeguarding Team.
- Ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

### Core skills

- Child centred approach.
- Basic administration and record maintenance.
- Excellent communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

2.2

The ASA have a "Good Club Guide for Welfare Officers", which can be accessed through the ASA website [www.swimming.org](http://www.swimming.org). This guide was written by Welfare Officers to assist others in that role. It contains details of:

- The role and duties of the Welfare Officer.
- The purpose of the Child Safeguarding Policy for the club.
- Tips for the Welfare Officer in setting up their role once appointed.
- Education and training available to the club on safeguarding children.
- Transferring the role to a new Welfare Officer.

It would be helpful to print this guide and place it in the Wavepower 2012/15 folder.

### Training required

- NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons. Please contact your ASA Regional Office for courses running in your area.
- SCUK Safeguarding and Protecting Children Workshop or approved accredited Local Safeguarding Children's Board equivalent.

### Additional courses available

Educare is a distance-learning training provider, specialising in delivering the essential information on any subject, with over two million participants. They have a wide range of Child Protection online training resources written by the NSPCC on subjects such as bullying, child neglect and child abuse. Further details on Educare courses can be found at [www.educare.co.uk](http://www.educare.co.uk)



## The role of the ASA County Welfare Officer

The County Welfare Officer will be required to offer support to Club Welfare Officers as and when required.

### Core tasks

- Assist the County to put in place the ASA Wavepower 2012/15 Policy and Procedures.
- Assist the County to put in place implementation plans for child safeguarding.
- Be the first point of contact for County staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred in accordance with the Wavepower 2012/15 guidance.
- Ensure that all relevant County members, volunteers and staff have a Criminal Records Bureau Enhanced Disclosure and the opportunity to access appropriate child safeguarding training.
- Ensure that ASA Wavepower 2012/15 procedures for the safe recruitment of staff and volunteers are followed.
- Ensure all appropriate existing staff or volunteers have up to date Criminal Records Bureau Enhanced Disclosure. Disclosures should be updated every 3 years.
- Be aware of and have a note of contact details of the local Children's Social Care Team, the police and the ASA Safeguarding Team.
- Ensure that Codes of Conduct are in place for clubs in the County.
- Sit on the County Management Committee to advise on child safeguarding issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- Maintain an up to date list of club Welfare Officers in your County.
- Be available to assist clubs in your County as requested by the ASA Safeguarding Team or directly by the Club Welfare Officer as appropriate to the County Welfare Officer's experience.

## The role of the ASA Regional Welfare Officer

The Regional Welfare Officer will be required to offer support to County and Club Welfare Officers as and when required. Please note that not every ASA Region will have a designated Welfare Officer role.

### Core tasks

- Assist the Club / County Welfare Officer to put in place the ASA Wavepower 2012/15 Policy and Procedures.
- Assist the Club / County to put in place implementation plans for child safeguarding.
- Maintain contact with Club and County Welfare Officers to ensure that all relevant Club and County members, volunteers and staff have a Criminal Records Bureau Enhanced Disclosure and the opportunity to access appropriate child safeguarding training.
- Ensure that ASA Wavepower 2012/15 procedures for the safe recruitment of staff and volunteers are followed by Clubs and Counties.
- Ensure all appropriate existing staff or volunteers have an up to date Criminal Records Bureau Enhanced Disclosure. Disclosures should be updated every 3 years.
- Be aware of and have a note of contact details of the local Children's Social Care Team, the police and the ASA Safeguarding Team.
- Ensure that codes of conduct are in place for clubs and county staff, volunteers, coaches, competitors and parents.
- Sit on the Regional Management Committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

**Core skills for both roles**

- Child centred approach.
- Basic administration and record maintenance.
- Excellent communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

**Training required for both roles**

- SCUK Safeguarding and Protecting Children Workshop or approved accredited Local Safeguarding Children's Board equivalent.
- County and Regional Welfare Officer training run yearly or bi-yearly by the ASA Safeguarding Team.

**Additional / Optional courses available**

- NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons. Please contact your ASA Regional Office for details of courses running in your area.
- Educare is a distance-learning training provider, specialising in delivering the essential information on any subject, with over two million participants. They have a wide range of Child Protection online training resources written by the NSPCC on subjects such as bullying, child neglect and child abuse. Further details on Educare courses can be found at [www.educare.co.uk](http://www.educare.co.uk).

**2.2**



2.2



**wave**  
power



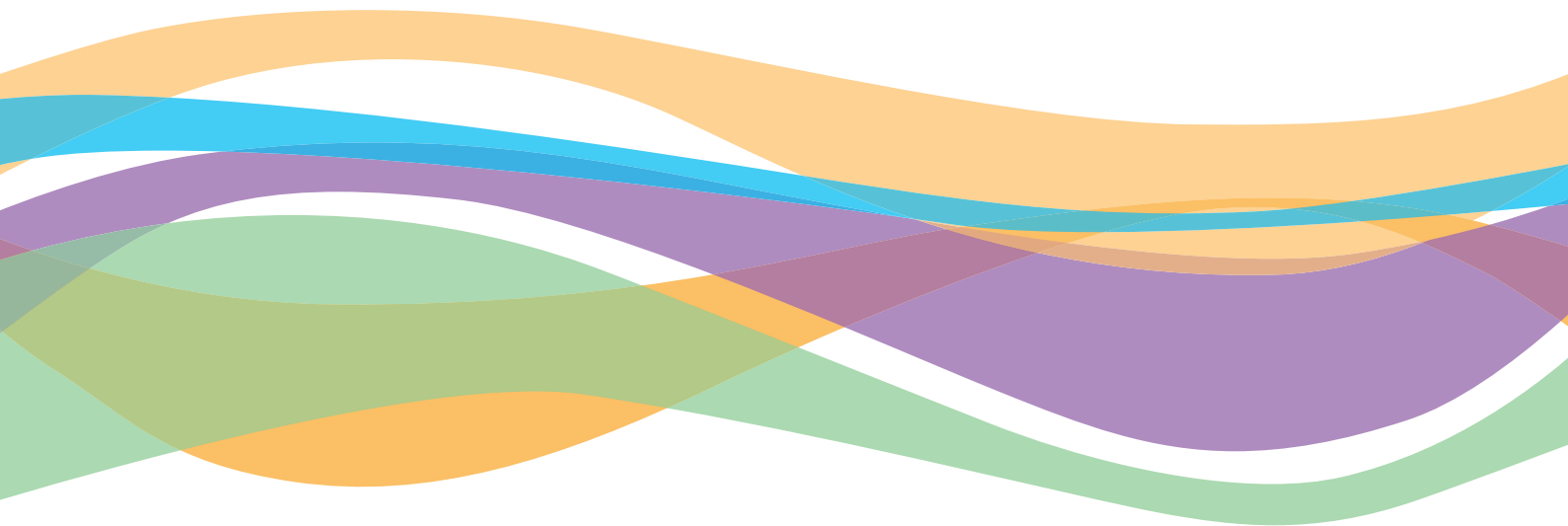


## Section 2

### Subsection 3

- Safeguarding membership guidance and templates

2.3





## ASA checklist for new member information



It is important that clubs provide their members and the parents and carers of members under 18 with information and guidance when they join the club.

The following checklist is not a definitive list but should be used by clubs to ensure the relevant information is given to new members and their parents / carers.

2.3

Welcome letter and information pack to parents (template in Wavepower).	<input type="checkbox"/>
Welcome letter and information pack to swimmer (template in Wavepower).	<input type="checkbox"/>
Parents / over 16 year olds complete swimming club application form (template in Wavepower).	<input type="checkbox"/>
Completion of Medical Information Form (template in Wavepower).	<input type="checkbox"/>
Emergency contact details are provided to the club by the new member or their parent / carer.	<input type="checkbox"/>
Parents Photography Consent Form or Refusal of Consent Form (templates in Wavepower).	<input type="checkbox"/>
Completion of the Swimmers Code of Conduct (template in Wavepower).	<input type="checkbox"/>
Completion of the Parents Code of Conduct (template in Wavepower).	<input type="checkbox"/>
Signposting provided to the club Website or notice board.	<input type="checkbox"/>
Signposting provided to section 6 of Wavepower for Parents of members.	<input type="checkbox"/>
Signposting provided to Section 5 of Wavepower for young swimmers under 18 years old.	<input type="checkbox"/>
Members under 18 and their parents / carers are introduced to the Club Welfare Officer and made aware of their role.	<input type="checkbox"/>
The Club Welfare Officer to advise members under 18 and their parents / carers on how to contact them should they have a concern or complaint of a child safeguarding / welfare nature.	<input type="checkbox"/>
The Club Welfare Officer to inform new members and their parent / carers of Swimline and the telephone number.	<input type="checkbox"/>
The Club Welfare Officer to inform new members of the clubs Swim 21 accreditation (if applicable).	<input type="checkbox"/>
Members under 18 and their parents / carers are introduced to the relevant coach / teacher.	<input type="checkbox"/>
Members under 18 and their parents / carers are introduced to other relevant officers and helpers at the club.	<input type="checkbox"/>
Parents / carers of new members to be made aware of the club complaints / disciplinary processes and how to raise their complaint if their concern is not of a child safeguarding / welfare nature.	<input type="checkbox"/>





# Swimming Club Application Form for Members under 16 years of age



## Applicant's Details

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Parents Details

Mother \_\_\_\_\_ Father \_\_\_\_\_

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address (If different from above): \_\_\_\_\_ Address (If different from above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Contact Details

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

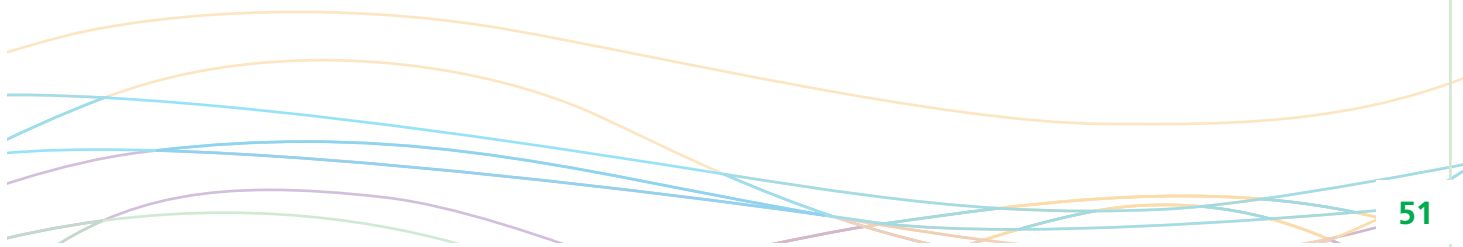
Mobile Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Please also complete the following forms attached

1. The club confirmation of commitment form and additional emergency information form
2. The medical form
3. Photography consent form
4. The swimmers' Code of Conduct
5. Parents welcome letter
7. Swimmers' welcome letter

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please return the form to: \_\_\_\_\_





# Medical Information Form



Swimmer Name	Date of Birth

To be completed by members 18 years or over, or by parents/carers of swimmers under 18 years. Please delete Yes or No as appropriate and complete further details as necessary.

The Disability Discrimination Act 2004 defines a disabled person as anyone with physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities.		
Do you consider this child to have an impairment	Yes	No
If yes, what is the nature of their disability?	<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Learning disability
	<input type="checkbox"/> Multiple disability	<input type="checkbox"/> physical disability
		<input type="checkbox"/> Hearing impairment
		<input type="checkbox"/> Other (please specify)
<b>Medical information</b>		
Please detail below, any important medical information that our club need to know. Such as: allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and / or any injuries.		
Name of child's doctor and surgery		
Doctors telephone number		

2.3

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Signed (Swimmer): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Carer (if the swimmer is under 18 years): \_\_\_\_\_

### For Parents/Carers of swimmers under 18 years

It may be essential at some time for the Club Coach or Team Manager accompanying your son / daughter to have the necessary authority to obtain any urgent treatment, which may be required whilst at a competition with (insert name of club) Swimming Club. Would you therefore please complete the details on this form and sign below to give your consent.

I, \_\_\_\_\_ being the parent/carer of the above named child hereby give permission for the Coach or Team Manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of Consent by Parent/Carer: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: \_\_\_\_\_



## Parents Photography Consent Form



Note: this form must be read and completed after reading the ASA / [insert your club name] Swimming Club Photography Policy.

The \_\_\_\_\_ club may wish to take photographs of individual and groups of swimmers under the age of 18 that may include you child during their membership of the club. All photographs will be taken and published in line with the ASA Photography Policy. The \_\_\_\_\_ club requires parental consent to take and use all photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of \_\_\_\_\_ please complete the form below in respect of your child or children. Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

<input type="checkbox"/>	Take photographs to use on the club's secure website	Consent given / Consent refused*
<input type="checkbox"/>	Take photographs to include with newspaper articles	Consent given / Consent refused*
<input type="checkbox"/>	Take photographs to use on club notice boards	Consent given / Consent refused*
<input type="checkbox"/>	Filming for training purposes only	Consent given / Consent refused*
<input type="checkbox"/>	Employ a professional photographer (approved by the club) who will take photographs in competitions / galas / meets / club events	Consent given / Consent refused*

\*Delete as appropriate

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return this form to: \_\_\_\_\_



## Child Photography Refusal of Consent Form



Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I refuse permission for the taking and / or publication of any images of my child by the club's appointed photographer(s) in respect of (enter activity)

Signed (Parent/Carer): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

2.3



## Template welcome letter to parents on joining the club



This letter is for you to use in full or as a basis for a letter to add to your welcome pack for new parents.

Dear Parent,

The club welcomes you and your child(ren) to the \_\_\_\_\_ swimming club. We hope your child(ren) will enjoy the experience of being a club member including the training, competitions and the social interaction with all our members. This letter is aimed at giving you information that may be of assistance to you as new members. Please do ask me, the club Welfare Officer or any committee member or coach if you have other questions not covered in this letter.

Firstly who runs the club? A full list of the club officer, committee members and coaches can be found on the notice board. Below is a list of some of those officers for your information.

Club Chairman _____	contact details _____
Club Secretary _____	contact details _____
Club Welfare Officer _____	contact details _____
Chief Coach _____	contact details _____
Parent liaison Officer _____	contact details _____

We are a Swim 21 club / working towards becoming a swim 21 club (delete as required) and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and Codes of Conduct.

While we hope your child will be happy and content at the club sometimes questions, concerns or issues may arise.

If you have a question regarding coaching you should in the first instance approach your child's coach. Do so at a time convenient to you both and please do not go on poolside and interrupt training sessions. The coaches will be happy to arrange a time before or after training to discuss any training issues / our club has a dedicated meeting which is held \_\_\_\_\_ where you can arrange an appointment to speak to the coach. (delete as appropriate) Please ask the parent liaison officer for details.

If you have a question or concern regarding child welfare the club welfare officer should be informed. Alternatively there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline - a Swimline poster with contact details can be found on the club notice board.

Our club is committed to providing good child safeguarding practice for all our young members and we have adopted the ASA Safeguarding Policy - Wavepower a copy of which is held by \_\_\_\_\_ or can be viewed and downloaded from [www.swimming.org](http://www.swimming.org). Our club is one where we accept that good safeguarding and fair play is paramount for all our young members.

Your child(ren) have already / will be (Delete as required) assessed as to what level they are currently achieving to place them in the appropriate training lane and competition level, which is outlined below with other helpful information.



(Please provide details of the information below)

- Team coaches list.
- Details of training times.
- Details of competitions.
- Details of the decision making and procedure by which any parent can question the decision i.e. they should approach the coach/team manager or whoever in the first instance.

The \_\_\_\_\_ swimming club are always looking for parental help to run the club. You may offer to help or a member of the committee may approach you to see if you are able to assist. We are predominantly / totally a voluntary run club and appreciate all the help parents can give us, however small.

Lastly we have a parent's code of conduct, which goes alongside similar codes for the coaches, officers and swimmers. You will be asked to read and sign the parent's code of conduct and countersign that of your child / children.

And finally we hope you and your child / children enjoy being a member of the \_\_\_\_\_ Swimming Club.

Kind regards

### Club Welfare Officer

Useful websites for parents, children and young people:

1. Kidscape - have a helpline and downloadable leaflets on what to do if your child is being bullied. The ASA have formed a relationship with Kidscape and can when required refer swimmers who have been bullied to attend the WIZ course in London. [www.Kidscape.org.uk](http://www.Kidscape.org.uk)
2. NSPCC - Help for adults Worried about a child? Call the NSPCC Child Protection Helpline on **0808 800 5000**.
3. Childline - Help for children and teenagers. Need advice or just want to talk? Call ChildLine **0800 1111**. Calls are free and confidential.
4. [www.culture.gov.uk](http://www.culture.gov.uk) - Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club Welfare Officer will have a copy.
5. Child Protection in Sport Unit (CPSU) - Call **0116 234 7278**. CPSU have useful downloadable documents at [www.cpsu.org.uk](http://www.cpsu.org.uk) including:
  - Club safety list for parents.
  - Protecting your child by listening.
  - How you can help make sport safe.



## Template welcome letter to swimmers on joining the club



Dear (swimmer - leave blank to fill in the name)

Welcome to the \_\_\_\_\_ swimming club. We hope you will have an enjoyable and happy time as a swimmer at our club and that you make many new friends and enjoy training and competing with us.

Your parents have been given a letter, which includes details of your training times and lane allocation. This letter is to give you some additional information you may find helpful now or in the future.

### Coaching

We, as an ASA swim21club / club (delete as appropriate), are committed to help you swim to enjoy your training, learn to train hard and to achieve your potential. The coaches and teachers are here to help you do that and have been trained to do so in a safe and proper manner. You should soon get to know your coach and if you have any concerns about training do talk this over with your coach and your parents.

### Safeguarding

You may wonder what we mean by Safeguarding. Basically alongside our wish for you to enjoy and succeed at your swimming we want to ensure you are safe and happy in the club and that we act upon anything that prevents that. That is what we call safeguarding our members. You may ask what am I being safeguarded from. So by way of an example we want to make sure you are not being:

- Bullied
- Treated differently to others
- Hurt by another person on purpose
- Ignored

Preventing such behaviour is very important to us as a club and to achieve that we have a safeguarding policy called Wavepower. If you want to have a look at Wavepower the club Welfare Officer will have a copy or it can be viewed and downloaded from the club website. Wavepower has a section (Section 5) specifically for swimmers that our Youth Forum has helped us to write, which you may find interesting to read.

We know any bullying or poor behaviour towards you would make you feel unhappy so please do not feel you have to just put up with it. While we will do all we can to prevent anything happening it is important if something or someone causes you to be unhappy you tell someone. Tell your parent, your coach, the Club Welfare Officer or any other adult you feel happy to speak to. Any issues you raise will be dealt with.

To assist you here are some helpful details of how you can raise concerns:

- Your club Welfare Officer is \_\_\_\_\_ they can be contacted on \_\_\_\_\_
- The ASA also have a helpline called Swimline if you want to tell someone but not anyone in the club. The number is **0808 100 4001**.

You will be asked to leave a number at which you can be contacted in the next 24 hours. If you feel you cannot wait that long for someone to talk to you hang on and you will be put through to the NCPCC / Child Line helpline number who will answer your call immediately.



- Child Power is an ASA section of the ASA website just for young people. It has a message link that you can send a concern in writing to the ASA Safeguarding Team who will then help you with whatever issue you have raised.
- Attached is a Child Power Leaflet. You can use the Your Voice section to put down your concern in writing and give to a parent or trusted adult in the club if you can't tell anyone directly.

**Codes of conduct**

Just as we expect others to behave properly to you we expect all our swimmers to behave in an appropriate manner to their coaches, all club helpers, fellow swimmers and all adults and young people you have contact with in training and at competitions. We have a code of conduct that you and your parents will be asked to sign and return to the club \_\_\_\_\_. If you are unsure about any aspect of the code of conduct please feel free to ask.

We hope you will have a very happy and successful time while a member of the \_\_\_\_\_ swimming club.

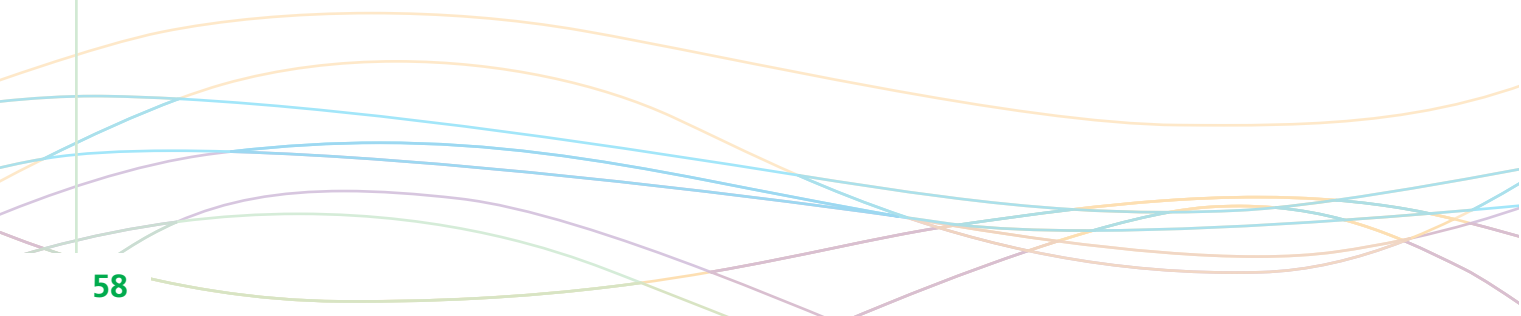
From

**Club Welfare Officer**

*Note*

Any additional information such as whether the club has a named swimmer representative on the club committee and their details, swimming club captains etc should be added.

2.3



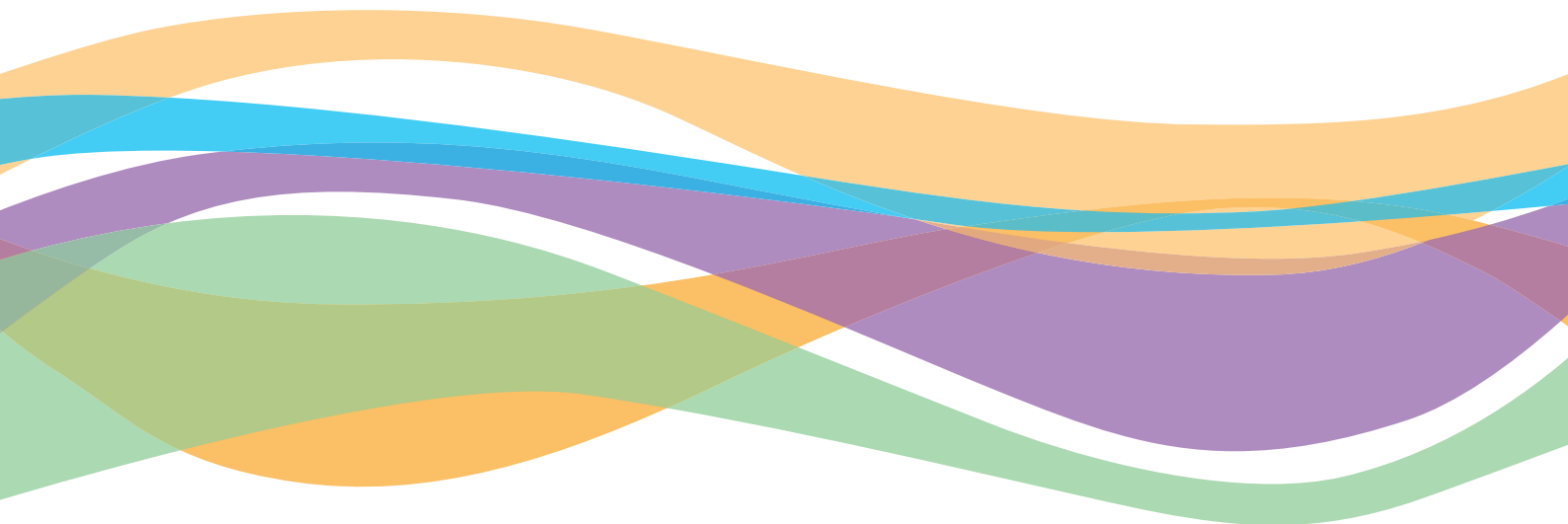




## **Section 2**

### **Subsection 4**

- Club Equality Policy Statement
- Codes of conduct





## Club Equality Policy Statement

The Club is committed to treat everyone equally within the context of their activity, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation or any other relevant characteristic.

The Club will ensure that equality as stated in the club rules is incorporated in all aspects of its activities and also recognises and adopts the 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 that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.*

The Club also seeks to fulfil the ASA's Equality Policy Objectives which state:

*'The Amateur Swimming Association ("ASA") and its subsidiaries are fully committed to the principles and practice of equality of opportunity in all its functions: as an employer, membership organisation, awarding body, in its training and development of teachers and coaches; involvement with officials and administrators; as an advisor to swimming pool designers and operators and as a facilitator of the aquatic disciplines by all its members. It is responsible for ensuring that no job applicant, employee, volunteer, member, service user or person within its jurisdiction (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics under the Equality Act 2010") or any other irrelevant characteristic'.*

'The ASA considers the aquatic disciplines to provide "sport for all". They can and should be made accessible to everyone, to the greatest extent possible'.

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

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

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

The ASA Equality Policy and further useful information and equality guidance for clubs can be found at [www.swimming.org](http://www.swimming.org)



## Code of Conduct for Swimmers from all disciplines

### General behaviour

1. Treat all members of and persons associated with the ASA with due dignity and respect.
2. Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate club officer.
5. Recognise and celebrate the good performance and success of fellow club and team members.

### Swimming training

1. Treat your coach and fellow swimmers with respect.
2. Make your coach aware if you have difficulties in attending training sessions as laid down for your squad.
3. Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
4. If you arrive late report to your coach before entering the pool.
5. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
6. If you need to leave the pool for any reason during training inform your coach before doing so.
7. Listen to what your coach is telling you at all times and obey instructions given.
8. Always swim to the wall as you do in a race, and practice turns as instructed.
9. Do not stop and stand in the lane, or obstruct others from completing their training.
10. Do not pull on the ropes as this may injure other swimmers.

11. Do not skip lengths or sets - you are only cheating yourself.
12. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
13. If you have any problems with the behaviour of fellow club members report them at the time to an appropriate adult.

### Competition

1. At competitions whether they be open meets, national events or club galas always behave in a manner that shows respect to both your club coach, officers and team mates and the members of all competing clubs.
2. You will be required to attend events and galas that the Chief Coach has entered / selected you for unless previously agreed otherwise with the relevant club official and coach.
3. You must wear appropriate swimwear, tracksuits, T shirts/shorts and hats as laid down by the club.
4. Report to your club coach and / or Team manager on arrival on poolside.
5. Warm-up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
6. Be Part of the Team. Stay with the Team on poolside. If you have to leave poolside for any reason inform and in some cases get the consent of the Team manager / coach before doing so.
7. After your race report to your coach for feedback.
8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race, if possible again as advised by your coach. Your behaviour in the swim down facility must be appropriate and respectful to other users at all times.
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Code of Conduct for Parents

### Parents are expected to:

1. Complete and return the Medical Information Form as requested by the club and detail any health conditions / concerns relevant to your child on the consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality.
7. Ensure you do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach / nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on [complete as appropriate].
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

### The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.

### The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Code of Conduct for Swimming Coaches and Teachers

This Code is an extension to the ASA Code of Ethics. Both should be followed.

The Teacher / Coach must:

- Put the well-being, health and safety of members above all considerations including developing performance.
- At all times adhere to the ASA Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- At all times adhere to the ASA Equality Policy.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Always place the well-being, health and safety of swimmers above all other considerations including developing performance.
- Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Always identify and meet the needs of the individual swimmer as well the needs of the team / squad.
- Be fair and equal in team and training squad selection.
- Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the procedures detailed in Wavepower 2012/15.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Code of Conduct for those Committee Members, Officials and Volunteers who work directly with children in the Swimming Club

- At all times adhere to the ASA Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- At all times adhere to the ASA Equality Policy.
- Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual swimmer.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sports and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the procedures contained in Wavepower.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Section 2

### Subsection 5

- Policies and guidance for changing rooms, adults and children sharing lanes, late collection, missing child, Anti Bullying, social media, photography, transport and trips away



## ASA changing room policy

### Duty of care to swimmers in changing facilities

The ASA have been asked by many clubs to clearly state what responsibility the club has for swimmers in changing rooms before, during and after training or competition.

Under the duty of care to safeguard children the club have a responsibility for the wellbeing of children in the changing rooms.

This does not mean the parents have no responsibility but parents are often not in the pool complex at the time when children are swimming and training to exercise their duty of care. For this reason clubs must be clear to parents under what circumstances they require parents to remain at the pool throughout a session. For example, with young children who require assistance in changing or for those children with a disability who may require additional help the club cannot provide.

### Responsibility during a club session

The issue of club responsibility during training sessions when a swimmer uses the toilets or changing room has been raised on several occasions. The ASA view is that while a child is training they remain under the responsibility (duty of care) of the person who is teaching / coaching them at that time on behalf of the club. If a swimmer goes out of the pool area, the coach / teacher should be aware of this. If the child fails to return in a reasonable time, or appears upset upon leaving the poolside the coach / teacher should request a suitable club official to check on them. It is best practice for two persons to look for the swimmer (the second person could be a senior swimmer or another parent).

If a complaint is received that an incident has occurred in the changing room between a swimmer and any other person the club has a duty to act upon that concern and investigate appropriately. If the incident involves a person not associated with the club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing.

### Information for parents regarding changing facilities

- Ensure that parents are made aware that changing facilities at venues may be shared by both club members and members of the general public.
- Ensure parents are made aware of the type of changing rooms i.e. separate for male and female or mixed changing villages.
- Ensure behaviour of swimmers in changing rooms is part of the swimmers code of conduct.
- Ensure parents are aware they should not be in the changing room whilst the swimmers are changing, unless their child is of an age where help is required from parents or the swimmer requires additional specific assistance. This is generally at an age that is stipulated by the pool hirer, usually 7 or 8 years of age. In such circumstances the parent must be the same gender as the child, unless the facility has family changing facilities or is a mixed changing village.
- Ensure where running events where other clubs are involved that meet organisers advise parents and competitors (via the meet information) if the facilities are likely to be open to the general public at any time during the meet.

The ASA do not advise that adults supervise changing facilities as that places them and the children at risk of harm and allegation. Clubs may however place a club officer or appointed poolside helper on the outside of the doors in and out the changing rooms. This allows children to call for assistance if this is required. This approach has proved helpful to many clubs when children have reported incidents of bullying or general behaviour issues between swimmers in the changing rooms.





### **Responsibility after a session is completed**

The ASA view is that each affiliated club has a duty of reasonable care to swimmers, which extends to an awareness on the part of the club that their junior members have been collected, in so far as is possible, at the conclusion of a session, i.e. that a swimmer is not left unsupervised if a parent is late. This has to be age appropriate, i.e. a 17 year old is capable of getting themselves home, but a 12 year old is not.

However, if a club uses changing rooms that are also accessible to non club members for public swimming lanes it would be extreme to expect a club to search the changing areas in case a junior club member was there. Best practice would be for a club to make all junior members and their parents aware that if children are not collected by a parent, then they should make that known to the club Welfare Officer, coach or whoever a club deem to be appropriate, and for the nominated individual to ensure that the club member is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

If a parent fails to collect a child the club should follow the procedure outlined in the ASA Policy on Guidance on Late Collection of Children.



## ASA guidance on adults and children sharing the same lane

Swimming is a physical sport and like many physical activities there are inherent risks in taking part. The ASA is committed to ensuring that any risks to all participants are kept to an absolute minimum.

The ASA recognise that children and senior swimmers aged 18 and upwards may train together if they are of a like standard. However, in order to safeguard children in our sport it is necessary to consider the issue of children and adults sharing lanes.

Whilst incidents within training sessions are fortunately few in number the ASA have identified problems arising from training activities and warm ups where adults and children swim in the same lane, including allegations of sexual and physical assault, intentional and accidental, during swimming training. Such situations have caused considerable concern and distress for the children and sometimes also for the adults concerned. The ASA has a duty to safeguard ASA members under the age of 18 alongside a duty of care to all ASA members and it is for this reason the ASA does not recommend that adults and children should be lane sharing.

However, the ASA recognises that in some situations it is not possible or appropriate for swimmers to train separately. This would include the developmental need of the 16/17 year age group to train alongside 19/20 year old adults and where lane availability is limited. The ASA consider that in such situations club officers and coaches must consider the risk involved and put procedures in place to ensure training activities are organised and concluded in as safe an environment as possible, minimising both the health and safety risks and any child welfare risk that these situations may pose.

When lane sharing is unavoidable coaches and clubs are required to conduct a thorough risk assessment of their training activities paying particular attention to the mix of swimmers in each lane and considering the following factors:

1. Is there suitable lane supervision at club sessions involving children? (i.e. under 18s)
2. The age and sex of the swimmers in line with ASA guidance below.
3. The relative sizes and abilities of the swimmers.
4. The individual swimmers lane discipline and precision of their strokes.
5. Introducing a lane etiquette guide e.g. re overtaking.
6. The presence of lifeguards.
7. The width of each training lane.
8. The number of swimmers in each lane.
9. Whether the session is open to spectators.
10. Ensure the club have an identified and publicised process by which concerns can be raised and an identified child Welfare Officer.

The above is not an exhaustive list but it provides clubs with a starting point for evaluating the risks to swimmers and the points they should be considering to ensure their training sessions are incident free.

### **ASA statement on adults and children sharing lanes in training**

The ASA recommend that senior swimmers aged 18 and upwards and children should train in separate lanes.

The ASA recognise that children and senior swimmers aged 18 and upwards may train together in the same lane if they are of a like standard AND physical size, but additional consideration to child safeguarding must be undertaken by the club. The ASA do not consider that children under 14 should share training lanes with adults.

Where separate lanes are impractical, it is vital that the club adopt a critical appraisal of the swimmers in the water and complete a careful risk assessment to ensure that the sessions are incident free.

During competition warm ups involving senior swimmers and children under 14, promoters should make provision to allow different age groups to warm up at different times or allocate separate lanes to each age group.



## Good Practice Guidelines for young people and adults training and competing together in Water Polo

Wavepower 2012/15, the ASA Child Safeguarding Policy and Procedures, is for all ASA members to acknowledge and adhere to. All those responsible for child safeguarding in clubs must be positive regarding safeguarding in practice and all training situations.

However, the ASA recognises that during Water Polo training and competition it is likely that children and adults and male and female players may take part in activities together. For this reason specific guidance below has been developed by the Independent Child Protection Officer (ICPO), ASA Legal Affairs Department and advisors with experience in Water Polo to assist in maintaining proper safeguards to all ASA members.

It is also acknowledged that Water Polo is a contact sport and as such all risk cannot be removed in terms of physical contact or allegation. However, best practice can minimise risk and ensure the sport is safe for all.

It has often been the practice for Water Polo seniors to teach the junior players how to deal with certain situations within the Water Polo field of training. This is the common acceptance of the passing of knowledge and skills. It benefits the junior player in that when playing in games with older and stronger players their skills are greater due to the experience gained in training at a higher level. The training of adults and children in the same session can be seen as contrary to child safeguarding recommendations. It is therefore necessary to have good practice guidelines in place to both prevent and deal with any concerns that arise.

The ASA are grateful for the time given by those representatives of Water Polo to compile the guidance below.

**For the purposes of this guidance junior players are aged below 18 years and senior players are aged 18 years and over.**

### Club Training Sessions

1. All Teachers, Coaches, Referees and Chaperones should be CRB checked in line with the guidance provided in Wavepower.
2. The 'in water' senior players having contact with junior players should ALL be CRB checked if they are acting in a coaching capacity, as should all the Water Polo Coaches and Teachers. Advice on what constitutes a coaching capacity based on how often that role is fulfilled can be obtained from the ASA CRB section contained in Wavepower.
3. In all training sessions it would be desirable and best practice when juniors are training with seniors to have a 'chaperone' on the pool deck, whose only duty is to ensure the safety of the junior players i.e. an extra pair of eyes. This person or persons should not normally be the pool lifeguard or Coach who has other duties. They should not have any direct access to the young people unless they have been CRB checked and should report any issues of concern to the Coach. Smaller clubs should, as a minimum, have a lifeguard to fulfill this function.
4. The coach is responsible to ensure all sessions are planned and well organised.
5. Where junior males and females train together the coach must be aware of the heightened risk that this may present. To minimise any risk it would be best practice to have a chaperone on the pool deck whose only duty is to ensure the safety of the junior players by acting as an extra pair of eyes as described in point 3 above.
6. Junior players should not train with senior players of the opposite sex or when there is an obvious age difference between them unless the situation is unavoidable due to time, space, competition rules, which cover the situation and / or acceptable training practices. If they do play together the coach must be alive to the heightened risk and address those risks accordingly.

2.5



7. The session should be appropriate for the age and ability of all the participants.
  8. All coaches, junior and senior players must be made aware of and adhere at all times to the code of conduct in training.
  9. In training sessions the coach may add to or vary standard rules in a game for the purpose of training and to the benefit of all the persons in training and in meeting a duty of care at all times following best practice.
  10. The coach should make appropriate considerations when planning the drills to be practiced to ensure minimum contact between junior and senior players. If practicable all contact drills should be undertaken by same gender juniors with seniors completing the drills separately.
3. Junior players should not play competitively with senior players of the opposite sex or when there is an obvious age difference between them unless the situation is unavoidable due to time, space and competition rules, which cover the situation. If they do play together the coach must be alert to the heightened risk and address those risks accordingly.

#### **In Games**

1. There is a duty of care on the coach to, in selecting a team, take into account all factors including, but not exclusively, age, sex, physical capabilities and skills of their own and of the opposition players.
  2. Where junior males and females play together the coach must be aware of the heightened risk that this may present. To minimise any risk it would be best practice to have a chaperone on the pool deck whose only duty is to ensure the safety of the junior players by acting as an extra pair of eyes as described under point 3 – club training sessions.
4. The Rules of Water Polo should be strictly adhered to when seniors and juniors play competitive matches together to ensure compliance with the duty of care is obvious to any casual observer.
  5. Referees should raise concerns prior to the start of a competitive game with Team Managers and coaches if they have a worry over a junior's ability to play and be consistent in a duty of care to that junior player i.e. if a player is significantly younger and smaller than the remaining squad members, that may leave the junior open to unacceptable risk.
  6. Referees should notify the ASA on the relevant form if there is any confrontation or violent play involving a junior player giving a full account as possible. It is the responsibility of the ASA to confirm the ages of the players involved and determine whether the reported matter is a child protection issue.
  7. Referees should be aware of best practice in that they are in total charge of any game and that they owe a 'duty of care' to the players in their charge.
  8. Referees and coaches should not tolerate any inappropriate activities between players.



## ASA policy on guidance on late collection of children

On occasion, parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate club officer if they are delayed with clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The club officers must never leave a child or young person alone unless they are over 16 and then only with parent's permission. It is recognised some young people aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. Until a child is collected, to maintain the wellbeing of all concerned, two appropriate club officers or parents must remain with the swimmer.

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the club they are delayed, may be failing in their care of their child. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect the swimmer. If no one nominated is available to collect the swimmer, and the parent has still not contacted the club officers after a reasonable period of time, the club should consult the Police or Local Authority Safeguarding Team Duty Officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club should gain advice from the Police or Local Authority Safeguarding Team Duty Officer.

The club should:

1. Attempt to contact the parent / carer from the information sheet completed on joining / renewing membership.
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other official / coach / teacher / volunteers or parents.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents / carers of the policy relating to late collection.

The club Coaches / Teachers and Officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait with them alone either in a vehicle or in the club.
- Sending the child home with another person without permission.

### **Persistent failure to collect a child / young person on time:**

If a parent / carer fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, the club Welfare Officer and another club officer should arrange to meet with them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly.

If there is no change, the club Welfare Officer should either contact the ASA Safeguarding Team or their local Children Services Department for further advice.



## ASA missing child policy

Hopefully no child will ever go missing from your club. If they do remember most children are found within a few minutes of their disappearance.

However, if a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other young people in your care are looked after appropriately while you organise a search for the young person concerned.
- Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the young person including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police.
- A REPORT SHOULD GO TO THE POLICE NO LATER THAN THIRTY (30) MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the young person is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the ASA Safeguarding Team.



# ASA Anti Bullying Policy (based on the Kidscape model document)

## Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our swimmers so they can learn to swim and train in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all swimmers should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Welfare Officer, coach, teacher or another officer of the club.

## What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional**  
being unfriendly, excluding, tormenting (e.g. threatening gestures, hiding floats/bags on poolside or in the changing room)
- **Physical**  
any non accidental physical contact hitting in the pool or changing area
- **Racist**  
racial taunts, gestures
- **Sexual**  
unwanted physical contact or sexually abusive comments
- **Homophobic**  
because of, or focussing on the issue of sexuality
- **Verbal**  
name-calling, sarcasm, spreading rumours, teasing
- **Cyber**  
All areas of the internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology , i.e. camera and video facilities

## Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Swimming clubs have a responsibility to respond promptly and effectively to issues of bullying.

## Objectives of this Policy

- All club officers, teachers and coaches, swimmers and parents should have an understanding of what bullying is.
- All club officers, teachers and coaches should know what the school policy is on bullying, and follow it when bullying is reported.
- All swimmers and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from the club.
- Doesn't want to go on the club bus.
- Changes their usual routine.
- Is unwilling to go to the swimming club when they previously could not wait to go.
- Becomes withdrawn anxious, or lacking in confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cries themselves to sleep at night or has nightmares.



- Feels ill at training times and does not want to go to the club.
- Training and competition level drops off.
- Comes home with clothes torn or swimming equipment damaged/lost.
- Asks for money or starts stealing money (to pay bully).
- Has unexplained cuts or bruises.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous & jumpy when a cyber message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

**Procedures**

1. Report bullying incidents to the Welfare Officer, coach, teacher or another club officer.
2. In cases of serious bullying, the incidents will be recorded by that person and referred to the Welfare Officer if he/she is not already aware.
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. If bullying is found to have occurred on the "balance of probabilities" then appropriate action will be taken including an attempt to help the bully (bullies) change their behaviour – See Behaviour Contract Template.

**Outcomes**

1. The bully (bullies) may be asked to genuinely apologise.
2. In serious cases, suspension or even exclusion will be considered.
3. If possible, the pupils will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

**Prevention**

We will use KIDSCAPE methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of club rules;
- signing a behaviour contract; and/or
- having discussions about bullying and why it matters.

**Help Organisations:**

**Swimline** - 0808 100 4001

**KIDSCAPE Parents Helpline**

0845 1 205 204 - (Mon-Fri, 10am - 4pm)

**Childline** - 0800 1111

**Child Power Leaflet**

available from [jenni.dearman@swimming.org](mailto:jenni.dearman@swimming.org)

**Child Power** online via the ASA website

[www.swimming.org](http://www.swimming.org)

**Parentline Plus** - 0808 800 2222

**Youth Access** - 020 8772 9900

**Bullying Online** - [www.bullying.co.uk](http://www.bullying.co.uk)

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice including downloads

- ◆ Advice for parents
- ◆ Advise for teachers/professionals
- ◆ Children who bully
- ◆ Stop bullying
- ◆ You can beat bullying
- ◆ Preventing bullying
- ◆ Preventing racist bullying

And details of the ZAP training scheme – a free course to young people who have been affected by bullying.

The ASA acknowledge with gratitude the work of KIDSCAPE in helping in the development of this policy.





## Guide to Club Welfare Officers to assist in dealing with bullying

1. The Welfare Officer should be informed of any allegations of bullying of a swimmer under the age of 18.
2. Ensure you receive information in writing and agree who will take the lead in investigating the concern. Usually this will be the Welfare Officer but in some cases the coach or teacher may wish to take the lead.
3. Initially try to effect mediation between the parties. The mediator could be the Welfare Officer and / or the coach.
4. When children involved are under 16 years of age ensure a parent / guardian is present when the child is spoken to or another adult nominated by the parent.
5. If the young person is 16/17 years of age the parent and young person can agree no parent to be present or nominate another adult.
6. If mediation fails then follow the following guidance:
  - Set up a committee of 3 people – normally this would be the Welfare Officer, a suitable committee member or coach and a committee member who will take notes.
  - Ensure all members of the committee are fully aware of the concerns raised and not involved in or related to any of the parties involved.
  - Meet initially with the bullied young person and his / her parents as appropriate. Allow the young person concerned to explain the issues including what happened, where and how the incident made them feel. Reassure them they did right to raise the concern and that you take their concern seriously.
  - In cases where the swimmer is 10 or under the parents may prefer to meet with the committee of 3 without the swimmer but with a letter in writing (self written or with parents help if required) produced by the swimmer as to what happened etc.
  - Ask the swimmer if there were any witnesses to what took place and if so ask the parents of those under 18 consent to either speak to them or ask the parent to get in writing any information they have / what they saw etc. If the witness is over 18 you can approach them directly for this information.
  - When you have all the information from the bullied swimmer speak to the alleged bully and his/her parent in line with above guidance. In some cases you will find they admit to wrong doing and you can go straight to taking appropriate action.
  - If the alleged bully denies the incident(s) ask them for their side of the issue and if they have anyone who they wish you to speak to and do so in line with the above guidance.
  - When you have no agreement or evidence on what happened it is for the committee of 3 to consider all the information and "FORM A VIEW" on what took place on the "BALANCE OF PROBABILITIES". This should be formed based on the information gathered and your view of what was alleged, previous concerns, knowledge of those involved etc.
7. Once an outcome is achieved confirming bullying took place either through evidence or on the balance of probabilities, consider what action you wish to take. Some options are:
  - An apology and agreed proper behaviour in future;
  - A behaviour contract; and / or
  - Suspension for a specified period of time in line with club disciplinary policy.
8. Ensure everything is recorded and that all parties are kept informed of what is happening and outcomes / action.
9. Time is of the essence in matters involving children. Ensure there is minimum delay in considering the matters and agreeing outcomes.



# Contract of behaviour



This is a draft example and the committee of 3 should adjust the draft policy below in line with the requirements of the behaviour to be addressed in the given situation.

Contract between \_\_\_\_\_ SC and (name of young person)

This contract has been drawn up to address incidents of poor behaviour by (name) at the \_\_\_\_\_ SC)

(Name of swimmer) will abide by the code of conduct of the \_\_\_\_\_ SC.

(Name of Swimmer) will additionally not: 1. (Details of specific actions about which the concerns are raised in detail)

(Name of parents) will be required to: (Details of requirements of parents)

If the swimmer is reported to have breached this contract or to have behaved in a way that would be a serious breach of the code of conduct the following steps should be taken:

1. The parents will be informed immediately.
2. The club officers (The ASA suggest this be named as the Chair, Welfare Officer and coach) will consider through the appropriate method if the allegations made are proven to be true.
3. If the action is proven and is a breach of this contract (name of young person) will be (complete what you as a club consider appropriate. It may be suspension for a specified term).

### Signed

Swimmer \_\_\_\_\_

Parent \_\_\_\_\_

Parent \_\_\_\_\_

Coach \_\_\_\_\_

2.5





## Communicating with children and young people

When an adult in the club communicates with children they must do so in an appropriate and safe manner whether that is in person, by phone or text or online / via a social networking site.

Wavepower provides guidance on how to react to a child if they disclose concerns or abuse to you in person but you may find a swimmer uses other forms of communication to do so. Even if you have followed the ASA guidance and not shared your phone, email or social networking contact details with that person. Should that happen we do not want you to stop that communication as it breaches the guidance but you should advise the club Welfare Officer of the contact immediately and follow the guidance in Wavepower as to how to deal with any disclosure or concerns raised.

Generally speaking if you don't share your contact details with swimmers they will not find your phone number, email or social network site details. However, if this should happen and they are not disclosing concerns as outlined above it is important you make them aware that you will not be communicating with them on this medium and inform the Welfare Officer immediately. The Welfare Officer will take action as required ensuring this contact by the swimmer is not repeated.

There are exceptions to every rule and this is outlined in our guidance. However, all those in a position of responsibility in the club must remember that they have to ensure they are appropriate at all times with young people under the age of 18 in their club and maintain appropriate professional relationships to safeguard themselves and the young people.



# Good Practice Guidelines on the use of mobile phone and emails by ASA Clubs and Club Members

## Background

When this guidance was first written there was growing concern being expressed about what is and what is not permissible in the area of communication between adults and children and young people in sport with a number of cases in sport relating to this issue.

Understandably, with the rapid development of mobile phones, text messaging, email and other forms of electronic communication, these methods of communicating have become a feature of the sporting landscape.

The purpose of this guidance is to provide a recommendation of best practice to swimming teachers, coaches and those in a position of trust regarding the following:

- Use of mobile phones whilst having responsibility for the supervision and safety of young people.
- Communication between coaches and teachers and young swimmers to the swimmers' mobile phones / emails.

A significant number of smart phones can also gain access to the internet and the guidance below on Social Networking sites also relates to the use of those phones to access social networking sites as well as via computers.

*Note:* Throughout this guidance a young person / children is anyone under the age of 18.

## Guidance

### Phoning, texting or emailing swimmers

1. Coaches and teachers should not hold the mobile phone numbers or email addresses belonging to swimmers.
2. Coaches can hold the phone numbers and email addresses of swimmers parents with their consent in order to get messages to swimmers. It is then the responsibility of the parent to inform the child of the message from the coach.

3. In limited circumstances it may be necessary for coaches, team managers or chaperones to have mobile phone contact details of the swimmers i.e. at an away camp for reasons of safeguarding. In such circumstances the person holding the phone details must be CRB checked, have undertaken appropriate safeguarding training and the consent of each swimmer's parent or guardian to temporarily hold that information for the purposes of the event. In such circumstances the swimmers phone numbers should be deleted after the event is completed.
4. Clubs and coaches may wish to have the ability to contact swimmers on a group basis. This may be required to inform swimmers of changes to training times for example. It is recommended clubs consider developing a secure page on the club website for this purpose, which is open for all to view and accessible through smart phones. Access to this could be by the swimmer or parent as no direct one to one contact is available to individual swimmers.
5. Coaches of elite swimmers over 16 may, with the consent of the swimmer's parents or guardian, use text messaging or email to communicate with the swimmer for training and competition purposes only. It is recommended such communications are also copied to parent or guardian to safeguard swimmer and coach.

## Use by Coaches of mobile phones

1. Coaches and teachers should not take or make calls whilst supervising young swimmers in a teaching or training session. It is permissible for a coach to make or take a call during a swimming event providing they are not the sole supervisor of the swimmers and are not actively engaged in supervising warm up or swim down at the time of the call.
2. Coaches who have mobile phones with camera facilities must fulfil the obligations set out for the use of cameras and guidelines for the use of photographs.
3. Any teacher or coach wishing to use the phone to take photographs at an event must register the phone/camera with the promoters of the event. Whenever mobile phones are taken into changing rooms the facility to take photos must not be used.



4. The publishing of a photograph of a swimmer under 18 years should only be done with the parent's consent and it should be noted that parents and guardians have the right to refuse to have a child photographed.
5. If a photograph is taken for publication it should adhere to the guidance provided in the ASA Photography Policy. Identifying details such as full name, place or residence or school attended should not be given alongside the photograph.
6. In the event of a swimmer showing a teacher or coach a text message or image, which is considered to be inappropriate for a child to have, the teacher / coach must advise the nominated person at the club.

### **Young Coaches aged 18 to 21**

The ASA recognise that many young coaches aged 18 to 21 will have been swimmers before becoming a coach, and will be friends with their fellow swimmers, some of whom will be between the ages of 16/17. It is therefore plausible they will have those swimmers phone and email contact details.

For this purpose the ASA accepts it would be inappropriate to require such swimming friends to be removed from their friendship group.

Therefore in such cases:

1. If a coach aged 18 to 21 had friends phone and email details who were / are swimmers aged 16/17 prior to undertaking the role of coach the ASA does not expect them to remove those swimmers from their listed friends.
2. In such circumstances the coach is advised to inform the club Welfare Officer and the head coach.
3. The head coach should make very effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.



# Good Practice Guidelines on the use of Social Networking Sites by ASA Clubs and Club Members

## Background

There has been a growing awareness in sport of the increasing communication by adults and young people on the rapidly developing social networking sites and how this media has become a feature of social communication. There are risks associated with these developments, and the ASA has identified a number of issues that have led to both disciplinary and safeguarding concerns, which stem from the improper or inappropriate use of such sites by its members.

## Introduction

The ASA recognise that the use of social networking sites such as Facebook and Twitter, for example is a rapidly growing phenomenon and is increasingly being used as a communication tool of choice by young people and more recently by adults. Facebook is the largest such site who's "mission is to give people the power to share and make the world more open and connected", and is reported to have in excess of five hundred million active users worldwide. A third of the UK population is reported to have a Facebook account.

These sites permit users to chat on line, post pictures, and write 'blogs' etc, through the creation of an on-line profile, that can either be publicly available to all or restricted to an approved circle of electronic friends.

Sites such as You Tube and Google provide a platform for uploading and viewing video clips, which with the latest cameras and mobile phones becomes ever easier and can be almost instantaneous.

In addition to these sites, Twitter is a social networking and micro blogging service that enables users to send and read other user messages called tweets. Tweets are like online text messages of up to a maximum of 140 characters displayed on the author's profile page. Tweets are publicly visible by default however, the sender can restrict message delivery to their friends list only.

Whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences if abused by users.

The purpose of this guidance is to provide a recommendation of best practice to all ASA club members and parents on the use of social networking sites as they relate to that individual's role in the ASA club.

## Guidance for coaches, teachers and other officers in a position of trust and responsibility in respect of children in an ASA club

1. ASA members in a position of trust and/or responsibility should not be in contact with young people through social networking sites if they hold such a position in respect of that individual young person.
2. Should a young person in your club request to become a named friend on your social networking site or request that you become a named friend on the young persons social networking site you should decline if:
  - You are in a position of responsibility in respect of that child.
  - You hold a position of trust and responsibility in the club.
  - Your contact with the child is through an ASA club and the parent/guardian of the child does not give their consent to such contact.
3. The social network site should never be used as a medium by which to abuse or criticise ASA members or ASA clubs and to do so **may** be in breach of ASA Rules and Regulations.
4. The publishing of a photograph or video footage on a social networking site is governed by the same requirements as those contained in the ASA Photography Policy.



### **Guidance to coaches who have children that swim in the club where they coach**

The issue has been raised that parents are becoming members of social networking sites that their children sign up to for security reasons to ensure the wellbeing of their own child by being able to view their child's site. This will give the parent access via their child's site to all children listed as friends of their child. It would not be appropriate for the ASA to prevent a parent who is also a coach in his/her child's club from using this form of protection for their child's online activities.

Therefore in such cases:

- The coach can have swimmers in the club on the site they are accessing, providing the ASA under 18 year old club members on the site are listed as friends of the coach's child;
- The coach concerned should not have direct contact with those swimmers through the social networking site;
- The coach should not accept such swimmers as friends on their home site; and
- The coach should inform the Club Welfare Officer of this arrangement.

### **Coaches, teachers and officials who are under 18**

The ASA recognise social networking sites can be a useful tool for teachers, coaches and officials within ASA clubs to share information with other teachers, coaches or officials. If, however, the teacher, coach or official is under the age of 16 while they may be a colleague, the requirements of 1 and 2 above must be adhered to.

If the young coach/official is aged 16 or 17 it is the view of the ASA that to restrict the ability to share professional information with them from other coaches, teachers or officials may be detrimental in their professional development in their role in the ASA.

Therefore, in such cases, if the parent of a young person in a position of responsibility aged 16/17 and the young person themselves requests to have contact with an adult club officer or coach for the purposes of sharing professional information relevant to their role the club should:

- Gain written consent of the parent / guardian and young person to have such contact naming the individual adult and social networking site concerned.
- Ensure the named adult signs an agreement to keep the contact with the young person to matters relevant to the young person's professional role in the club.
- Ensure all such communications are shared with an identified 3rd person (e.g. the young person's parent / guardian or club Welfare Officer).
- Ensure that if the young person or the adult is found to be in breach, the above action must be taken by the club to address the concern and / or the breach referred to the ASA or the statutory agencies if appropriate.

### **Young Coaches aged 18 to 21**

The ASA recognise that many young coaches aged 18 to 21 will have been swimmers before becoming a coach and have been friends with their fellow swimmers, some of whom will be between the ages of 16/17. It is therefore plausible they will have those swimmers contact details and be friends on social media sites, and other methods of electronic communication.

For this purpose the ASA accepts it would be inappropriate to require such swimming friends to be removed from their social media sites.

Therefore in such cases:

1. If a coach aged 18 to 21 had friends on their social networking site that were / are swimmers aged 16/17 prior to undertaking the role of coach, the ASA do not expect them to remove those swimmers from their listed friends.
2. In such circumstances the coach is advised to inform the club Welfare Officer and head coach.
3. The head coach should make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.



### Guidance to ASA members under the age of 18

1. Do not ask your club coach or teacher to be your social networking site friend – they will refuse as that would breach good practice.
2. Use the internet positively and do not place yourself at risk. Have a look at [www.ceop.gov.uk](http://www.ceop.gov.uk) for some useful tips.
3. Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.
4. Always consider that any communication, comments, photos and video clips posted on a social networking site may be shared with persons other than those for whom it was intended.
5. Never share pictures of yourself or your friends that might reach other people that you do not wish to see them. Also never post or send any photographs, videos or make comments that may be:
  - hurtful, untrue and upsetting and you may regret sharing later on;
  - used by other people in a way you did not intend or want.
6. Do not put pictures of other club members on the site within the club setting as you may breach the ASA Photography Guidance. If you do wish to upload a picture you must get advice and consent of your parent, the other young person and their parent and a club officer before even considering uploading a photo. This will not prevent you having pictures of your swimming friends on your site taken outside of the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.
7. Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the 'heat of the moment', where in the past you would have been required to write a letter, which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned face to face as to do so may not only breach ASA Policy but also the law.

### Guidance to parents of ASA members under the age of 18

There have been occasions where parents of ASA members have used social networking sites to criticise or verbally abuse swimming clubs, its officers, officials, coaches, teachers, and swimmers in an inappropriate and unacceptable manner. This has in some cases led the person who is subject of the verbal abuse to take action through statutory agencies or statutory legislation to address the comments made.

The ASA have produced a parent's code of conduct, which can be found in Wavepower. Section 6 of Wavepower states that parents are expected to:

"Behave responsibly as a spectator at training and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality".

Parents should be aware that posting messages, comments or any other media on a social networking site that breaches the above requirement of a parent in an ASA club may breach the ASA Parents Code of Conduct.

### Social networking services, social media and sport: Guidelines for safeguarding children and young people"

The CPSU Briefing Document "Social networking services, social media and sport: Guidelines for safeguarding children and young people" gives more in depth guidance on social networking sites and can be accessed via the Child Protection in Sport Unit website at [www.cpsu.org.uk](http://www.cpsu.org.uk).

Further to the above the ASA Web Team has produced a user guide for parents and swimmers for Twitter, which is available to view on the ASA website at [www.swimming.org](http://www.swimming.org).





## What to do if you have concerns

As a user of a social networking site, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user. Concerns may range from negative or abusive comments and cyber bullying to suspected grooming for sexual abuse.

The ASA has drawn up a list below of agencies that you can contact, anonymously if you wish, where you can raise such concerns.

- The Child Exploitation on Line Protection Unit (CEOP) at [www.ceop.gov.uk](http://www.ceop.gov.uk) or by pressing the CEOP button on Facebook or on the "Child Power" section of the ASA website.
- The ASA through swim line **0808 100 4001**.
- If you are under 18 use the "your Chance to Talk" form on the "Child Power" section of the ASA website.
- Childline **0800 1111** or [www.Childline.org.uk](http://www.Childline.org.uk).
- [www.childnet.org.uk](http://www.childnet.org.uk) which is a NSPCC support service specifically for young people.
- [Childline.org.uk](http://Childline.org.uk) which is another NSPCC support service. Using this website, children can talk confidentially to NSPCC advisors online about any issues or problems they may be experiencing, using an application similar to Instant Messenger (IM). Stop it Now freephone **0808 1000 900**.
- The Local Police or Children's Services – their number appears in the phone book.
- The NSPCC helpline **0800 800 5000** or [www.nspcc.org.uk](http://www.nspcc.org.uk) for adults concerned about the welfare or safety of a child.
- The Internet Watch Foundation (IWF) [www.iwf.org.uk](http://www.iwf.org.uk). The IWF was established by the internet industry to provide a UK internet Hotline, which can be anonymous for the public and IT professionals to report criminal online content in a secure and confidential way. They work in partnership with other agencies to minimise the availability of this content, specifically:
  - ✦ Child sexual abuse images hosted anywhere in the world.
  - ✦ Criminally obscene adult content hosted in the UK.
  - ✦ Incitement to racial hatred content hosted in the UK.
  - ✦ Non-photographic child sexual abuse images hosted in the UK.



## Good practice guidance on photography at ASA training and events and use of photographic equipment

This guidance applies to all photographs taken on film or digital camera (including mobile phones) and any form of moving pictures including video recordings (and video streaming). The terms "child" or "children" include anyone under the age of 18 years.

It should be acknowledged that the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

The following procedure is an update of the previous ASA Photography Policy.

### Aims

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice.

Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
  - They are removed from their family for their own safety.
  - There are restrictions on their contact with one parent following a parental separation.
  - They are a witness in criminal proceedings.

### Clubs recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("Publication") should only be done with parents' consent and in line with ASA guidelines.

2. A parent or guardian has a right to refuse to have their children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore, any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing / displaying the photo, preferably in writing. A suggested template allowing parents to indicate refusal of consent is provided in Wavepower section 2, sub section 3.
3. Under ASA guidance on the taking of photos, once a parent has signed the club's Photography Book Register we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent / carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.
4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. The ASA guidelines on photos for publication are as follows.

### All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.



Published photographs may identify the swimmer by name and club but should not state the swimmer's place of residence or school attended. The ASA do not wish to stop parents photographing their children if they wish at their "moments of glory" but all clubs have to ensure they do all they can to safeguard children's well being in the current climate of concern.

### The official photographer

In some cases clubs will ask a club member / officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote swimming.

Anyone in this role should be CRB checked and when using a self employed photographer the ASA recommends the club ask to see proof that the photographer has a current CRB and references from other service users.

When taking any images they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities.
- Clubs should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training for them in the club's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or member of the club staff) should receive clear instructions, preferably in writing, from the club at an early stage.
- Clubs should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content. Images should not be allowed to be taken outside the activity being covered.
- Clubs should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

### Good practice guidance on filming children during club sessions

The filming of children during club sessions is not recommended. Any filming must be justified by the club as to why the film has been made, (e.g. to assist in swimming stroke development).

Assuming filming is justified written consent is required from the parents of the children with an invitation to the parents to attend the videoing and subsequently view the video.

Filming should cease and / or the footage destroyed should any concerns be raised or if consent is withdrawn.

After filming, unless it can be justified as to why the footage is to be kept, it should be destroyed once it has served its purpose.

Additionally, the individual filming should be extremely careful in the content of the footage.

### Mobile phones

Mobile phones should be registered as a camera if it has that facility in line with our policy. All clubs need to make its members aware that while the ASA does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that it is audible if a phone camera is used.

Additionally clubs should remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

### Should photographs or filmed footage (with or without) names of children be posted on a club website?

It is recommended that individualised photographs should not be kept on a club's website and certainly not with identifying names as this could lead to a child being approached and placed in a vulnerable position. The same applies to a club's printed materials such as a club's annual report or the club kit.

Many clubs with parental consent will use a child's first name or surname only or a child's swimming nickname so as not to identify them fully.

The only exception to this guidance is where the child's parent or carer provides specific written consent to the club publishing photographs.

This consent may be withdrawn at any time and clubs should take all reasonable steps to respect the wishes of the parent / carer.



## Transport Policy

**This advice should be read in conjunction with the ASA/NSPCC document "Safe Sport Away".**

- Parents and carers are responsible for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the club team.
- It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming training or galas.
- Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.
- When transport is provided by the club i.e. by mini bus or coach, the club should ensure written consent is obtained by the parent or carer.
- Contact details for the parents if they are different from that on the club contact form.

In the event of a team event where the club are transporting the team the Team Manager will provide parents and carers written details of:

- What transport is being provided i.e. coach, minibus.
- Departure time of the team coach and the expected time of arrival back.
- Venue for swimmers to meet the coach and if different the venue from which they can be collected.
- The contact number of a nominated officer at the event for emergency use only.

Coaches and club officers unrelated to a swimmer/s under 18 years of age should not transport swimmer/s alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm. If in such an emergency situation a child has to be transported without a relative present two suitably CRB checked adults should be present and the child should always be placed in the back seat with the adults in the front. If possible, parental / carer consent should be obtained in advance.



## Supervision of swimmers when away from the club base

Clubs have a duty of care to safeguard children in their club. This requires appropriate supervision when training in the home club and at away events. Dependent on the level of the swimmer they may go to gala's and meets on a regular basis, some of which will be for one session, a day or two or more days that requires overnight stays. The ASA and NSPCC produced Safe Sport Away which outlines what actions the club is required to take in the planning stages as well as at the event to ensure that appropriate safeguarding levels are met at all times. This document is currently being updated and combined with Safe Sport Events by the NSPCC Child Protection in Sport Unit and it is recommended that clubs download the new document in order to refer to it whenever they take children away from the home venue. The ASA will ensure all club Welfare Officer's are informed when the new document is available but in the meantime follow the guidance below and in the ASA / NSPCC Safe Sport Away publication.

In addition to the guidance below the requirements of the ASA Safe Recruitment and Transport Policy and the Codes of Conduct must also be adhered to.

### Guidance for Trips away from the home base that include an overnight stay.

NB. This guidance should be read in association with the guidance and forms in Safe Sport Away.

### The Event Team

The Event Team is responsible for the wellbeing and safeguarding of swimmers under 18 years of age at the event from the moment of handover by the parent to the moment of return to the parent. When parents do not attend this will include the care of the children day and night at the event venue and accommodation.

The following staff are the core of the event team.

1. Welfare Officer
2. Team manager
3. Chaperone
4. Chief Coach

### 1. Welfare Officer

The Welfare Officer appointed for an individual meet will not necessarily be the club Welfare Officer but they should meet the requirements of the Welfare Officer role as set out in Wavepower including attendance of a child safeguarding course. We would also recommend they have completed the NSPCC Time to Listen Course for club Welfare Officers. They should have a copy of Wavepower and Safe Sport Away or access to both documents via a computer while at the event.

Additionally they should:

- Ensure that all swimmers, staff and volunteers on the trip have knowledge of their role and refer any concerns to them of a safeguarding / welfare nature.
- Obtain and hold securely the contact details of parents / carers / guardians.
- Obtain and hold securely the personal and medical information forms completed for each swimmer.
- Take action (with other officers and volunteers) on any concern raised at the time and subsequent to the return home if required.
- Refer ongoing concerns to the club Welfare Officer if that person is not acting as the event Welfare Officer.

### 2. The Team Manager

The ASA conduct Team Manager training and it is advised that all persons regularly acting in this role should undertake this training. The advice below is a précis of the learning obtained from that course but is not a substitute for it.

The Team Manager role includes communicating with parents ensuring they have knowledge verbally and in writing as follows:

- The purpose of the event.
- Any required qualifications to attend e.g. county times.
- Where the event is to be held.
- Time of departure and return.
- What mode of transport is to be used.



- The meeting points for departure and arrival (if the parents are not expected to transport their own children).
- What are the staffing arrangements for the event with details of staff and volunteers attending and their roles?
- The cost including arrangements for swimmers to have money to spend while away.
- What kit will be required?
- The overnight venue and rooming arrangements.
- The required Code of Conduct for swimmers that parents and swimmers under 18 must sign.
- Any arrangements for food and drink including specific dietary requirements for each swimmer.
- The name and phone number of a home contact person and details of their role.
- Identify whether this event will require parents to transport and supervise their own children and if not to identify what transport will be required (following the ASA Transport Policy).
- What additional staff and volunteers will be required?
- Agree an emergency plan – see below.
- \*Agree that this is to be a dry camp for all volunteers, staff and over 18 year olds attending as participants.
- Ensure all documentation as outlined in Safe Sport Away has been received by parents and swimmers and relevant forms have been completed, signed and returned to the nominated Event Team member.
- A club home contact has been appointed and relevant contact details to the event has been shared.

### 3. Chaperone

The role of the chaperone is detailed following this section in Wavepower.

\*As recommended by the ASA

## The Event Team

The Event Team should together:

- Identify suitable venues for any overnight stay and risk assess that venue either in person or by obtaining information from the venue management.
- Make a suitable plan of room sharing for swimmers as laid down in Safe Sport Away and ensure that the child and parents preference is met as far as possible.
- In all hotel/hostel accommodation ensure that you follow the Safe Sport Away guidance including:
  1. Suitable facilities are available to meet any special needs and requirements of individuals attending.
  2. If the room has a TV ensure no unsuitable programmes can be accessed by swimmers.
  3. If there is a phone in the room an agreed policy on the use of that phone for external use.
  4. In room sharing swimmers are always placed with like age and same sex swimmers in separate beds.
  5. Ideally those rooms are all on one floor and that staff and volunteer rooms are nearby and preferably at either end of the swimmers rooms.
  6. That swimmers know where the staff can be contacted for information or in an emergency.
  7. Establish and make known the rules for going out of the hotel and lights out time.

## Emergency Plan

If an emergency occurs the Event Team must:

1. Establish what the emergency is and details of those involved.
2. Establish what action needs to be taken to manage the emergency ensuring the wellbeing of all swimmers attending the event.
3. Establish if anyone is hurt and call for medical assistance as required.
4. Nominate a member of the Event Team to attend any medical treatment centres or other venue (i.e. police station) with the person(s) concerned.
5. Ensure the rest of the swimmers are safe and under the supervision of a suitable person.
6. If necessary inform the police of the incident as soon as possible.
7. Contact the home club contact person and report details of the emergency.
8. If necessary contact the home club contact and ask they contact the relevant parents of children involved.
9. If necessary contact the ASA Safeguarding Team for advice and guidance including whether insurers should be informed or action to take if the media is involved.
10. As soon as possible write down details of what happened.



## Guidance for trips away from the home base that do not include an overnight stay

Together with Safe Sport Away clubs can use the guidance above for trips that do not require an overnight stay with the obvious exclusions.

Regardless of whether the event is a league gala, a county meet or nationals it is important that the same level of care and safeguarding is made available to swimmers when in the care of club officers and volunteers during the event.

If the meet requires transport it is important that the Transport Policy in Wavepower is followed.

Some parents may not choose to attend gala's even when they are at or local to the home club for a variety of reasons. Therefore, it is best practice for the parental contact and swimmers medical form as outlined in Safe Sport Away to be taken to the gala.

Other parents who do attend may choose to leave the venue and their children in the care of the poolside team. It is therefore important to be clear to parents if they should:

- Inform a member of the poolside team if they are leaving the venue and therefore their child's care with the coach and other staff/volunteers.
- Be there to receive their child back after their swim or after the gala.
- Allow their swimmer to remain on poolside throughout the gala.
- Ensure the consent of a member of the poolside team is obtained by their swimmer if they wish to go to see their parent / leave the event with parents before the gala ends.
- Ensure the swimmer knows to inform a member of the clubs poolside team they are leaving poolside for whatever reason.

## Chaperones

### The role of the club Chaperone together with the event Welfare Officer is:

- To take on the role of a "responsible parents" for the swimmers for whom they are nominated as Chaperone.
- To ensure their general care and wellbeing while on the trip and to monitor their adherence to the code of conduct for the meet / gala.

*And*

- To discuss any issues of child welfare with the trip Welfare Officer and assist the Welfare Officer as requested in matters involving child safeguarding and welfare.

### Chaperones:

- Must adhere to Wavepower the ASA Child Safeguarding Policy and Procedures Manual.
- Should not be in a coaching role at the same time.
- Can also act as the Welfare Officer when the numbers of swimmers are small.
- Must hold a current ASA CRB certificate issued within the last 3 years.

- Must have completed the SCUK Child Safeguarding Course (or approved LSCB equivalent) within the last 3 years.
- Must have an induction into their role before undertaking the role for the first time.
- Must meet in advance of the event with other staff members attending trip to clarify all staff roles and responsibilities.
- Must have a list of children for whom they are responsible as chaperone and full written details of those swimmers and any specific medical information or special needs they have.

### General Guidelines

- 1 Chaperone to a maximum of 10 swimmers is the minimum supervision requirement for children over the age of 11.
- Ratios should be higher if children are younger than 11.
- Where the group is of mixed sex there should be at least one male chaperone and one female chaperone.
- There must be enough chaperones to deal with an emergency to ensure children are not unaccompanied should there be the need for a chaperone to attend to an emergency.

2.5



**Before Travel (alongside other staff attending) the Chaperone should:**

- Meet with parents and the swimmers for whom you are to be Chaperone.
- Ensure parents have the relevant information, which will be supplied by the meet organiser / manager.
- Have details of accommodation (address and telephone number).
- Have details of room allocation, including where their room is in relation to the swimmers for whom they are acting as chaperone.
- Have details of transport arrangements and the event venue.
- Have a full itinerary of trip.
- Have knowledge of the insurance provision for the trip.
- Information of the agreed spending money, phoning home and parental contact with swimmers.
- Sign the trip Code of Conduct and have a copy of the swimmers code of conduct, team guidelines and any other relevant information.

**Upon Arrival**

**General Guidelines**

- Chaperones should have a room on the same floor as the athletes if possible and be as close to the swimmers rooms as is possible.
- Swimmers should be made aware of the chaperones' room numbers and how to contact them.

- Chaperones should check all rooms on arrival for any damage and ensure the doors can be locked.
- Chaperones should check room access to unsuitable TV channels and ask if necessary for them to be blocked.
- Chaperones should check that telephones are working in each room.
- Chaperones to ascertain nearest medical facility and contact details.
- Chaperones to be aware of the location of first aid kit, medicines, accident forms and medication checklist.
- If a member of the team requires transport to hospital, a chaperone must accompany them and take medical information and any medication with them.
- Chaperones should check to see if there is a fire drill practice and locate emergency access and collection point.

Ensure the following information has been given to your swimmers:

- Details of emergency procedures (fire, accident, illness or other incident).
- Curfew and room rules.
- Money if appropriate.
- Code of conduct and team rules.
- Itinerary and maps.
- An orientation of the venue.
- Guidelines on meal timetable.
- Know where medication is kept and who is responsible for distributing it.





## **Section 2**

### **Subsection 6**

- Good Club Guide for Young People – The Future of Volunteering



## Involving children and young people in your club

Throughout this document it is emphasised that the responsibility for developing safeguarding policies and procedures does not lie with one person but is a shared responsibility with all who work with, and have responsibility for, children in the club. We are now asking that those responsible adults consider how to involve the users of the safeguarding procedures, the children under 18, in future policy development.

The ASA have already involved children at Governing Body level by the development of the ASA Youth Forum.

The ASA Youth Forum has produced the following Good Club Guide for Young People – The Future of Volunteering to help clubs involve their young members in the club. The document is reproduced to follow.

### Good Club Guide

#### Young People – The Future of Volunteering

##### How will this resource help you?

This resource will assist you in developing a competent and confident workforce with the inclusion of young volunteers. By developing the younger members you will ensure the sustainability and success of your club within future years. This resource will provide you with:

- Top tips on how to target, recruit and retain young volunteers within your club,
- Information on the positive effects of a volunteer mentor,
- Guidance to help you set up, develop and make effective use of a Youth Forum,
- Guidance on where to find further information and learning opportunities.

##### Swim21

Swim21 is the ASA's club development programme. The Good Club Guide is intended to compliment Swim21 by providing tools, templates and resources that will assist the running of the club and ultimately assist in achieving or maintaining Swim21 accreditation.

##### Why strive to include more young volunteers?

Volunteers are essential for the sustainability of a swimming club, it is important to develop the club workforce and ensure that young people are engaged behind the scenes and not just in the pool. To guarantee the survival of any club it is important to consider what lies ahead. Ask yourself the question – where will our club be in 10 years time?

Young volunteers can bring fresh new perspectives, energy and enthusiasm and have a positive influence on a clubs dynamics. It is healthy for a club to bring in new volunteers, it is important to consider who will be keeping the club running in the future. Combining volunteers of differing age and experience ensures that an effective club workforce is created. This also helps to bridge the gap between the younger swimmers and the older volunteers; a gap often perceived to be the cause for communication barriers between club members. Young swimmers will have someone to relate to as well as someone to look up to. Young people want to learn from those more knowledgeable and share their experiences, enabling them to have the opportunity to flourish under close guidance and support.

24 year old David has been a volunteer at his local swimming club for many years. He is a technical official and a coach, and for the past few years has also been involved with the club committee.

*"I believe that clubs need to engage and encourage as many young volunteers as possible, young people are the next generation and without volunteers then a lot of things in the sport would not happen. I have been encouraged by my local swimming club to help out with everything from day to day activities, to planning our clubs first open meet competition. As a young volunteer I have taken on the role of being my clubs newsletter editor, membership officer and have assisted with the electronic timing, with the website and with regional and national events.*

*My club has helped me develop not only my administration skills but more personally my ability to communicate with others and has increased my confidence levels. Not only can volunteering in sport develop a young person's skills but I have found that it is also a great way to make amazing friends that all share similar interests to myself. Volunteering has*



*also provided me with an opportunity to travel all over the UK. In order to prevent volunteer numbers from reducing in the future it is vital that more young people are encouraged to take part. If I had not been encouraged to stay involved within my local club by volunteering then not only would I not have met so many amazing people, but my personal skills would not have developed as well as they have."*

David went on to become a member of the ASA's National Youth Forum, working alongside the ASA to help discover new ways of involving and engaging young people in aquatic sport. David has been encouraged and supported by his club members and has become a real asset to his local swimming community.

### Young Volunteer Recruitment

Understanding the motivations for why young people want to volunteer is an important step in helping your club to recruit more young people. Greater knowledge of these motivations will allow you to tailor your offer to appeal to the intended target audience.

Volunteering provides young people with:

- The opportunity to meet new people,
- The opportunity to have fun,
- Both personal and social development – improving confidence, the ability to work as a team and develop social skills,
- Educational opportunities – D of E, Sport Leaders UK and similar awards,
- Extra curriculum activities –enhancing their CV,
- A sense of responsibility and satisfaction knowing they are helping to make a difference.

When recruiting club volunteers you must ensure that you outline the volunteering roles which need to be filled along with the details of what the role will include. The young volunteer will want to know that they will be able to put their skills to good use, and understand the impact they can have through being a part of the club.

How the volunteering role is promoted is an important deciding factor in determining a young person's involvement. Any promotional material should be directed to the audience that you want to attract, and be produced in a manner that will relate to young people on a personal level; for example, the type of language that is used. Think about getting the younger club members to help with the

marketing. Who knows better than a young person on how to send the right message to reach their peers?

### How do I find young people?

- Advertise through your local newspaper, approach schools, colleges and universities,
- Put up a poster in local sports and leisure centres,
- Existing volunteers and club members promoting through word of mouth,
- Social media is a great way to spread the message to young people. Promote your opportunities through a club facebook or twitter account. The ASA social media guidance contained in Wavepower (ASA Child Safeguarding Policy and Procedures) should be adhered to at all times. Wavepower and further guidance on using Twitter and Facebook is available at [www.swimming.org](http://www.swimming.org)
- Holding an open day and taster volunteer sessions,
- Visit the local volunteer centre so that they can promote your opportunities,
- Get help from your ASA County Workforce Development Officer,

Contact your ASA Region who can promote your opportunities – contacts can be found at [www.swimming.org/asa/regions](http://www.swimming.org/asa/regions)

### Retaining Young Volunteers

Once you have recruited young people, it is important that from the offset they have a fulfilling and enjoyable experience. Volunteers should have an informative induction so that they feel welcomed and part of the team from the word GO! It is important that young people know where to find support, should they need it. This will help to retain volunteers creating a sustainable workforce.

Good communication with your volunteers is essential. Without clear communication mistakes are easily made. You should ensure that:

- You regularly communicate with your volunteers and send them updates via the following methods of communication:
  - ◆ Face to Face
  - ◆ Phone call
  - ◆ Text message
  - ◆ Email



- Hold regular meetings to update your volunteers.
- Have a volunteering page on your club website; update it regularly with volunteering news. Upload case studies of volunteer achievements. Acknowledge their dedication and commitment.
- Identify skills and training that will benefit the individual as well as the club.

**TOP TIP** – First impressions count, a warm welcome will bring volunteers back!

An important part of retaining volunteers is making them feel valued and respected by the club. There are many different ways in which a club can show appreciation to its volunteers. In order to create a happy workforce appreciation for the time and commitment of these individuals is vital. Thank them in an appropriate manner; a happy workforce is a productive one!

Below you will find a few examples of how you could say thank you, but remember this list is not by any means exhaustive:

- A face to face thank you,
- Give them a phone call to thank them,
- Send a thank you card,
- Provide volunteers with positive feedback; ask experienced volunteers to share their knowledge with younger club members,
- Recognise volunteer achievements on the club website to highlight hard work,
- Support volunteers in their personal development by providing training opportunities for them,
- Nominating exceptional volunteers for the ASA Aquaforce Awards,
- Recognising volunteers during National Volunteering Week.

### Becoming a Volunteer Mentor

Becoming a volunteer mentor or allowing young volunteers to shadow you in action is a great way to encourage learning. It allows young volunteers to share and learn from the experiences of others who may be more knowledgeable than themselves. Offering sufficient guidance is the key to creating confident and competent young people that will have the ability to benefit your club. Asking club members to become a mentor is a great way to bring all members of the workforce closer together, it creates unity as both older and younger volunteers

feel valued as a result. Like all volunteers, young people want to know that they are respected and appreciated, existing volunteers want to ensure the years of experience they have and their hard work is still valued, so make sure your workforce understand each other and work together.

Having a mentor provides the volunteer with a sense of continuity. With effective mentoring you can develop a volunteer's strengths and ensure that they grow in confidence. It is important that good practice is shared and volunteers learn from one another. By sharing knowledge and experience they become the volunteer's point of contact and a friendly face. This can help reduce the concerns of young people when becoming a part of something new. Offering a volunteer mentor is a great way of attracting new members to the club.

When appointing volunteer mentors you should ensure that they show, some if not all of the following qualities;

- A positive role model
- Supportive
- Friendly
- Approachable
- Enthusiastic
- Patient
- Able to motivate others

### Create your own Youth Forum

The drop out of young people from organised sport, either as participants or volunteers is a long standing challenge. One reason for this decline is that young people are not sufficiently engaged in their activities and clubs. As a result they instead turn to alternative interests over which they have greater control.

Giving young people positions of responsibility and encouraging them to develop their own ideas ensures club sustainability through the ongoing recruitment and training of young leaders. Establishing a club Youth Forum gives young people the chance to participate in the decision making process of the sport and as a result encourages more young participants, volunteers and leaders to stay involved with aquatics as the decisions that they make, will ultimately impact upon their enjoyment, achievements and commitment to the sport.



The purpose of creating a Youth Forum is for the group to represent the interests of young people participating or volunteering within aquatics. Youth Forum members would become a voice for all young athletes', officials and volunteers. The group would be able to assist on club projects and ASA programmes, as well as becoming ambassadors for the sport on a local level and getting the opportunity to link with the National ASA Youth Forum building a network of proactive young people within the sport.

1. Preparation required prior to creating a Youth Forum.
  - The purpose of the group needs to be defined. You should ask yourself the following questions:
    - ◆ What outcomes do you want from the Youth Forum?
    - ◆ How will the Forum be utilised to benefit the club?
    - ◆ What projects will the Forum work on? (Think long term)
    - ◆ Targets and goals (Short term and long term)
  - The correct level of support must be in place for the group to be effective; a club member who will lead the group and facilitate all meetings should be identified:
    - ◆ They must be enthusiastic about the goals of the Youth Forum,
    - ◆ Understand in advance the level of commitment that will be required,
    - ◆ Have experience of working with young people and leading a team of individuals,
  - Determine the number of young people that will be recruited.
  - Have a clear role description for a Youth Forum member:
    - ◆ How many meetings will be held throughout the year – level of commitment?
    - ◆ Determine the length of time the Youth Forum member will be in post for.

The ASA would recommend a Youth Forum consists of 5 to 12 members aged between 16 and 25. (Exceeding 12 the group has greater potential to lose productivity). Youth Forum meetings should not take place with less than 5 members or if the facilitator is not present.

All of the above should be carefully considered to not only ensure that all members are fully engaged but ultimately the overall success of the Youth Forum.

## 2. Recruiting Youth Forum members

Youth Forum members should look to portray the following qualities:

- Passionate and enthusiastic about all things aquatic,
- They should have knowledge of club volunteer roles,
- Be an excellent communicator,
- Have good organisational skills,
- Be able to work effectively within a team,
- Have a good knowledge of the issues faced by young people,
- Have some knowledge and understanding of the current initiatives and programmes that influence young people within sport,
- Be committed to involving young people within the decision making processes then act upon them.

Moving forward in the recruitment of your Youth Forum members you will first need to create an Expression of Interest form:

- Using the template below create an Expression of Interest Form,
- When promoting the position – send the correct message and use appropriate language to target and appeal to the intended audience,
- Set a firm deadline for application forms to be returned – do not accept late forms,
- Select Youth Forum Members using the role description that you have created,
- Send letters confirming whether or not the young people have been successful.

The ASA would recommend using a personal statement instead of interviewing for Youth Forum positions. This gives the young person the opportunity to share those reasons why they want to be involved, along with their experiences that would make them suitable, will avoid putting the young person outside of their comfort zone. It must be remembered that the young people will be volunteers so they should be treated as such. They must enjoy the work that they are doing in order to stay engaged.



Once you have appointed your Youth Forum members they should be provided with an informative induction, including:

- Meeting club members or ASA staff (in particular the club committee),
- Detailed overview of the role of the Youth Forum and information on how they will work with the club,
- Aims and outcomes of the Youth Forum – project plans for the next few months, an insight into what they can expect over the coming months.

During meetings avoid using language that an outsider might not understand, this could lead to young people feeling alienated. It is important to create a team atmosphere from the offset. Creating an identity for the group is a great way to reassure members and make them feel they belong to something special. This is also a great way to promote the group to the local community:

- Identify a team / group name,
- Create an emblem which represents the group and can be used on any promotional material along with meeting minutes and agendas,
- Youth Forum t-shirts which include the emblem or perhaps the young person's name. Making the group recognisable,
- Use team building activities to help the group bond and build team morale.

### 3. Planning a youth forum meeting

In order to ensure all Youth Forum members attend, provisional dates should be distributed in advance. Do not expect full attendance if you provide short notice.

- Have clear outcomes from each of the meetings to ensure that they are as productive as possible,
- Prepare the meeting agenda – send to Youth Forum in advance,
- Have all information, notes or documents that are relevant to the meeting printed and hard copies disseminated within the meeting, including hard copies of the agenda,
- Select a Youth Forum member to write the minutes or blog for the meeting to keep the rest of the club informed of what they are up to.

Ian Mackenzie Management Board Member of ASA Hertfordshire is currently developing and engaging young people within his region in a Youth Forum.



*"The young athletes in our clubs are the ones who inspire the adults to ensure that a swimming club works. There is an abundance of talent within our athletes and it is important to listen to what they have to say - running volunteer courses and getting young people more involved in the administration and organisational side of the club is one way to make use of that talent.*

*Young people can help their peers and relate better to young swimmers when supporting on poolside. Using their skills on computers, as marshals, officials, or as helpers at the end of the lane cannot be over emphasised as an asset to the club. It is easy for us to say what young people should be doing, but it is even better is to give the 16 to 25 year olds the chance to have a voice. Now is the time to let the young people and athletes have this opportunity to drive the next generation of volunteers forward, and the best way for that to happen is via a Youth Forum. They simply need the support, encouragement and blessing of the County and Region. Young people need to feel valued and have this voice to be able to inspire us all to better things. The Youth Forum is the way forward."*



### Summary

We hope that you have found this guide informative; we would once again like to thank you for the time and commitment you are giving to the sport. Keep volunteers committed to your club, remember the following:

- Encouragement
- Support
- Guidance
- Enthusiasm
- Appreciation
- Respect



## Further Information

The ASA accepts no liability for any errors and omissions in this resource. Whilst it is hoped that volunteers will find this resource useful, no liability arising out of its use can be accepted by the ASA or club.

This information is intended as a general guide, based on legislation at the time of publication. Neither the ASA nor its staff can accept any liability for any loss arising as a result of reliance upon the information contained herein. Readers are strongly advised to obtain professional advice on an individual basis.

### Amateur Swimming Association

SportPark  
3 Oakwood Drive  
Loughborough  
LE11 3QF  
Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)  
Web: [www.swimming.org](http://www.swimming.org)

### Sport England

Running Sports  
Email: [info@sportengland.org](mailto:info@sportengland.org)  
Email: [info@runningsports.org](mailto:info@runningsports.org)  
Web: [www.sportengland.org](http://www.sportengland.org)  
Web: [www.runningsports.org](http://www.runningsports.org)

### Youth Sport Trust

Sport Leaders UK  
Email: [info@youthsporttrust.org](mailto:info@youthsporttrust.org)  
Email: [contact@sportsleaders.org](mailto:contact@sportsleaders.org)  
Web: [www.youthsporttrust.org](http://www.youthsporttrust.org)  
Web: [www.sportsleaders.org](http://www.sportsleaders.org)

### Skills Active

Sports Coach UK  
Email: [www.skillsactive.com/contact-us](http://www.skillsactive.com/contact-us)  
Email: [www.sportscoachuk.org/contact](http://www.sportscoachuk.org/contact)  
Web: [www.skillsactive.com](http://www.skillsactive.com)  
Web: [www.sportscoachuk.org](http://www.sportscoachuk.org)

Did you know that the ASA website has a section dedicated to volunteers?

For more information visit [www.swimming.org/asa/volunteering](http://www.swimming.org/asa/volunteering) where you will find everything you need to know about volunteering in aquatics.

The ASA would like to acknowledge and thank the National Youth Forum and the ASA Safeguarding Team for their input into the resource.

On the following page you will find a template for your Youth Forum Expression of Interest form. You should include the following:

- The number of positions available
- The age requirements
- 1-2 sentences briefly outlining the purpose of the group
- Required competencies and experience
- Required commitment



# Expression of Interest Form



## Personal Details

Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tel: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email: \_\_\_\_\_

## Information to support your application

Please give details of the reasons why you are applying for the position on the Youth Forum, and state any relevant experience that supports your application.

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I confirm that the information given in this application is complete and correct.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete this form and return it to (email address) by (date of deadline).

Please contact (same name as email) if you have any questions about your application.

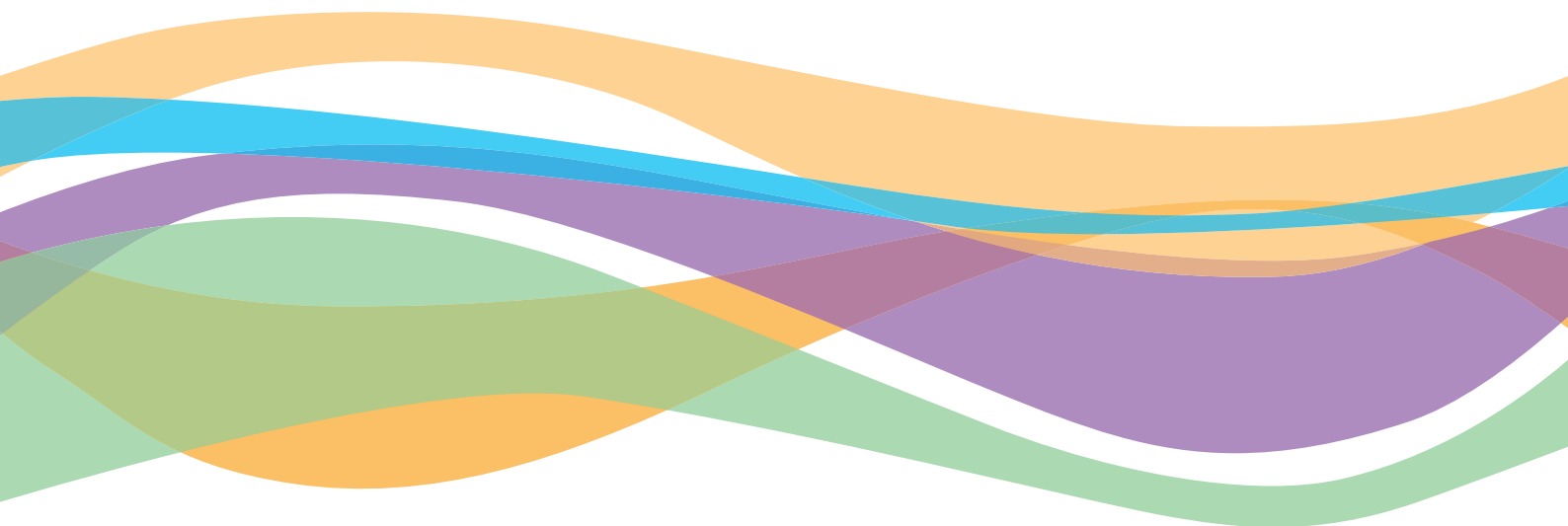




## **Section 2**

### **Subsection 7**

- Safeguarding children with a disability in swimming





## Safeguarding Children with Disability in Swimming

“Disabled children are children first and need the opportunity to experience opportunities and experiences open to all children in a safe environment”. To help achieve this in sport they and their families may need additional information, help and support. Swimming clubs, coaches and teachers, as well as the multitude of voluntary and support staff, will require training and advice to ensure they are included and safeguard children and young people with disabilities.

However, the most valuable contribution by sport is to recognise the value of sport to children with disabilities and demonstrate the will and desire to ensure they can become fully integrated members of the sporting fraternity. The Amateur Swimming Association (ASA) operates at the forefront of disability sport for all ages.

The ASA state:

“The Amateur Swimming Association aims to provide appropriate opportunities to all those who wish to participate in swimming in whatever capacity they choose, whether it be as athletes, coaches, teachers, officials or volunteers. Currently the ASA has an active and successful disability section for juniors and seniors who compete to the highest level internationally and is continuously developing opportunities in the sport for both disabled children and adults through both mainstream and specialist clubs”.

To achieve this outcome the ASA have a very active disability section, which is led by the National Development Manager for Disability Swimming. Disability Swimming can be contacted at [disability@swimming.org](mailto:disability@swimming.org)

Competitive sport for people with disabilities is recognised both nationally and internationally through specialist organisations such as The English Federation of Disability Sport (EFDS) and Disability Sports England (DSE) and international events such as the Paralympics Games, and the Commonwealth Games. The Commonwealth Games in Manchester 2002 was the first time athletes with disabilities had been fully integrated into a major competition with non-disabled competitors. There was no separate programme, medals or living quarters. In Manchester, they were all “just athletes competing for the same thing - glory for their country”.

### Making Sport Accessible and Safe for Disabled Children

Sport for all children must be accessible and give the opportunity for all, irrespective of disability, to participate fully in a manner that accepts them as “a child first” with the disability second. To accomplish this, the sporting environment and rules / laws of the sport may need to be modified to meet the requirements of the disability. The child safeguarding policy of the sport must ensure it meets the needs of all children and will keep the child from harm irrespective of all factors including disability.

For example, the sport may be required to provide more fully accessible buildings, facilities and specialist equipment alongside staff training to increase knowledge and awareness of the needs of children and adults with disabilities. Many swimming centres provide facilities to enable access to the pool (e.g. a hoist) or other assistance, sometimes manual. While clubs are unlikely to be required to provide these facilities themselves they may have to be trained to use specialist equipment and have knowledge of safe and appropriate manual handling of disabled children and adults.

Mainstream swimming clubs may have a disability section or, increasingly, are able to fully integrate a disabled person into the club. This will in part depend on the disability concerned.

To understand and meet the safeguarding needs of children with disabilities in your club you need to have a knowledge and understanding of disability.



## The Definition of Disability

From October 2010 the Equality Act replaced most of the Disability Discrimination Act (DDA) 2005. However, the Disability Equality Duty in the DDA continues to apply. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

It is important to remember that not all impairments are readily identifiable. While some impairments, particularly visible ones, are easy to identify, there are many which are not so immediately obvious.

A disability can arise from a wide range of impairments which can be:

1. Sensory impairments, such as those affecting sight or hearing;
2. Impairments with fluctuating or recurring effects such as rheumatoid arthritis, myalgic encephalitis, fibromyalgia, depression and epilepsy;
3. Progressive impairments such as motor neurone disease, muscular dystrophy, forms of dementia and lupus.
4. Organ specific impairments including respiratory conditions, such as asthma and cardiovascular diseases, including thrombosis, stroke and heart disease;
5. Developmental impairments, such as autistic spectrum disorders (ASD), dyslexia and dyspraxia;
6. Learning difficulties;
7. Mental health conditions and mental illnesses, such as depression, schizophrenia, eating disorders, bipolar affective disorders, obsessive compulsive disorders, as well as personality disorders and some self-harming behaviour;
8. Impairments produced by injury to the body or brain.

It must be recognised that some of the above definitions will overlap and some children will have more than one disability.

## Physical Disability including Sensory Impairment

The ASA guidance Document "Inclusion of Swimmers with Disabilities" gives an outline of physical disabilities that can affect children and adults. This document can be found on the Disability Swimming web pages at [www.swimming.org](http://www.swimming.org).

## Specific Learning Disabilities and Behavioural Disorders

### Specific Learning Disabilities

The Children Act 2004 defines Learning Disability (LD) as: "a state of arrested or incomplete development of mind which induces significant impairment of intelligence and social functioning".

Learning Disabilities include "such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia".

A learning disability is a lifelong condition that is usually present from birth, but may be the result of a trauma. Some specific learning disabilities are also recognisable by a young person's physical appearance, for example Downs Syndrome. It should be remembered that most children who are assessed as having a learning disability have only a mild brain function limitation but they will require more help than most to learn new skills. Children with a mild learning disability often find it particularly hard to understand new and complex information, and to develop new skills. They may also have difficulties in retaining information and messages should be simple and repeated. If the coach is not aware of a child's limitation it can lead to a belief the child is being disruptive or just plain naughty in sessions through a failure to grasp what is asked of them, or an inability to read "a training session schedule". It is therefore crucial that information on all medical forms must include an appropriate section to disclose learning as well as physical disabilities.

Children that have a moderate to severe learning disability will routinely need day-to-day support in their everyday lives. The Charity Learning Disabilities UK, calculate that between 0.45% and 0.6% of children in the UK (that is, between 55,000 and 75,000 children) have moderate to severe learning difficulties. These children will be identifiable in terms of need as their specific requirements will be more obvious and profound.

It is important to remember that there is a high degree of inter-relationship and overlapping among the areas of learning. Therefore, children with learning disabilities may exhibit a combination of characteristics. These problems may mildly, moderately, or severely impair the learning process.

### Behavioural Disorders

There are many terms used to describe emotional, behavioural or mental disorders. Currently, children diagnosed with such disorders are categorised as having a serious emotional disturbance, which can be characterised by:



- An inability to learn;
- An inability to build or maintain satisfactory interpersonal relationships;
- Inappropriate types of behaviour or responses under normal circumstances;
- Unhappiness or depression; and
- A tendency to develop physical symptoms or fears associated with personal or school problems.

The possible causes of emotional disturbance may be in part due to heredity, brain disorder, diet, stress, and family functioning but research has not shown any of these factors to be the direct cause of behaviour problems.

Some of the characteristics and behaviours seen in children who have emotional disturbances include:

- Hyperactivity;
- Aggression / self-injurious behaviour;
- Withdrawal;
- Immaturity; and
- Learning difficulties.

Children with the most serious emotional disturbances may exhibit distorted thinking, excessive anxiety, bizarre motor acts and mood swings and are sometimes identified as children who have a severe psychosis or schizophrenia. When children have serious emotional disturbances, these behaviours can continue over long periods of time. Their behaviour thus signals that they are not coping with their environment or peers.

Wave Power gives guidance on indicators of abuse and those working with children should be fully aware of those indicators but also bear in mind that children may act out their concerns through attention seeking behaviour because they cannot verbalise those concerns for many reasons including the restriction of a disability. Working Together 2010 states that organisations that work with disabled children should give children with disabilities the opportunity to disclose concerns and abuse by "making sure that all disabled children know how to raise concerns, and giving them access to a range of adults with whom they can communicate. Those disabled children with communication impairments should have available to them at all times a means of being heard".

In sport behavioural concerns can and are being identified and referred appropriately i.e. self harming, anorexia. Likewise sports coaches and other adults in the club may identify a change in the behaviour, problems in forming and sustaining relationships,

which can identify the child has an emotional problem, which may be inside or outside of the club. It cannot be stressed too strongly that a young person who has behavioural problems of this nature, that is based on problems external to sport, can gain enormously from their continuation in the sport in a safe and appropriate manner if their needs can be properly safeguarded.

Swimming clubs have to consider the needs of all their members and a young person whose bizarre, violent or severe behaviour may not be suitable to be managed in a mainstream club due to the needs of that young person and the others to whom the club has a duty of care.

The ASA document "Inclusion of Swimmers with a Disability" gives practical guidance on managing children with behavioural and specific Learning Disabilities. Additionally, the ASA Medical Advisor Doctor Gordon has written a guidance document in respect of competitive swimmers called "Competitive Swimming and Attention Deficit Hyperactivity Disorder (A.D.H.D.)".

### Meeting the Safeguarding Needs of Disabled Young People in ASA Clubs

ASA clubs must recognise the rights of the individual young person and treat them with the respect they accord to all child members. They are not "children with problems" but children who have a disability and may have particular or specific needs that are required to be met to enable them to participate fully in the clubs activities.

Sport should be inclusive and young people with a disability have the legal right to be fully included in sports clubs and their activities. The positive nature of the involvement of disabled children in mainstream clubs for the child concerned and for those who are able bodied is recognised by clubs and the ASA. Swimming is a leading sport in providing the opportunity for the disabled child and adult to take part in and succeed at an individual, club, national and international level as highlighted by swimmers such as Eleanor Simmonds and Sascha Kindred in the 2012 Paralympic Games. In return such swimmers have become role models for young swimmers, both disabled and able bodied through their success.

To facilitate full integration of disabled children into swimming clubs the club will need to take reasonable steps to ensure this happens by working in partnership with the disabled children, their parent or carer and in some cases the Statutory Agencies.



## Safeguarding of Children with Disabilities

The ASA is committed to meet the duty of care to safeguard all children in swimming clubs. The ASA recognise that both historical and recent research recognises that disabled children can be at greater risk of abuse and that the presence of multiple impairments appears to increase the risk of both abuse and neglect.

Working Together (2010) states

“The available UK evidence on the extent of abuse among disabled children suggests that disabled children are at increased risk of abuse and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect”.

Disabled children may be especially vulnerable to abuse for a number of reasons:

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children;
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour;
- They have an impaired capacity to resist or avoid abuse;
- They may have speech, language and communication needs, which may make it difficult to tell others what is happening;
- They often do not have access to someone they can trust to disclose that they have been abused;
- They are especially vulnerable to bullying and intimidation”.

Working Together 2010 further states that “Safeguards for disabled children are essentially the same as for non-disabled children”.

Welfare Officers, coaches and club helpers must have an awareness of the need to safeguard all children and specifically recognise additional risks to disabled children. Addressing these particular needs will benefit all members of clubs and create a more responsive safeguarding environment for all.

### The club must be aware:

- That studies show that disabled children and young people experience higher levels of all types of abuse than non disabled children.
- That BULLYING and EMOTIONAL ABUSE can take place because children with disabilities may look and act differently or require “aids” to help them function. They can be a target for all types of bullying, by young people and adults. Sometimes the “abuser” does not realise the hurt being caused by inappropriate comments but sometimes they do and the bully is picking on the person least able or likely to complain.
- Disabled children and young people may be subject to PHYSICAL assaults of a minor or major nature. They may be less able to remove themselves from a situation, an adult may become frustrated by their lack of response, or it can be as a result of physical bullying.
- That SEXUAL ABUSE of those in society who are unable to either stop or understand acts that are taking place are unfortunately not rare. Good safeguarding practice within the club, especially in terms of the need for a young person to be assisted in personal care, either during the sporting activity or when changing, can help prevent the possibility of such abuse arising.
- A disabled young person may be left in an inappropriate situation or not be seen to receive appropriate care. The club officers and members must always report concerns if a parent or carer is viewed as failing to give proper care and attention to meet the needs of a disabled child.
- Disabled children can be EXCLUDED by inappropriate acts of an individual and the club itself. The ASA are an inclusive organisation and expect clubs to do all they can to be inclusive to all children. (ASA Equal Opportunities Policy can be found on the ASA website).
- Children and young people with disabilities may find it more difficult to disclose abuse and to be heard when trying to tell others about concerns.

It is important to ensure that all appropriate staff and volunteers undertake the “Safeguarding Children in Sport” course, which highlights these needs and can assist to raise awareness and identify risk of harm.



The Welfare Officer and other responsible adults in the club have a duty to assist in safeguarding disabled children. The guidance in Working Together 2010 states:

“Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice, and strengthening the capacity of children and families to help them. Measures should include:

- Making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment;
- Making sure that all disabled children know how to raise concerns, and giving them access to a range of adults with whom they can communicate. Those disabled children with communication impairments should have available to them at all times a means of being heard;
- An explicit commitment to and understanding of disabled children’s safety and welfare among providers of services used by disabled children;
- Close contact with families, and a culture of openness on the part of services;
- Guidelines and training for staff on good practice in intimate care; working with children of the opposite sex; handling difficult behaviour; consent to treatment; anti-bullying strategies; and sexuality and sexual behaviour among young people, especially those living away from home; and
- Guidelines and training for staff working with disabled children aged 16 and over to ensure that decisions about disabled children who lack capacity will be governed by the Mental Health Capacity Act once they reach the age of 16”.

Additionally the ASA requires clubs to:

- Ensure that there is sufficient information about the child (including their preferred methods of communication, level of understanding, behaviour, access requirements and equipment needs) from the outset to inform planning an explicit commitment to, and understanding of all children’s safety and welfare among providers of services used by disabled children; and
- To consult fully and regularly with young people with disabilities.

## Actions Required to Meet the Needs of Children with Disabilities

The ASA document “Inclusion of Swimmers with a Disability” has a very useful section on “Access”, which should be considered and acted upon by clubs and club coaches/teachers.

## Training

ASA Coach Education states:

When coaching any mainstream swimmer coaches have to constantly review, adapt and change their programmes to cater for the ever changing needs of swimmers within that squad. Having a disabled swimmer or swimmers presents the same needs. Initially you may be challenged in your coaching ability to analyse your swimmer. Stroke techniques may vary from your other swimmers; you may need a period of trial and error - what works, what doesn’t work. If you do have questions, talk to the swimmer and talk to other coaches.

The ASA have courses for those who teach or wish to teach swimmers with disabilities; for example level 1 and 2 Certificate for teaching swimming for people with disabilities and the ASA helper course swimming for people with disabilities. These courses specifically address the needs of young people with disabilities, their vulnerability to abuse as well as the specific requirements of the sport. New guidance on handling swimmers with reference to disabled and able bodied swimmers will be published in the near future.

Additionally, the ASA currently provides a course in “Working with Children with Behavioural Problems”. More details are shown on the ASA website under the ASA Teaching and Coaching Section.

The ASA document “Inclusion of Swimmers with a Disability” gives guidance as follows:

Page 7 - Swimming Stages.

Page 9 - Practical Considerations.

Page 11 - Developing Swimming Skills.



## Medical Information

The club must have a medical form completed for all children who take part in their club activities. It is particularly important the form is completed as fully as possible when a child has some disability or special need and should be completed by the parent or carer and, if applicable, the child and include information regarding the child's disability/medication etc. Disability in this context must include behavioural conditions. The ASA standard medical form will provide the information required if completed appropriately but additional discussion with parent or carer and child is advisable in some cases.

Remember some disabilities such as asthma may require minimal or no specific action by the club. However, the knowledge of that disability will allow the club to have an awareness of what action to take in an emergency i.e. a severe asthma attack brought on in the pool or through an incident.

## Assessment of Need

From the information received on the medical form, and through discussion with the young person and their parents or carer, the club can identify how to best meet the child's needs to enable them to access the sport in full.

Below are some points to consider in completing an assessment of need:

1. Does the club have adequate accessibility for the young person?
2. Does the club have the required facilities (see above)?
3. When attending away meets does the host club meet points 1 and 2?
4. Have transport arrangements been considered in response to athletes' disabilities?
5. Does the club have the necessary information about the young person to establish effective communication strategies based on their level of understanding and preferred communication style?
6. Does the club have the required staff trained?
7. Does the child or young person need additional help from a "support person" to access the sport?
8. What aids are required and can the club / venue manager provide them. Do the parents have aids that can be used?
9. Does the young person need personal care and if so who will provide it? Bear in mind the requirements of safeguarding children to meet this need.
10. Medication – see above.
11. What advice can the parent / carer give to avoid /deal with possible problems in behaviour?
12. How will the club ensure the young person with a disability is safeguarded from harm or injury while in the sporting venue?
13. Is an agreement with parents on attending the sports venue during sessions required?
14. What action should be taken if a medical emergency occurred relating to the disability?
15. Does the sport provide specialist clubs for individuals with physical impairment that may meet the needs of the individual better than a mainstream club?

*Note:* This is not an exhaustive list.

It has to be recognised that some medical conditions can be hard to manage in a mainstream club if they place other members at risk. For example, some disabilities can lead the young person to breach what is normally accepted behaviour. For example, a young person with Tourettes Syndrome may be seen to present through their behaviour in a manner that does not benefit social norms. It is important that clubs proactively discuss these issues with parents and gain advice from the Sport's Governing Body and statutory agencies to help identify, for the child and parent, if there is a provision for such young people that are safe for all its members including the young person concerned.



## The Rules of the Sport

The ASA has specific rules and classifications of disability to enable young people to compete against others with a similar disability.

“The classification process, co-ordinated by the ASA, entails the assessment of a swimmer’s functional mobility by IPC Swimming trained classifiers. The process involves a bench test and water test and takes no more than one hour. This type of classification also enables the identification of stroke exemptions applicable to an individual swimmer.

In conjunction with the ASA’s Classifier Training Scheme, the ASA organises opportunities for ASA swimmers to be classified if they wish. Classification of swimmers with a sensory or learning disability is slightly different. (ASA website)

The ASA also have rule variations taking account of the category of disability.

Full details can be found of classification, banding and rules for disability swimmers on the ASA website under the Disability Swimming Section.

## Specialist Clubs

The ASA have some specialist clubs, which may better meet the needs of an individual child.

After a club has completed an assessment of the needs with the child and their parent or carer the Club Officers may feel they should recommend for consideration a specialist club. They can obtain advice regarding such a recommendation from the relevant ASA Region / ASA’s Disability Manager or the ASA Medical Advisor.

Additionally, some children and their parents prefer to attend a specialist club or recognise the need to do so, to enable the child’s needs to be met. Others may come to that decision only after discussing what a mainstream club can offer. While inclusion is important it has to be considered that young disabled athletes should have choice.

## Inclusive Language

The ODI (Office for Disability Issues) was set up to help the Government deliver on the commitment made in the Report, ‘Improving the Life Chances of Disabled People’. The Report says that by 2025, disabled people should have the same opportunities and choices as non-disabled people and be respected and included as equal members of society. They have a website [www.officefordisability.gov.uk](http://www.officefordisability.gov.uk) with lots of advice and guidance including the following on language:

- The word ‘disabled’ is a description not a group of people. Use ‘disabled people’ not ‘the disabled’ as the collective term.
- Wherever possible, avoid medical labels, which say little about people as individuals and tend to reinforce stereotypes of disabled people as ‘patients’ or unwell.
- Phrases like ‘suffers from’ cause discomfort or pity and suggest constant pain and a sense of hopelessness. While this may be a reality for some people, an impairment does not necessarily cause pain or require constant medical attention. People who experience chronic pain and other difficulties can nevertheless experience pleasure and do not necessarily regard themselves as tragic.
- Wheelchair users may not view themselves as ‘confined to’ a wheelchair. They may see it as a liberating A-to-B device even if they can still be hampered by access difficulties.
- Most disabled people are comfortable with the words used to describe daily living. People who use wheelchairs ‘go for walks’. People with visual impairments may be very pleased or not ‘to see you’. An impairment may just mean that some things are done in a different way. It does not usually mean that the words used to describe the activity must be different. However, some common phrases may associate impairments with negative things and are best avoided: “deaf to our pleas” or “blind drunk”.
- When talking about disabled people think about the words you use.





Below is a list of general words about disability to use or avoid. The words on the left are passive, victim words. The words on the right respect disabled people as active individuals with control over their own lives.

Avoid	Use
(the) handicapped, (the) disabled	disabled (people)
afflicted by, suffers from, victim of	has [name of condition or impairment]
confined to a wheelchair, wheelchair-bound	wheelchair user
mentally handicapped, mentally defective, retarded, subnormal	has a learning difficulty or impairment with learning difficulties/impairments
cripple, invalid	disabled person
Spastic	person with cerebral palsy
able-bodied	non-disabled
mental patient, insane, mad	person with a mental health condition/issue
deaf and dumb; deaf mute	deaf, user of British sign language
the blind	people with visual impairments; blind people; blind and partially sighted people
An epileptic, diabetic, depressive, etc	person with epilepsy or someone who has epilepsy
dwarf; midget	someone with restricted growth or short stature
fits, spells, attacks	Seizures

## Useful Publications and Website Contacts

### Action for Blind People

[www.actionforblindpeople.org.uk](http://www.actionforblindpeople.org.uk)

### Amputees

[www.bromley.gov.uk](http://www.bromley.gov.uk)

### Attention Hyperactivity Deficit Disorder

[www.adhd.org.uk](http://www.adhd.org.uk)

### British Blind Sport

[www.britishblindsport.org.uk](http://www.britishblindsport.org.uk)

### British Wheelchair Sport

[www.wheelpower.org.uk](http://www.wheelpower.org.uk)

### British Swimming and ASA Website

[www.swimming.org](http://www.swimming.org)

### Child Protection in Sport Unit

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### "Competitive Swimming and Attention Deficit Hyperactivity Disorder (A.D.H.D.)"

Dr Ian Gordon—ASA Medical Advisor.

[www.sportcentric.com/vsite/vfile/page/fileurl/0,,5157-1-1-122094-0-file,00.pdf](http://www.sportcentric.com/vsite/vfile/page/fileurl/0,,5157-1-1-122094-0-file,00.pdf)

### CP Sport England & Wales

[www.cpsport.org](http://www.cpsport.org)

### Diabetes UK

[www.diabetes.org.uk](http://www.diabetes.org.uk)

### Disability and the Equality Act 2010

[www.direct.gov.uk](http://www.direct.gov.uk)

### Disability Sport Events

[www.disabilitysport.org.uk](http://www.disabilitysport.org.uk)

### "Disability Sport Looks Forward"

(June 2003) BBC [www.news.BBC.co.uk](http://www.news.BBC.co.uk)

### Dwarf Athletic Association

[www.daauk.org](http://www.daauk.org)

### English Federation of Disability Sport

[www.efds.co.uk](http://www.efds.co.uk)

### "Inclusion of Swimmers with a disability"

[www.swimming.org](http://www.swimming.org) under the Disability Swimming Section

### Learning Disabilities UK

[www.learningdisabilitiesuk.org.uk](http://www.learningdisabilitiesuk.org.uk)

### Mencap

[www.mencap.org](http://www.mencap.org)

### National Autism Society

[www.nas.org.uk](http://www.nas.org.uk)

### Safeguarding Deaf and Disabled Children in Sport

[www.nspcc.org.uk/publications](http://www.nspcc.org.uk/publications)

### Special Olympics Great Britain

[www.sogb.org.uk](http://www.sogb.org.uk)

### The British Dyslexia Association

[www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

### Tourette's Syndrome (UK) Association

[www.tsa.org.uk](http://www.tsa.org.uk)

### UK Deaf Sport

[www.ukdeafsport.org.uk](http://www.ukdeafsport.org.uk)

### UK Sports Association for People with Learning Disability

[www.uksportsassociation.org](http://www.uksportsassociation.org)

### Working together to Safeguard Children (2010) Department of Health Home Office Department for Education and Employment

[www.everychildmatters.gov.uk/workingtogether](http://www.everychildmatters.gov.uk/workingtogether)

