

Sedbergh Swimming Club

Children and Vulnerable Adults Safeguarding Policy

Introduction

This policy aims to demonstrate that Sedbergh Swimming Club ('the Club') is committed to keeping safe vulnerable people at risk with whom it works alongside. The Swimming Club acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

It is important that the Swimming Club has policies and procedures in place so that all staff, volunteers and members can work together to prevent abuse and know what to do should a concern arise.

The Swimming Club provides teaching, development and the practice of swimming for its members which includes people from vulnerable groups (eg children and vulnerable adults).

Sedbergh Swimming Club recognises that children and vulnerable adults may be the victims of neglect, physical, sexual or emotional abuse. To help swimming clubs with child welfare Swim England have produced their Wavepower publication. This is their child safeguarding policies and procedures publication.

Wavepower's policies have been adopted by Sedbergh Swimming Club and should be adhered to in relation to safeguarding of children and vulnerable adults. Note – Sedbergh Swimming Club is not affiliated to the Amateur Swimming Association (ASA) or Swim England.

Policy Statement

Sedbergh Swimming Club is committed to providing an 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 policies in Wavepower.
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 aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children in the Club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a 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 welfare officer's name and contact details are known to all staff, members and parents of members.
6. Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.

7. Ensure that all individuals who work with children in the Club have undertaken the appropriate training, have had the relevant Disclosure Barring Service (DBS) checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.

9. Ensure that all individuals who work with children in the Club have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.

10. Provide all members of the Club 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.

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.

This Statement needs to be read in conjunction with the following policies/procedures/acts:

- Confidentiality Policy (October 2019), version 1
- Privacy Statement & Notice (October 2019), version 1.2

And is supported by the following:

- Code of Conduct for lifeguards, teachers, volunteers and other staff
- Good Practice in the Care of Children
- Equality & Diversity Policy
- Complaints Procedure

Sedbergh Swimming Club takes seriously its responsibility to protect and safeguard the welfare of children and vulnerable adults and we will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, and provide parents, children and carers with the opportunity to voice their concerns;
- Have a system for dealing with concerns about possible abuse;
- Maintain good links with statutory child care authorities.

The policy applies to all staff, volunteers and members of the Club and anyone working on behalf of the Club.

Policies and Procedures for the Protection of Children and Vulnerable Adults

Ensuring child safety is a key part of how the Swimming Club operates. The responsibility to safeguard children does not belong to any one person. Instead it belongs to everyone who plays a part in delivering sporting activities.

Wavepower is intended for anyone involved in these activities and offers practical guidance and information on mandatory requirements and good practice.

The **Wavepower** publication was updated in May 2020, but if any new guidance or policy changes are released prior to this, then pages will be updated or added to the [Swim England website](#)

The following applies to all staff and volunteers who act on behalf of the Swimming Club and who come directly into contact with children and vulnerable adults.

- [Guidance for coaches, teachers and poolside helpers](#)

Every individual has a responsibility to inform one of the Club's Designated Welfare Officers (or Deputy) in respect of child protection of concerns relating to safeguarding children. The Designated Person must decide if the concerns should be communicated to Cumbria Safeguarding Hub or the Police.

What a member of Staff should do once a Child has spoken about abuse

1. Make a note immediately of what the child has said, as well as writing down what you said in reply, when they said it and what was happening immediately beforehand. Record dates/times of events and when the record was made. Keep all notes secure.
2. Report your discussion as soon as possible to one of the Club's Designated Welfare Officers.
3. Once a child has talked about abuse the Club's Designated Welfare Officer must consider if it is safe for a child to return home to a potentially abusive situation. On a rare occasion it might be necessary to take immediate action to contact the Cumbria Safeguarding Hub and/or the Police to discuss putting into effect safety measures for the child so that they do not return home.
4. Allegations against staff or volunteers should be reported to one of the Club's Designated Welfare Officers who will consult with the Local Authority's Designated Officer on how the matter should be taken forward in line with the procedures for managing allegations against staff.

The Club's Designated Welfare Officer is:

Jackie Lawson 07895 771890 who is nominated by the Club to act on their behalf in referring allegations of suspicions of neglect or abuse to the statutory authorities.

In the absence of the designated person, the matter should be brought to the attention of the **Deputy Designated Person: Sarah Holton, phone number 07910 635463.**

To directly report concerns relating to children contact –

Cumbria Safeguarding Hub: 0333 240 1727

In all cases the Club's Designated Welfare Officer should complete the following –

- Safeguarding Procedure - Incident/Concern Reporting Form
- Safeguarding Procedure - Action taken by Sedbergh Swimming Club Form.

Sedbergh Swimming Club

Safeguarding Procedure - Incident/Concern Reporting Form

Date of incident:

Place of incident:

Did you observe the incident: yes/no

If no, give details of the person who did

Name:

Position in Club:

Contact details:

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Details of incident/concern (include as many details as possible including the time it happened, place, if any injuries were sustained, treatment required). Continue on a separate sheet if necessary.

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Child/vulnerable adult's account of the incident. Continue on a separate sheet if necessary.

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If this section is not completed then a brief explanation of why should be included.

Sedbergh Swimming Club

Safeguarding Procedure - Action taken by Sedbergh Swimming Club Form

Police informed: Yes/no

If yes, give the name of the police officer dealing with the case:

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Phone/email contact details:

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Children's Services informed: Yes/no

If yes, give the name of the social worker dealing with the case:

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Phone/email contact details:

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Medical assistance required: Yes/no

If yes, please give details:

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Parent(s)/Guardian informed: Yes/no

Club's Designated Welfare Officer informed: Yes/no

If yes to either please give details:

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Details of action taken (or attach a separate report sheet)

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Signed: Date:

Signed: Date: