



## **Safeguarding Policy**

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

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

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

### **1. Purpose and Scope**

The primary goal of this safeguarding policy is to protect the welfare of all children and young people who participate in Heathfield Swim School and Swim Stars South East activities, as well as to ensure the safety of children whose parents or guardians use our services. This policy outlines the responsibilities and expectations for all staff, volunteers, and associates of the swim school.

#### **This document applies to:**

- Paid staff
- Volunteers
- Sessional workers
- Agency staff
- Contractors
- Students on work placements
- Teachers
- Parents, Carers and Guardians

### **2. Legal and Regulatory Framework**

This policy has been developed in accordance with UK safeguarding legislation and Swim England guidelines, particularly Wavepower, the child safeguarding framework for swimming. It also complies with key legal frameworks such as:

- Children Act 1989 and 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- The Data Protection Act 2018 and UK GDPR regarding information sharing

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Further guidance can be found at NSPCC.org.uk - <https://www.nspcc.org.uk/child-protection>.

### **3. Core Principles and Beliefs**

#### **We believe that:**

- Every child and young person has the right to a safe, positive environment, free from any form of abuse or harm.
- Safeguarding is everyone's responsibility.
- We will act in the best interests of the child in all decisions concerning their welfare.
- We will listen to, respect, and protect the voices of children and young people.

Some children, due to their experiences or circumstances, may be particularly vulnerable. This policy ensures that additional protections are in place for these individuals.

### **4. Designated Safeguarding Officer**

Elliott Stevens is the appointed Designated Safeguarding Officer (DSO) responsible for:

- Managing and responding to safeguarding concerns.
- Ensuring safeguarding policies and procedures are implemented.
- Coordinating with external agencies, including social services and the NSPCC.

#### **Contact Details:**

**Phone:** 07710039552

**Email:** [swimschoolwelfare@gmail.com](mailto:swimschoolwelfare@gmail.com)

**NSPCC Helpline:** 0808 800 5000

### **5. Roles and Responsibilities**

#### **Staff and Volunteers:**

- All staff, volunteers, and associates must read, understand, and adhere to this policy.
- They must complete safeguarding training as part of their induction and receive regular updates.
- Report any concerns, disclosures, or suspicions of abuse to the DSO immediately.

#### **Management:**

- Ensure that safeguarding is a priority in the recruitment and training of staff and volunteers.

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- Provide ongoing supervision, support, and safeguarding training to maintain a safe environment.

## **6. Recruitment and Vetting**

**All staff and volunteers working with children will undergo a comprehensive recruitment process, including:**

- Enhanced DBS checks and other pre-employment screenings.
- A review of safeguarding responsibilities as part of the job description.
- Participation in induction training that includes safeguarding education.

## **7. Safeguarding Procedures**

### **7.1 Responding to Disclosures or Concerns:**

If a child or young person makes a disclosure or if a concern arises, staff should:

- Stay calm, listen carefully, and offer reassurance.
- Avoid asking leading questions.
- Record the information clearly and factually.
- Report the concern to the DSO immediately.
- Maintain confidentiality and only share information with those who need to know.

### **7.2 Reporting and Recording:**

All safeguarding concerns must be documented promptly, including the date, time, details of the concern, and any actions taken. Records will be securely stored in line with data protection legislation.

### **7.3 Managing Allegations Against Staff or Volunteers:**

If an allegation is made against a staff member or volunteer:

- The allegation must be reported to the DSO, who will follow the local safeguarding board procedures.
- The individual in question may be suspended pending investigation to ensure child safety.
- Support will be provided to the child, their family, and the accused staff member, where appropriate.

#### **7.4 Information Sharing:**

We will share safeguarding information with relevant agencies, including social services, in a professional manner that complies with UK GDPR and other data protection laws. Information will only be shared when it is necessary to safeguard a child.

#### **8. Online Safety**

As part of our safeguarding commitment, Heathfield Swim School and Swim Stars South East will:

- Implement an Online Safety Policy that ensures children and young people are safe from online abuse, grooming, and cyberbullying.
- Educate staff, volunteers, and participants on safe online behaviours.
- Monitor the use of images and videos, ensuring consent is obtained before sharing any media.

#### **9. Anti-Bullying Policy**

Bullying will not be tolerated at Heathfield Swim School. We have an Anti-Bullying Policy that outlines:

- A clear definition of bullying, including physical, emotional, and cyberbullying.
- Procedures for reporting and dealing with incidents of bullying.
- Support structures for victims of bullying.

#### **10. Safer Environment**

**We are committed to providing a physically and emotionally safe environment by:**

- Ensuring health and safety regulations are followed at all times.
- Maintaining safe adult-to-child ratios in swim sessions.
- Conducting regular risk assessments to identify and mitigate hazards.

#### **11. Whistleblowing**

We encourage an open culture where staff and volunteers feel comfortable raising concerns. If a staff member or volunteer feels a safeguarding concern is not being properly addressed, they should report this through our Whistleblowing Procedure or contact the NSPCC for external advice.

## 12. Training and Supervision

All staff, volunteers, and associates will:

- Complete mandatory safeguarding training upon induction.
- Participate in regular safeguarding refreshers to keep skills and knowledge up to date.
- Receive ongoing supervision and support to ensure their understanding of safeguarding responsibilities.

## 13. Review and Monitoring

This policy will be reviewed annually by senior management, with input from the DSO, to ensure it remains effective and in compliance with current safeguarding legislation and guidance. Feedback from staff, volunteers, and service users will be considered during the review.

## 14. Contact Information for Safeguarding

### Designated Safeguarding Officer (DSO):

Elliott Stevens

**Phone:** 07710039552

**Email:** [swimschoolwelfare@gmail.com](mailto:swimschoolwelfare@gmail.com)

### NSPCC Helpline:

0808 800 5000

By following this policy, Heathfield Swim School and Swim Stars South East aim to create an environment where children and young people feel safe, valued, and supported, and where safeguarding is an integral part of the school's culture.

