



Y Plant

## **Y Plant - Safeguarding Policy for Swim Wales Members**

Y Plant is Swim Wales Safeguarding Policy and Procedure manual and replaces all previous Swim Wales Child Protection Policies and Procedures documents.

The theme of the Y Plant is unlike those which it replaces with the emphasis on safeguarding children in line with current child safeguarding legislation and guidance and consistently highlights throughout the document that the responsibility for child safeguarding in our clubs and related activities lies with all those involved in the sport and is not the sole responsibility of any one person at club, county or national level.

The format of Y Plant is very different from our previous policy and procedure documents. This manual is aimed at providing significantly more information in one document to the club officers, club members and members' parents and is subdivided into specific sections to make using it straightforward and concise. Swim Wales will be constantly updating the manual as required and would welcome feedback from users.

The club Welfare Officer will be the person most likely to use the policies in Y Plant and it is they who will be responsible for holding and maintaining the manual as and when required. They will also be expected to make the manual available to all persons in the club who request to consult it.

The club Welfare Officer, acting for the club, will find the manual will help them guide the club committee to plan, prioritise and implement the various safeguarding activities that are necessary to protect the children within swimming. Y Plant also has a separate section for coaches/teachers, child members and parents.

The aim of such a comprehensive manual is to enable everyone in swimming to play their

part in safeguarding children. It offers practical policies for those who are directly involved in swimming with children, providing awareness of both mandatory requirements and good practice

Y Plant is also relevant to our regional structure and a copy will be made available to all regional welfare officers.

This document will be continually updated and when significant changes take place either in Swim Wales policy or through statute or governmental guidance, the Welfare Officer will be sent additional or replacement pages to keep the manual as up to date as possible.

Finally all clubs must adopt and implement the policy manual, which replaces all prior child welfare policy documents of Swim Wales



### **Acknowledgments**

Swim Wales has drawn on the work from a number of organisations during the production of Y Plant Child Safeguarding Policy and Procedures document and would like to take this opportunity to thank them all for their support and their kind permission for the use and adaptation of materials:

Swim Wales  
England and Wales Cricket Board  
The NSPCC Child Protection in Sport Unit  
Nova Centurion Swimming Club

Additionally Swim Wales would like to thank and acknowledge Swim Wales Youth Forum, Welfare Officers, parents, swimmers, volunteers and all those who work with children and young people in our clubs for their ideas and feedback.



## Y Plant

### Duty of care by Swim Wales members and clubs

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. Swim Wales 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 policies in Y Plant 2015 are aimed at helping all Swim Wales clubs and responsible individuals within it to meet that duty of care.

Safeguarding is about Swim Wales 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 affiliated clubs and organisations that have members under the age of 18 must adopt Swim Wales child protection procedures as set down in Swim Wales model club constitution. Y Plant sets out the principles and procedures of Swim Wales child protection procedures and the club must ensure that these principles and practices are made known and followed by everyone to safeguard children.

All Swim Wales clubs and affiliated organisations must act upon the policies in Y Plant. The Welfare Officer is the lead person in clubs from whom advice and guidance on statutory policies can be gained in safeguarding matters. Additionally, members, coaches, parents and young people can contact the Swim Wales Child Safeguarding Team for advice on procedure or direct action by Swim Wales 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 Swim Wales 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 Swim Wales 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, Y Plant 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 Swim Wales Y Plant 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 Y Plant and make it available to all parents and swimmers, club employees and officers, voluntary helpers and staff as required.
- The club must adopt Swim Wales 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 DBS checks are completed.
- The club must provide an open door environment

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

- Following Swim Wales Safe Recruitment Policy for staff that work with children.



## Y Plant

- All staff and helpers to sign up to Y Plant 2015.
- 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 DBS checked in line with Swim Wales 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 Y Plant 2015.
- The club must have a Code of Conduct for all teachers, coaches, poolside helpers, swimmers and parents and follow Swim Wales Code of Ethics (templates provided in Y Plant 2015).
- The club must ensure equal opportunities for all.

### **Adopt Swim Wales 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 Swim Wales Policy on supervising children within the pool and changing room and with events and competitions held.
- The club should ensure Swim Wales Equality Policy is adopted and adhered to appropriately.
- The club should adopt, publicise and follow Swim Wales Anti Bullying Policy.
- The club should adopt Swim Wales Social Media Policy.

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

- 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 Swim Wales/Safe Sport Away policy 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 Swim Wales Missing Child Policy.
- The club should adopt Swim Wales Late Collection of Children Policy.
- Ensure that Swim Wales Photography Policy, Electronic Communications and Social Media Policy 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 Swim Wales 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 Swim Wales Safeguarding Team as appropriate.
- Offer support to any individual who raises concerns and allegations of abuse.
- Use the services of Swim Wales 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.
  - Swim Wales Code of Ethics and Codes of Conduct must be adhered to at all times -



Y Plant

## Information Sheet for Clubs

### **Club Welfare Officer**

Name:

Tel:

### **Regional Business Manager for Swim Wales**

Name:

Tel:

### **Local Authority Services**

Children Social Care Team

Tel:

Out Of Hours Contact Number

Tel:

### **Police Child Abuse Investigation Team/Unit**

Tel:

### **National Body**

Swim Wales

Wales National Pool

Sketty Lane

Swansea

SA2 8QG

[welfare@welshasa.co.uk](mailto:welfare@welshasa.co.uk)

**Swimline:** 01792 513641

### **Other Services**

#### **Child Protection in Sport Unit**

Tel: 0116 234 7278

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

#### **NSPCC Child Protection Helpline**

Tel: 0808 100 2524

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

#### **Child line**

Tel: 0800 1111

#### **Kidscape**

Tel: 020 730 3300



## **Swim Wales Child Safeguarding Policy**

### **Introduction**

Swim Wales believes that all children involved in its clubs and activities have the right to stay safe and have fun. Sport develops physical skills, self-esteem, and the ability to be a team player as well as the opportunity to achieve individual success.

Swim Wales is committed to ensuring that all children who participate in Swim Wales activities should be able to take part in an enjoyable and safe environment and be safeguarded from harm. It is the clubs and regions who will ensure safeguarding at a local level and it is a key theme in Children & Young People: Rights to Action that safeguarding is the responsibility of every adult in Swim Wales, whatever their role, to ensure the wellbeing of children.

Improved outcomes for children can only be delivered and sustained when key people and bodies work together to design and deliver more integrated services around the needs of children and young people. The change needs to be led and managed at local level and supported nationally.

This will require improved joint working between the Welsh Assembly Government and its partners, and between those partners and children, young people and their families and communities.

The WAG has adopted the UN Convention on the Rights of the Child as the basis for all its work for children and young people in Wales. The Convention rights have been translated into seven Core Aims through which the Assembly Government seeks to implement, to ensure that all children and young people:

- Have a flying start in life
- Have a comprehensive range of education and learning opportunities
- Enjoy the best possible health and are free from abuse, victimisation and exploitation

- Have access to play, leisure, sporting and cultural activities
- Are listened to, treated with respect and have their race and cultural identity recognised
- Have a safe home and a community which supports physical and emotional wellbeing; and
- Are not disadvantaged by poverty

These aims are reflected in Section 25 of the Children Act 2004 and together strengthen the arrangements for protecting and promoting the welfare of children and young people. For the first time it places a duty on all local authorities in Wales (referred to in the acts as Children's Services Authorities) to make arrangements to promote co-operation with a view to improving the well being of children in their area, in relation to

- Physical and mental health and emotional well-being
- Protection from harm and neglect
- Education, training and recreation
- The contribution made to them by society; and
- Social and economic well-being

Children & Young People: Rights to Action places the responsibility for Safeguarding children under the age of 18 with all adults who play a role with them. In a Swim Wales club this refers to all who work, directly and indirectly, with children including those responsible for the administration and coordinating of the swimming club and its activities.

Furthermore Children & Young People: Rights to Action identifies that basic skills and knowledge are required by these adults, both paid and voluntary, to meet the identified outcomes.

Voluntary organisations and private sector providers, including those that provide services to adults, play an important role in delivering services for children and young



## Y Plant

people. Voluntary organisations, in particular, may be well placed to reach the most vulnerable children, young people and families.

Organisations from the voluntary and private sectors need to have clear policies and procedures in place to ensure that they are able to work effectively with Local Safeguarding Children Boards. Paid and unpaid volunteer staff need to be aware of the risks to, and needs of, children and young people with whom they have contact.

The Government's "Children's Workforce Strategy" identifies these Common Core of Skills and Knowledge for the Children's Workforce as:

- Effective communication and engagement with children, young people and families.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

Swim Wales has committed to develop the policies and guideline within its current safeguarding structure to ensure children have a safe environment in which to participate in the sport and achieve to the best of their ability.

Y Plant sets out a framework for protecting and safeguarding children in swimming to meet the required standards of care that the sport's governing body is committed to achieving and which children and their parents have a right to expect.





Y Plant

## Swimming Club Safeguarding Policy Statement

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 Swim Wales Y Plant 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 Swim Wales 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 Y Plant
7. Ensure all those persons who work with children in the club have undertaken the appropriate training and relevant DBS checks and adhere to the required practices for safeguarding children as outlined in Y Plant.
8. Ensure that all individuals who will be working or will work with children in the club have been recruited in accordance with Swim Wales 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 policies in Y Plant
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 policy for reporting and action in Y Plant
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.





Y Plant

## **Safeguarding children in Swimming Clubs**

Swim Wales has produced Y Plant to assist in Safeguarding and Protecting all children in swimming. Y Plant is the Swim Wales Child Safeguarding Policy and as such the document must be adopted by all Swim Wales registered swimming clubs.

We all share responsibility for promoting the welfare of children and young people, whether as a parent or family member, a friend or neighbour, an employer, or as a paid or volunteer worker. Members of the community can help to safeguard children and young people if they are mindful of their needs, and willing and able to act if they have concerns about a child or young person's welfare.

Safeguarding children in your club should become an integral part of all club activities and be about creating a culture, which provides a safe and happy environment which children can learn to swim and develop to a level appropriate to their ability. The sport of swimming should be enjoyable and fun, including the competitive aspect at whatever level undertaken, giving the individual concerned a sense of achievement and satisfaction from taking part in the sport. Safeguarding in Swimming is based upon the provision of an appropriate environment that is tailored to the needs and requirements of all children.

### **Responsibility to Safeguard Children**

The Children Act (2004) made it clear that safeguarding children is the responsibility of all, including those who work with children in whatever capacity. It is the sports clubs responsibility, through good recruitment practices, to ensure those who are deemed

to be unsuitable to work with children are not allowed to do so in our sport. The current Disclosure & Barring (DBS) checks are an important, but not sole, part of safe recruitment.

The Swim Wales Mission includes the statement "to ensure everyone has the opportunity to learn to swim." This is linked to the Government's objective that every child should be able to swim 25m unaided by the age of 11. In this aspect swimming is unique as a sport as it is likely swimming teachers and coaches will have contact with the majority of children in the country at one time or another, many of whom will go on to join Swim Wales clubs or affiliated clubs within organisations such as schools and independent swim schemes.

The Swim Wales "Swimming Strategic Plan 2015/2020 stated that there will be "Implementation of a comprehensive Child Protection policy, adopted by the clubs, with a continuous training and awareness programme" which is essential to the safeguarding of the children in the sport, whatever the level of achievement or capacity in which they take part in the sport.

To achieve this Swim Wales acknowledge, and require, clubs to acknowledge that they have a Duty of Care to safeguard children from harm. Clubs and their members must follow the policies in this document to safeguard children from harm and act appropriately if a child is identified at being at risk of harm. They must also meet the requirements of complimentary policies i.e. the Equity policy. All volunteer's and paid staff must be Swim Wales members.

## Statutory duties, roles and responsibilities for all organisations Working Together to Safeguard Children 2006 – 2.8



A diagram which demonstrates the statutory policy, which requires 10 mandatory arrangements to be in place in any organisation that provides services for, or works with children.

Produced by kind permission of the CPSU



## Y Plant

### Swim Wales Commitment

Swim Wales is committed to working in partnership with the Police and Children's Social Services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm. To enable this to happen Swim Wales is developing closer links with the Local Safeguarding Children's Boards (LSCBs) by making a copy of Y Plant available to all LSCB managers. To use in accordance with their procedures.

Swim Wales is committed to developing policies and procedures to assist clubs in safeguarding children through links with professional organisations including the Child Protection in Sport Unit (CPSU). Swim Wales work with Swim Wales who have developed a working relationship with KIDSCAPE, the national bullying charity to further strengthen the commitment to prevent and deal with bullying in clubs and developed an anti bullying policy with them, which many other sports have now taken and adapted. Swim Wales, in conjunction with Swim Wales, anticipates developing closer Links with The Child Online Protection Centre (CEOP) in the next few years.

### Key Principles Underlying Swim Wales Safeguarding Policy

- Swim Wales is committed to all children who take part in Swim Wales activities to have fun and enjoyment in an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child and young person's right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- Swim Wales recognises the responsibilities of the statutory agencies

and is committed to complying with the Local Safeguarding Children Board procedures and the statutory guidance Children & Young People : Rights to Action.

- At all times confidentiality will be maintained appropriately and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.
- Swim Wales will support all adults involved in the sport to understand their roles and responsibility for safeguarding and protecting children in the sport.
- Swim Wales will provide training and education to all adults involved in the sport to be aware of and understand what best practice is and how to manage any child welfare concerns they identify or are informed of.
- Parents, young sportspersons, and all participants involved in the sport can access advice and guidance on a child welfare matter from SWIMLINE helpline, the NSPCC directly or through Swim Wales Child Protection Officer or the statutory agencies.
- All Swim Wales clubs and counties must adopt Swim Wales child safeguarding policy and will ensure that the policy is updated as appropriate.

### Confidentiality and Information Sharing

The Government Document Children & Young People: Rights to Action 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.

Swim Wales 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



## Y Plant

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 Swim Wales 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 maximize 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. to the police.

The Government Policy document "Information Sharing for Practitioners" states 6 key points on information sharing:

1. You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (see glossary for definition) including where seeking consent might

lead to interference with any potential investigation.

2. You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
3. You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgment on the facts of the case, there is sufficient need to override that lack of consent.
4. You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
6. You should always record the reasons for your decision – whether it is to share information or not.

Swim Wales 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 Swim Wales Welfare Officer if to do so will not cause undue delay or immediately with the Police or Children's Services for them to make a decision on any action required.

**Remember. Swim Wales does not expect you to make a decision on whether a child is at risk of or likely to suffer harm. Swim Wales does expect you to act upon your concern properly, in line with best practice and within an appropriate time scale.**

## Duty of Care by Swim Wales Members and Clubs

All organisations and individuals have a Duty of Care to safeguard children when they are participating in their activities. The NSPCC document "Briefing Paper 01/06 - Duty of Care\*" 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. Swim Wales 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 information in Y Plant is aimed at helping all Swim Wales clubs and responsible individuals within it to meet that Duty of Care.

Safeguarding is about Swim Wales 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 achieve a Duty of Care through proper safeguarding all Swim Wales affiliated clubs and organisations that have members under the age of 18 **must** adopt Swim Wales child protection procedures. Y Plant sets out the principles and procedures of Swim Wales child protection procedures and the club must ensure that these principles and practices are made known and followed by everyone to safeguard children.

All Swim Wales clubs and affiliated organisations must act upon the policies in Y Plant. The Welfare Officer is the lead person in clubs from whom advice and guidance can be gained in safeguarding policies. Additionally members can contact the Swim Wales Welfare Officer on procedure or direct action or contact the Local Authority Children's Social Services or the Police Child Abuse investigation team when the

above 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 Swim Wales departments, as well as those of National Specialist Help lines, 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.

To assist all clubs to meet the duty of care Y Plant 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 Swim Wales Y Plant 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 child protection policy document should be promoted and made available to all parents and swimmers, club employees and officers, voluntary helpers and staff as required.
- The club must adopt Swim Wales 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. (suggested as the Welfare Officer)
- The club must provide an open door environment.
- Following Swim Wales recruitment policy for staff that work with children.
- All staff and helpers to sign up to the child protection policy.
- Appoint and train one or two welfare officers 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 Swim Wales policy and have training as required for the role undertaken.
- Ensure all relevant persons who work directly with children attend a Safeguarding & Protecting Children course and attend a refresher course every 3 years
- The club must have a code of conduct for all teachers, coaches, poolside helpers, swimmers and parents and follow Swim Wales code of ethics.
- The club must ensure equal opportunity for all, irrespective of difference.

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

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

- Provide parents and swimmers with a welcome/information pack including updated information regarding child welfare 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 respond to the needs of children with special needs.
- The club should regularly communicate with parents and swimmers concerning child welfare and safeguarding matters.
- The club should follow Swim Wales Policy on supervising children within the pool and changing room, and with events and competitions held.
- The club should ensure Swim Wales equal opportunity and equity policies are adopted and adhered to appropriately.
- The club should adopt, publicise and follow Swim Wales anti bullying policy.

## **Provide appropriate guidance to coaching staff in conjunction with the Swim Wales Policies**

- 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 Swim Wales Policy in Safe Sport Away 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 must adopt Swim Wales “missing child policy”.
- The club must adopt Swim Wales policy on the persistent failure by parents and carers to collect swimmers from training.
- Ensure that Swim Wales photography and video policy and mobile phone and electronic communications policy 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 Swim Wales policy.
- 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 Swim Wales Welfare Officer as appropriate.
- Offer support to any individual who raises concerns and allegations of abuse.
- Use the services of Swim Wales Welfare Officer to advise and guide and take direct action as required.
- The club must act in line with Swim Wales policy and procedures through which complaints and concerns raised will be dealt with appropriately and in line with Swim Wales policy.
- Know how to contact the statutory agencies.

## **Coaches and Teachers**

- All coaches and teachers have a duty of care to swimmers.
- Swim Wales code of ethics must be adhered to at all times..
- Section 4 of this document details the requirements on coaches and



teachers to provide for a duty of

care.

## Definitions of Abuse

### **Abuse and Neglect are Forms of Maltreatment of a Child.**

A child may be abused or neglected by someone who:

- Inflicts harm.
- Fails to act to prevent harm.

A child may be abused by:

- A family member.
- By a person within an institutional or community setting.
- By a person known to them or more rarely by a stranger\*.
- An adult or adults, or another child or children.

\*It is recognised through research that children are more likely to be abused by a member of their immediate or extended family, someone within their community or a person in a position of trust than by a stranger.

### **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 feature age or develop mentally 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.

- The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.
- They may 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.

Child sex abusers can come from any professional, racial or religious background,

and can be male or female. They are not always adults - children and young people can also behave in a sexually abusive way. Usually the abuser is a family member or someone known to the child, such as a family friend. Some individuals will target a sport that allows access to children specifically to commit acts of sexual abuse.

Abusers may act alone or as part of an organised group. After the abuse, they will put the child under great pressure not to tell anyone about it. They will go to great lengths to get close to children and win their trust. For example, by choosing employment that brings them into contact with children, or by pretending to be children in Internet chat rooms run for children and young people.

Sexual abuse has been identified 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, 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.

### **Bullying**

Bullying is repeated deliberate actions by one or more people that causes hurt to an individual or group and where it is difficult for the bullied person(s) to prevent or deal with the bullies actions. 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 anti bullying charity Kidscape defines bullying as a child encountering bullying attacks that includes:

- Physical: Pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal: Name-calling, sarcasm, spreading rumours, persistent teasing.
- Emotional: Including (sending to Coventry), tormenting, ridicule, humiliation.

Bullying can occur between:

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

In all cases it is not acceptable within swimming.

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 player who intimidates inappropriately.
- an older player who intimidates inappropriately.
- an official who places unfair pressure on a person.

## 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. Swim Wales is committed to prevent and deal with harassment incidents in the sport.

## Indicators of Abuse

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. The referrals of ASA ICPO over recent years reflect this with less than 1% of referrals being made directly by children to Swim Wales and only 10% of cases being through disclosure by the child to a trusted adult. It is important for clubs to recognise and consider this in situations where the indications of possible abuse are observed or identified and ensure all such concerns are acted upon appropriately.

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:

- 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.
- 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 for example play activity.

- Physical injury where the explanation given is inconsistent.
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent.
- Inappropriate sexual awareness and/or behaving in a sexualised manner.
- Eating disorder i.e. a child is overeating or showing a loss of appetite.
- Excessive weight loss or weight gain for no obvious reason.
- Physical appearance becomes unkempt.
- The child or young person is withdrawn and isolated themselves from the group and seems unable to make friends.
- The child or young person is prevented from socialising with other children.
- The child or young person displays a distrust of adults.
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop in performance at school or in the sport.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing, for example, on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.
- A high turnover of club members.

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

**Remember. Swim Wales does not expect the adults involved in the sport to decide a child has been abused but it is the responsibility of all adults in the sport to act upon their concerns**



## Swim Wales Equality, Diversity and Inclusion Statement for Child Safeguarding

### Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This Policy Statement includes the Association's commitment to address equality, diversity and inclusion in swimming. To this end the Association will not tolerate:
  - Discrimination on the grounds set out in 1 above.
  - Harassment.
  - Bullying.
  - Abusive or insensitive language.
  - Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. Swim Wales and British Swimming are governed by England and Wales (Scotland where laws applicable and will seek to ensure that its participants are committed to addressing its responsibilities under the Sex Discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.
4. All participants, coaches, officials and volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.  
  
**SWIM WALES/British Swimming Equal Opportunities and Diversity Policy**
5. 'Equal Opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner'. Swim Wales and British Swimming are totally committed to the principals and practice of equal opportunities across all of their aquatic disciplines, both as an employer, provider and as facilitator of such practices by all their members. In our work with key partners, such as swimmers, clubs, teachers, coaches, officials and administrators, we will advocate our policies to make every effort to ensure that all participation has equality, diversity and inclusion at its core.
6. Swimming is a 'sport for all'. It can and should be enjoyed and made accessible to everyone and to achieve this:
  - Swim Wales/British Swimming is committed to work towards ensuring that swimming is accessible to the many rather than the few.
  - Swim Wales/ British Swimming recognise the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
  - Swim Wales/ British Swimming recognise the need to celebrate differences and diversity of provision as a means of creating entitlement and accessibility to our structures.
  - Swim Wales/ British Swimming recognise that equal opportunity is about recognizing that people are different and therefore require different provision.
  - Swim Wales/ British Swimming recognise the need to consult widely in order to respond to diversity.
  - Swim Wales/British Swimming recognise the need to become more inclusive in our work and engage

with a wider cross section of society to bring to all people the opportunities and benefits that swimming and its aquatic disciplines offer.

### Addressing Equal Opportunities

7. In addressing equal opportunities, Swim Wales/British Swimming will respond to issues of diversity and inclusion by:

- Recognising that swimming as an organisation - our staff, swimmers, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Taking positive action to increase the involvement from under-represented groups in all aspects of our organisation.
- In doing so Swim Wales/British Swimming supports four key principles as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:
- Entitlement: People have a right to participate in and access quality and appropriate experiences within swimming.
- Accessibility: It is the responsibility of Swim Wales - our teachers, coaches, officials and administrators - to adapt provision to fit the needs of the many.
- Inclusion: Wherever and whenever possible, all to access the same provision.
- Integrity: Whatever we do as an Association to change or adapt provision, it must be of equal worth, challenging, relevant and in no way patronising.

### Lines of Responsibility

8. Swim Wales/British Swimming will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

Swim Wales/British Swimming as an Employer:

9. Swim Wales/British Swimming aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:
- Provide full and fair considerations for all job/role and applications.
  - Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
  - Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
  - Maintain records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
  - Require all our employees to undergo relevant training before taking part in recruitment and selection.
  - Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.
  - Swim Wales promotes inclusion and diversity, and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process please mention this in your covering letter
  - applicant or employee receives less favourable treatment because of a protected characteristic.
10. Swim Wales/British Swimming is committed to encouraging membership

from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.

## Teachers and Coaches

11. In our training and development of teachers and coaches, we will strive to ensure that they:
  - Establish and implement professional and ethical values and practice.
  - Promote and apply the principles and practices of equal opportunities.
  - Promote positive images of people with special needs.
  - Have a commitment to providing entitlement and access to all their professional activities.
  - Encourage high expectations and standards of achievement from all they teach.
  - Involve everyone in meaningful and appropriate activity to ensure a quality experience.
  - Help everyone to achieve their full potential.

## Officials and Administrators

12. In our involvement of officials and administrators we will expect them to:
  - Adopt, promote and practice the values of the Association.
  - Ensure that participation can be enjoyed by all.

- Provide meaningful and appropriate experiences, which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.

## Policy into Practice

13. Swim Wales/British Swimming recognises that to successfully implement our policies we will require the commitment of everyone involved in the Association. People's attitudes, views and working practices may have to change to ensure that an inclusive agenda is accepted by all and throughout the sport.
14. This will require the Association to respond to issues of equality by creating a series of comprehensive action plans that will state in detail how the Association and all that embrace its structures move towards a swimming structure that is more inclusive.
15. This policy should be read in conjunction with Swim Wales/British Swimming's current Equal Opportunities Policy, Harassment and Bullying Policy and Equality Action Plans.

In addition to Swim Wales equality, diversity and inclusion statement above Swim Wales also recommends that clubs also refer to the Government Document entitled "Children & Young People : Rights to Action". Prejudice and discrimination can prevent some children getting the help they need and everyone involved in working with children and young people should take steps to combat discrimination and actively include all children and young people in their safeguarding measures. This document is available to view at [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk). Chapter 11 specifically deals with safeguarding and promoting the welfare of children who may be particularly vulnerable.



## Glossary

In recent years there have been many changes in the safeguarding of children. The following will help clarify how the current terminology and titles relate to past policy documents and training material.

### Terminology

#### **“A Child”**

A child is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout this document and denotes all persons under the age of 18.

#### **“Children & Young People: Rights to Action”**

A guide to inter-agency working to safeguard and promote the welfare of children produced by Government in April 2006

#### **“What to do if you are worried a child is being abused”**

A government publication (2006) useful for all adults who work with children.

### Statutory Agencies

#### **Children’s Social Care Services**

The services formerly known as Social Services.

The name may vary from county to county and teams are sometimes known as the “Children, Schools and Family” team.

#### **Local Safeguarding Children Boards**

Local Safeguarding Children Boards (LSCB) are newly formed strategic bodies which have responsibilities under the Children Act 2004 to help ensure that children are safeguarded properly by the “key agencies” involved with children working effectively together. They put the former area child protection committees (ACPC) on a statutory footing.

The Local Safeguarding Boards can assist clubs through:

- Offering recognised child safeguarding courses for clubs at low or no cost.

- Producing the local inter agency guidance and child protection procedures.
- Provide local resources to clubs through “Local Safeguarding through Sport” sub groups. They may also be active in providing child safeguarding conferences for local sporting organisations.

The core membership of the LSCB is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCB is to coordinate and ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children.

Every county council has a LSBC with a LSCB manager listed on the Children & Young People: Rights to Action website.

#### **Police Child Abuse Investigation Team/Unit**

Formerly known as the Police Child Abuse Investigation Team. The above title is not generic and may vary according to the police body.

The role of the Police Child Abuse Investigation Team is to investigate alleged crimes against children by family members, by other children and by those in a position of trust over them, for example, sports coaches and teachers.

#### **“Safeguarding and Promoting the Welfare of Children”**

The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

#### **Child Protection**

Child protection is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of abuse or neglect.

### Relevant Acts and Government Policies and guidelines

- The Children Acts 1989 and 2004.
- The Protection of Children Act 1999.
- The Police Act 1997.
- The Safeguarding Vulnerable Groups Act 2006.
- The Criminal and Court Services Act 2000.
- The Human Rights Act 1998.
- The UN Convention on the Rights of the Child.
- The Data Protection Act 1998.
- Children & Young People: Rights to Action HM Government 2006  
[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk).
- Safeguarding Children : Working Together Under the Children Act 2006
- Co-operating to safeguard Children 2003(NI).
- Caring for the Young and Vulnerable – Home Office Policy for preventing the abuse of trust 1999.
- What to do if you are worried a child is being abused 2006. Obtain from [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk) – This is a particularly useful document for all those who work directly with or have responsibility for children in clubs.
- Every Child Matters. Obtain from [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- Staying Safe Action Plan. Obtain from [www.dcsf.gov.uk](http://www.dcsf.gov.uk)
- Every Child Matters – Information Sharing -  
<http://www.everychildmatters.gov.uk/resources-and-practice/IG00340/>

All relevant Acts and Home Office Policy documents can be obtained from [www.dfes.gov.uk](http://www.dfes.gov.uk)

## Introduction

This section of Y Plant is designed to assist clubs and individuals in the club 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 and committee members are all responsible for developing, maintaining and reviewing safeguarding policies, procedures 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 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 Y Plant if they do not have them in place currently. If the clubs concerned need assistance or advice they can contact the Regional Development Officer, Swim Wales Welfare Officer, or Swim Wales Independent Child Protection Officer, whose contact details can be found in the front of this document and/or on Swim Wales website. Section 3 of Y Plant has additional policies for those who work with children in the club including coaches and teachers, the swimmers themselves and their parents and this section should be read in line with the Toolbox itself.

## Using the Toolbox

This section of Y Plant 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 Swim Wales 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 Swim Wales Safeguarding Policy and as a guide to procedures when dealing with issues raised. We recommend the club make it known within the club to members and parents of members that Y Plant can be obtained from the club Welfare Officer and is on Swim Wales website. Some clubs may choose to put the full document on their own website.

## Swimming Club Safeguarding Policy Statement

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

In order to achieve this the club agrees to:

- a) Adopt and implement Swim Wales Y Plant policy in full.
- b) 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 and be protected from harm and be in a safe environment
- c) Ensure that those individuals who work with children in the \_\_\_\_\_ club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- d) Appoint a Club Welfare Officer with the necessary skills and training as outlined by Swim Wales who will take the lead in dealing with all child safeguarding matters raised within the \_\_\_\_\_ club
- e) Ensure that the club Welfare Officer's name and contact details are known to all staff, members and parents\*\* of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Y Plant Policy
- f) Ensure all those persons who work with children in the \_\_\_\_\_ club have undertaken the appropriate training and

relevant DBS checks and adhere to the required practices for safeguarding children as outlined in Y Plant.

- g) Ensure that all individuals who will be working or will work with children in the \_\_\_\_\_ club have been through Swim Wales recruitment procedure.
- h) 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 policy in Y Plant.
- i) 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 or protection.
- j) Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the policy for reporting and action in Y Plant.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

\*Children are referring to all persons under the age of 18.

\*\*Parents is anyone who has parental responsibility for the child concerned.

### Confidentiality

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. Swim Wales 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 Swim Wales 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 eg. the police.

The Government Policy 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.

Swim Wales 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 Swim Wales Child Safeguarding Team. 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 Swim Wales does not expect you to make a decision on

whether a child is at risk of or is likely to suffer harm. Swim Wales does expect you to act upon your concern properly, in line with best practice and within an appropriate timescale

### Involving Children and Young People in Your Club

Throughout this document it has been 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,



## Y Plant

the children under 18, in future policy development.

The UN Convention on the Rights of the Child, ratified by the British Government in 1991, has been enshrined in all subsequent government legislation and policy documents relating to children. A report of the Government Joint Chief Inspectors entitled "Safeguarding Children" (July 2005) highlighted the need to give children a voice. The report spoke of children in the health service, criminal justice and care system as feeling "they are inadequately listened to and consulted". Since this time many children's consultative groups have been set up in these specific areas and have been important in the development of service user consultation. Swim Wales would like to mirror these initiatives with active involvement of young swimmers in policy and procedure development in child safeguarding.

Swim Wales have already involved children at Governing Body level by the development of Swim Wales Youth Forum. Sections of Y Plant have been advised on by the Youth Forum and Swim Wales are grateful for their valuable input.

Within some Swim Wales clubs children have had a voice for several years through junior club captains who represent the views of members under the age of 18 at club committee and management level. It is however Swim Wales's experience that very few involve their young swimmers in the club's child safeguarding strategy development.

We would like Swim Wales clubs to consider how they can involve their young swimmers in developing their Child Safeguarding policy and practice.

Some suggestions on how clubs can do this are:

- Form a Club Youth Forum involving willing and diverse young people who are representative of the club membership and who can be called upon to give views on all areas of club development including child safeguarding.
- Get young people actively involved in helping develop literature and website information on child safeguarding issues.
- Use questionnaires amongst the club's young people to seek out their views and comments

- Hold meetings with young people when considering changes to policies and gather their views.
- Take note and consider fully the views as given by the young swimmers to the club officers and integrate their views into policy development.

Further guidance on involving young people can be obtained from Swim Wales or through the following websites:

[www.nspcc.org.uk](http://www.nspcc.org.uk) – Specifically "Bullying Information for teachers and professionals who work with children" - Advice on how to involve young people in developing anti bullying policy and procedures.  
[www.cpsu.org.uk](http://www.cpsu.org.uk) – Sport specific advice.  
[www.participationworks.org.uk](http://www.participationworks.org.uk) – An organisation made up of 6 leading children and young people's agencies. An organisation that gives advice, guidance and training on involving children in decision making.

Swim Wales would welcome feedback from clubs on initiatives in this area by:

- Writing to Swim Wales Welfare Officer c/o  
Wales National Pool  
Sketty Lane  
Swansea  
SA2 8QG
- Via email to [welfare@welshasa.co.uk](mailto:welfare@welshasa.co.uk)

### Reacting, Reporting and Recording Concerns

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

To ensure this is possible Swim Wales have developed comprehensible procedures for clubs to adopt and act upon if a matter regarding a child's safety or welfare is raised.

This section of Swim Wales Toolbox will give clear policies on the steps to take and the procedures that must be followed.

### Introduction

Swim Wales 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 Swim Wales 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. This has been recognised in the study of British Swimming cases over the last 7 years where the numbers of serious cases of child abuse (excluding the identification of historical abuse) have reduced significantly as procedures have become imbedded into club culture and practice. However Swim Wales 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 Swim Wales club activities.

Swim Wales have therefore created concise policies for action to take for any person involved in swimming who may have a concern, observe a concern or have concerns raised to them about a child's wellbeing.

Swim Wales have people from whom advice and guidance can be gained, and who will take the required actions and decisions in matters regarding child safeguarding. These are:

- \*Swim Wales Welfare Officer
- \*The Independent Child Protection Officer (Welfare Officer).
- 

\*contact details can be found at the front of Y Plant.

A report may be raised as a result of:

- A child disclosing to another child or adult.
- By an observation of a concern.
- From a third person raising a concern.
- A change in a child's behaviour or demeanour.
- A historical concern.

The concern may be regarding:

- An abusive act, a breach of the safeguarding policy.

- A bullying incident.
- A breach of the code of conduct.
- Any other concern for a child's wellbeing.
- It may be current or historical.
- It may be regarding a concern that has taken place in the club and regarding an adult that may not be members of the club.
- External to the sport setting but disclosed to a safe and trusted person known to the child within the sport club.
- The concern may be about the behaviour of a child to another child.
- An adult to a child.
- A child to themselves (self harming).

Note: This is not a definitive list.

## React

If you have a concern regarding child safeguarding or abuse is observed by you or raised to you, you must:

### Listen and respond

- Ensure the wellbeing of the other children and young people for whom you have responsibility and ensure they are being supervised by appropriate adults.
- Stay calm and listen. Do not show that you are either upset, disgusted or disbelieve what you are hearing.
- Reassure the child they are right to tell you and they are not to blame.
- Listen carefully to all that is being said and stay calm.
- If a child is disclosing to you directly ensure that they are safe and feel safe.
- Do not ask questions unless to clarify what is being said. It is important not to ask leading questions or make suggestions or comments.
- Do not make assumptions about what is being said.
- Do not make judgements as to what is being said.
- Always take the concerns raised seriously.
- It is important to be honest and explain you cannot keep what they are saying secret and never promise to do so.
- Try to reassure them by explaining what action you will be taking.
- Disclose what you have been told only to those who "need to know" Ensure you maintain confidentiality at all times and





## Y Plant

ensure others you share the information with understand to do the same.

- 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.

### But

- Do not confront the alleged abuser.
- Do not promise to keep a secret.
- Do not take any action until you have considered and shared the information appropriately.
- Do not act alone. Follow club policy on whom to share the information with in an appropriate and proper manner.

### Report

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. Contact the Children's Social Care Services or the Police Child Abuse Investigation Team/Unit and inform the Welfare Officer of the action taken.

### The Reporting Structure with Swim Wales

The Club Welfare Officer has the primary responsibility in Swim Wales clubs to receive and deal with concerns involving children. If they are not available speak to another officer of the club.

Swimline. Any person involved in swimming can refer a matter 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 Welfare Officer or a Swimliner.

Swim Wales Welfare Officer. The Welfare Officer and any member or parent of a member of Swim Wales can refer a concern to the Swim Wales Welfare Officer.

Once the concern has been raised to Swim Wales Welfare Officer where required,

decisions will be made in conjunction with the Independent Child Protection Advisor.

Decisions on suspension will be made by the Chief Executive on the advice of the Independent Advisor and the Welfare Officer.

### Record

Once you have taken action to ensure the wellbeing of the child and passed on the information as required you will need to write a report of what you have been told, and/ or have observed.

It is important you are clear in this report that what you write down is what you have been told or observed. If in doubt leave it out or make a note that you are uncertain as to what was said or seen and that you are saying what you believe to be so.

Swim Wales have a referral form for you to use which can be found in the Toolbox on page 34. If you do not have a form to hand the following information will need to be included in your report:

- 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?
- The allegation made.
- Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship to 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.

Parents must see the care of their child in a swimming club environment as a shared responsibility to ensure the child is safeguarded at all times. Clubs may place restrictions on parents leaving young swimmers during teaching sessions and will always insist on having contact details if an emergency arises.

#### Swim Wales Reporting Procedure

Swim Wales 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.

In an emergency when you are unable to contact the club Welfare Officer or Swim Wales Welfare Officer 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 Swim Wales Welfare Officer and inform the club WO of the action taken.

Concerns Raised about an Incident that has Occurred within the Swimming Club or Related Activity

To refer the concern:

1. If the concern arises in a Swim Wales club contact the Club Welfare Officer. The Club Welfare Officer will decide what the appropriate action to take is. This may include:

- Contact the statutory agencies or seek advice from the NSPCC.
- Seek advice from Swim Wales Welfare Officer or the Independent Child Protection Advisor
- Take action within the club's child safeguarding policy.

or b. Contact Swim Wales Welfare Officer.

or c. Phone ASA Swimline number (0800 100 4001) the Welfare Officer will call back within the next working day if a contact number is given.

2. If you are concerned about a child in a school – you must inform the designated teacher, who will follow the Local Authority procedures

3. If you are working on a local authority swim programme – you must inform the Sports Development Officer or nominated person, who will follow the Local Authority procedures.

4. If you are concerned about a child in a County event/session– you must inform the Club Welfare Officer, who will refer the matter to Swim Wales Welfare Officer.

5. If you are concerned about a child in a national competition (UK School Games, Swim Wales Youth Championships) then you should contact the Welfare Officer designated for that event, who will refer the matter to the Welfare Officer.



## Y Plant

Media enquiries will be dealt with by Swim Wales and clubs and individual members will be advised appropriately.

Remember: Swim Wales 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 SWIM WALES WELFARE OFFICER MUST BE INFORMED**

### Welfare Officer involvement

When a concern is raised the Welfare Officer will either:

- Note the concerns for information only.
- Advise the club of further action to take.
- Deal with the matter directly keeping the Welfare Officer informed and involved in the matter. This may involve referring the matter to:
  - Children's Social Care Team.
  - The Police Child Abuse Investigation Team/Unit.
  - The Local Safeguarding Board.
  - Swim Wales Board.

The Welfare Officer will inform the necessary bodies as required.

### Temporary or permanent suspension of a Swim Wales member

Where suspension is considered necessary, or following a recommendation by the statutory agencies, the Welfare Officer and Independent Child Protection Advisor will make recommendation to the 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.

### Media

Concerns relating to an Incident Outside of Sport but Raised through the Child's Involvement in Swimming.

A concern may be raised to you or observed by you relating to an incident involving a child, of child abuse, poor parenting or possibly an inappropriate act by a member of the public at a swimming venue. Such concerns must be referred to the appropriate agency either directly or by informing the club Welfare Officer of the event.

In an emergency 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 Swim Wales Welfare Officer and inform the club Welfare Officer of the action taken.

If the matter is referred to the Police or Children's Social Care Team they will request details in writing and it is important you follow the procedure in this section regarding recording information. They may in serious cases wish to interview you. The club Welfare Officer and the Swim Wales Welfare Officer will support you through this process if required.

If you have a concern or incident of child abuse or poor parenting in respect of a parent you should inform the club Welfare Officer. They will consider the matter for action and will either:

1. Refer the matter to the Children's Social Care Team.
2. Contact the Swim Wales Welfare Officer for advice who will refer to the appropriate agency.

The matter will be recorded by the Swim Wales Welfare Officer and consideration will be given as to whether the matter will in any way impact upon the club and, if so, consider appropriate action. However Swim Wales will take no action unless requested to do so by the statutory agencies or until their action is completed.

The club 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 club's action in referring. 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 Welfare Officer will be involved as required to advise and assist as required in this case scenario.

Self harm is when a person hurts themselves intentionally. 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 children may self harm due to:

- Being unhappy and 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.

The study of case referrals within British Swimming 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 loss of weight, 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 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 Swim Wales Welfare Officer 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 Swim Wales doctor can be asked to speak to the child's doctor to get required information to assess the matter if the written agreement of the



Y Plant

child and parent or responsible adult is obtained.

It is possible that children who self harm may need additional support from the club to enable them to continue in the sport. Advice will be given to the club on what support would assist them from the statutory agencies, Swim Wales doctor and from the Welfare Officer. Additional information relating to self harm can also be sought from help lines such as NHS Direct, Mind, Nice and Barnardos.

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 number(s):

### SECTION 2 DETAILS OF REFERRER

Name:

Club:

Position In Club:

Address:

Phone Numbers:  
Home:

Mobile:

E Mail:

Flow Chart of Action to take if you are concerned for the welfare of a child inside the setting of swimming

Flow Chart of Action to take if you are concerned for the welfare of a child outside the swimming setting

SWIM WALES REFERRAL FORM

### SECTION 3 DETAILS OF ADULT/CHILD AGAINST WHOM THE ALLEGATION IS MADE





Y Plant

Name:

Address:

Phone Numbers:

Home:

Mobile:

E Mail:

**SECTION 4  
THE INCIDENT/CONCERN**

Date Of Incident:

Place Of Incident:

Did you observe the concern/incident:  
Yes/No

If no details of person who did:

Name:

Position In Club:

Contact Details:

DETAILS OF CONCERN (include as many details as possible including time it happened, place, if any injuries sustained, treatment required). Continue on separate sheet if necessary.

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

FOR INTERNAL SWIM WALES OFFICE  
USE ONLY

CATEGORY OF REFERRAL: Sexual  
Bullying Physical  
Other  
Delete as appropriate

**SECTION 5  
ACTION TAKEN BY THE CLUB**

POLICE INFORMED: YES/NO  
If yes name of 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:

Medical assistance required: YES/NO  
If yes give details:



## Y Plant

Parents informed: YES/NO

DETAILS OF ACTION TAKEN (or attach report sheet separately).

ignored and the damage to the children involved will inevitably increase.

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.

For example, a child might tell you of something that has happened to them while in training with a swimming coach or being chaperoned by a Swim Wales volunteer. Or you might become suspicious about the behaviour of a colleague or volunteer. Or a parent might make an allegation of abuse involving someone working with you in a paid or

voluntary capacity. It is not your responsibility to investigate such incidents. Your role is to respond appropriately and to report the situation in line with the Swim Wales Safeguarding Policy Y Plant.

Once the concern has been raised, the club Welfare Officer, the Swim Wales Welfare Officer and/or the statutory agencies will take action as appropriate.

The person raising the concerns is likely to have mixed emotions at their action, as colleagues are seen as people to trust implicitly and suspecting "unpleasant things" about a colleague is hard. It may be the person concerned finds it hard to accept what is being alleged and to think that the person raising the concern is disloyal.

Alternatively they may fear victimisation if they raise a concern against a colleague. It is not unusual to feel this way but it is important to consider the welfare of the child as paramount and not allow your judgment on what is the right action to be taken to be clouded by personal feelings and beliefs.

Swim Wales recognise that a person referring concerns involving a colleague may need additional support in light of the action they have taken and such support is available through the Swim Wales Welfare Officer.

If you have a concern, it should be referred to the club Welfare Officer or another appropriate member of the club committee. Anyone who refers a colleague or fellow club member in good faith will be supported by Swim Wales. Anyone against whom a

Signed: Date:

Swim Wales Whistle Blowing Policy

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.

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

Whistle Blowing is an important part of the safeguarding of children in swimming, delaying raising concerns does not deal with them; it just delays the inevitable and may cause matters to get worse. Such matters will seldom, if ever, improve by being



concern is raised will have the concerns dealt with properly and in accordance with Swim Wales law.

Swim Wales Whistle Blowing Policy is available on the Swim Wales Website.

## Swim Wales Policy on appointing a Club Welfare Officer

Every club must have a club Welfare Officer and every Dragon Mark 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 concern regarding the safeguarding of children. In partnership with the club committee the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding practises, 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.

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 police and Children Team workers. 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 "recruitment" guidance in Y Plant.
- The position of Welfare Officer is one that requires an enhanced DBS check.
- The club Welfare Officer should be an appropriate person willing and able to fulfil the role.
- Ensure the selected person holds no other role in the club

## 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.
- Holds no other position on club committee.
- Is not an active teacher or coach in the club.
- Is not related to either of the above.
- Is able to attend the club frequently.
- Has 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.
- Can commit to the training required.
- Is prepared to keep up to date records for DBS checks and training courses required
- Understands the need for confidentiality

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 a Swim Wales Club Welfare Officer

### Core Tasks

- Ensure the club puts in place the Swim Wales Y Plant 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 issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred in accordance with Y Plant guidelines.
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training.
- Ensure that Swim Wales Y Plant procedures for safe recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to Safeguarding Certificates
- Be aware of and have a note of contact details of the local Children's Social Care Services, the Police and National Governing Body (NGB) Welfare Officer
- 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 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

- Child centered approach.
- Assist the club implementing any changes to the Swim Wales Safeguarding policy.
- Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.

- Ability to ensure policy and procedures are effectively implemented.
- Assist the club 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 issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with Y Plant guidelines.
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training.
- Be aware of and have a note of contact details of the local Children's Social Care Services, the Police and National Governing Body (NGB) Welfare Officer
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Advise management committee 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
- The Role and Duties of the Welfare Officer.
- Convey the purpose of the child protection 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.

## Training Required



## Y Plant

- Child Protection in Sport “Time to Listen” training for designated persons for child protection/welfare in sport. Safeguarding Children in Sport workshop. (Contact your NGB for details). This training must be completed either prior to taking up the role or within 3 months of being in post

### 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)

- Additional resource/training can be sourced on the CPSU website.

### Membership Club Welfare Officer

If your nominated Welfare Office has changed or you are a new club then this form must be completed and signed by two club officers and returned to Swim Wales Membership Services.

Please ensure the person responsible for online memberships/roles updates the information

Swim Wales Child Protection procedures states that it is mandatory that someone within each club is responsible for Child Protection issues, this person will be known as the Welfare Officer. Swim Wales has the facility to hold details of this person so relevant information can be sent to them. If you wish the club secretary to continue in this role this is fine but we need to be notified of this.

The role of the welfare officer is as follows:

- To ensure that the Self Declaration Form is completed by Club Coaches, Teachers and Helpers
- To keep the copy of Swim Wales Child Protection Guidelines
- To ensure that any new initiatives or concerns from Swim Wales are communicated

- To ensure that Child Protection is an item on club committee meeting agendas

Please note: The role of the welfare officer does not require them to be “the nominated person that everyone discusses their problem with” – it doesn’t work that way – youngsters will talk to the person they feel confident with and this will be different for different people.

It is essential that someone in your club take responsibility for these requirements.

Club Code and Name

Club Welfare Officer  
Name

Address

Post Code

Tel Day

Tel Evening

Mobile

Email Address

Signatures

Officer please state position e.g.

Chair, Secretary

Signature

Date

Please return this form to Swim Wales Membership Services, Wales National Pool, Sketty Lane, Swansea, SA2 8QG

Swim Wales Safe Recruitment Policy for Staff (Voluntary and Paid) who Work with Children

This policy applies to the recruitment of volunteers and employees to roles that fall under Swim Wales DBS Certification Policy.

It is important that all reasonable steps are taken to ensure that all individuals working, either paid or unpaid, are appropriate and able to work with children and young people. All Regions and Clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff and volunteers.

### Advertising Positions of Responsibility with Children and Young People in Swimming

To fill a vacant post the following are essential inclusions within the advertisement:

- A statement that the role involves working with persons under the age of 18 and will require an enhanced DBS check.
- The job description/role.
- The aims of the region/club or organisation.
- What experience and skills are required?
- Note the region/club or organisation has a Child Safeguarding Policy and Procedures and Codes of Conduct (appropriate copies to be made available to each applicant to be interviewed).
- References will be taken up

### Application Form

Anyone expressing an interest in applying for a role/job must complete an application form to gain information required about the individual, their employment history, relevant experience, qualifications and training. Applicants must be requested to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people, all convictions spent or unspent must be declared. An Enhanced DBS check will be mandatory if the role is one that gives significant and regular access to children (even if the individual has been listed by the ISA as "cleared" to work in a regulated position).

### The Interview

The candidate will be asked to provide:

- Name, address and, if appropriate, the right to work e.g. through a National Insurance number.

- Confirmation of identity.
- Relevant experience, qualifications and training undertaken.
- Listing of past career including any prior involvement in swimming or alternative sport. (In a full time position it is important that any gaps in employment should be fully discussed).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people (previous employer).

(This is not an exhaustive list and the interviewer may wish to ask for provision of further information relevant to the position applied for.)

All applicants should be informed they will be required to consent to an enhanced level DBS check if they are successful at interview and which must be "cleared" before the role can be commenced.

### Making the Appointment References

A minimum of two written references should be sought, one from a referee who knows of the individual's previous experience/employment with children, if possible. This should be in writing and confirmed by telephone. If an individual has no experience of working with children or young people, training required, and timescale of that training, must be identified at an early stage.

### Recruitment

Existing staff – will have an existing contract of employment, and members of Swim Wales

New staff members – will be in the process of signing a new contract of employment. Must be registered with Swim Wales

All individuals will fall into one of the two categories above and as such should be made aware that they have to abide by either Swim Wales terms of employment or Swim Wales Codes of Conduct and Child Safeguarding Policies and Procedures. Consequently, failure to adhere and comply



## Y Plant

with terms of employment, codes, policies and procedures may result in disciplinary action as appropriate under a contract of employment or membership (including suspension and expulsion as a Swim Wales member).

### Induction

Induction should include:

- Verification of their qualifications relevant to the position.
- Completion of a profile to identify training needs/aspirations.
- Formal signing by volunteers of the club and Swim Wales Codes of Conduct.
- Explanation of Swim Wales and club Child Welfare policy and procedures and related policies and procedures.
- Training needs should be identified and met within set timescales.
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise). This should be done in writing.

### Monitoring and Support

Appraisals are an important part in staff development and should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given feedback, to identify training needs and set new goals.

### Training

Training of all relevant staff should support the individual to fulfil their role and in the case of coaches and teachers, be appropriate to the requirements of their Swim Wales license. The club and region should ensure all volunteers whose role directly involves children and young persons attend a three hour awareness course – Safeguarding Children in Sport. Safeguarding must be refreshed every 3 years.

Please see [www.swimwales.org](http://www.swimwales.org) or contact your Regional Development Manager for details of training available.

### Swim Wales 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?





## Y Plant

Their ability to work, and form appropriate relationships with children?

Name

Address

If No please can you say why?

Telephone Number(s)

Signed

Date

Disclosure & Barring Service (DBS)  
Enhanced Disclosures

Swim Wales 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?

The DBS Enhanced Disclosure Service enables Swim Wales 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 and which are capable of building a relationship of trust with children and vulnerable adults.

Under Swim Wales Child Protection Regulations all Swim Wales affiliated clubs and members shall participate and comply with the procedures of the DBS and its checking services in regard to child safeguarding matters. This includes any subsequent procedures by Swim Wales for example a request for further information.

The DBS Enhanced Disclosure tells Swim Wales 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 Swim Wales that further investigations are required for example if the person has a history of violence or drug offences.

Are you currently involved in swimming and if so in what capacity?

Swim Wales is not allowed to tell the club about the actual offences listed on a member's DBS Disclosure unless the written permission of the member has been received to do so, so applicants can be assured of confidentiality. However, Swim Wales will tell the club Welfare Officer

Please complete your details below.



## Y Plant

whether or not that individual is considered suitable to work with children and vulnerable adults.

DBS 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 DBS checks form only one part of a safe recruitment process. Swim Wales recommends that clubs recheck their members every 3 years.

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

DBS checks are free of charge to all Swim Wales 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 Swim Wales there will be a charge. Details of the cost are available Swim Wales.

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

Swim Wales can provide a Child Protection List to club Welfare Officers (of their club members only). This will show any registered club members who have received an enhanced DBS disclosure certificate. Therefore they will show as 'DBS Cleared' on the list and the date of the DBS clearance.

Swim Wales manages the Rolling Programme. On a yearly basis all Swim Wales club Welfare Officers can request a Child Protection List for their club.

For further information on DBS please contact Swim Wales.

Safeguarding and Protecting Children Workshops/Courses

All club personnel who are required to have a full DBS check (Risk Level 1) within their role in a Swim Wales club must complete the above course within a reasonable time

of taking up the position while club officers in Risk Level 2 are advised to complete the course. It should be noted the course is open to all including parents.

In the case of Coaches and Teachers they will undertake child safeguarding modules within their professional training and will be required to evidence course attendance as part of the licensing scheme.

Club Welfare Officers will also be expected to attend a Time to Listen Course which will be delivered by Tutors approved by Swim Wales. In January 2016 a sport generic course will be available in partnership with the CPSU.

The attendance by identified club officers and members on the Safeguarding Workshop is also a criteria in the requirements for Dragon Mark accreditation.

To ensure that courses attended are in line with Swim Wales requirements, Swim Wales is following the recommendations made by the Child Protection in Sport Unit (CPSU) and only the training programmes listed below can be accepted:

Sportscoach UK workshop titled 'Safeguarding and Protecting Children Workshop' Refreshers for this course will become available online late 2015 (refreshers are required every 3 years and a copy of the certificate must be presented to the club Welfare Officer who will send to Swim Wales)

The Swim Wales preferred course is delivered by Swim Wales/Sports Coach UK and uses swimming specific examples, referring to the Swim Wales Child Protection Policy and guidelines. For more information and to find a course

near you contact your Education Officer or see the Swim Wales website.

Other approved courses:

- Child protection training delivered by Local Safeguarding Children Boards (LSCB's). All approved Local Authority training is now delivered by their LSCB and should have the LSCB logo on the attendance certificate.



## Y Plant

- Football Association – Safeguarding Children Workshop.
- RFU – Safeguarding and Protecting Young People.
- British Gymnastics – Safeguarding & Protecting Children Awareness Module.
- Amateur Rowing Association – Safeguarding and Protecting Children.

We would emphasise that the Swim Wales preferred course is the Sports Coach UK swimming specific course and we would encourage everyone to attend this because of the additional information it provides relating to our sport. To book a course for your club contact Swim Wales

Who Requires a DBS Enhanced Disclosure or Needs to Attend a Child Safeguarding Training Course?

### Volunteers - Risk Assessments

As every club is different the club Welfare Officers will need to assess the roles within the club before making a decision on whether that member requires a DBS check or to attend a child safeguarding course. As a general rule it will be any member with regular one to one contact capable of establishing a relationship of trust with a child or vulnerable adult (or groups of children and vulnerable adults).

Anyone involved in the clubs finances must be DBS checked

The list below has been developed for guidance only and includes roles at club, Regional and National levels.

### Risk Categories - Based on Specific Role

Level 1 – High risk – opportunity for one to one contact and capable of building a relationship of trust.

Level 2 – Medium risk – Possible opportunity for one to one contact and capable of building a relationship of trust

Level 3 – Low risk – Little if any opportunity for one to one contact and capable of building a relationship of trust

Role	Risk
Secretary	1
Chair	2
Treasurer	1
Membership Secretary	1
Welfare Officer	1
Coach	1
Teacher	1
Poolside Helper	1
Team Manager	1
Committee Member	3
Doctor	1
Physiotherapist	1
Physiologist/Biomechanist	1
Photographer	1
Chaperone	1
Marshalls	1
Starter	2
Timekeeper	2
Referee	2
Judge	2
Scorer	3
Results Administrator	3
Medical Officer	1
Meet Director	2
Technical Director	2

### Swim Wales Policy on Membership Information Required

#### Introduction

Swim Wales undertook a survey within sample clubs to ascertain what information parents and swimmers are aware of and how they feel clubs could better disseminate information on child safeguarding.

The results have shown that:

- Over half the swimmers could name the club Welfare Officer, but were unaware

of the club having a child safeguarding policy or details of what to do if they had a concern.

- The majority of the parents could name the club Welfare Officer and did know that the club had a child safeguarding policy but not how to access it or where to go if they had a concern.
- The majority of swimmers and parents did not know what Swimline was or what the services of Swimline were.
- The majority of swimmers and parents were not aware of Swim Wales' procedure and personnel involved in child safeguarding.

Both parents and swimmers identified:

- They felt communication in the clubs was good when it came to galas etc but failed when it came to outlining child safeguarding policies and procedures.
- To address this they suggested more information in the welcome pack and club newsletters with details of Swimline and the club Welfare Officer's name and details of how to contact her/him on the club notice board.
- Swimmers also requested more direct requests made by the Welfare Officer as to "whether they had a problem" possibly through regular meetings where they could raise issues as a group and individually.

Swim Wales have taken on board the above and have formulated the following advice to clubs which is being adopted by Swim Wales.

All clubs should ensure:

1. Upon a swimmer joining the club they and/or their parents must also be given letters of welcome to the club which include details of the Welfare Officer and where to go to access the club's child welfare policy.
2. Additional information/forms that they require upon joining include:
  - Club application form.

- Medical form.
- Confirmation of commitment and emergency contact form.
- Photography consent form.
- Code of conduct for swimmers and parents to sign.
- Welcome letters to parent and child.
- Club website details.

3. The club Welfare Officer should hold regular meetings (at least 6 monthly) with swimmers and parents where child safeguarding can be raised.

4. The club should place a Safeguarding poster with the Welfare Officer's name and contact details on the club notice board. If the club has no permanent board other arrangements should be made.

5. The club should ensure that the issue of safeguarding and who to go to if you have a concern is noted in all club newsletters.

## CHECK LIST FOR NEW MEMBER INFORMATION

- ☐ Welcome letter and information pack to parents.
- ☐ Welcome letter and information pack to swimmer.
- ☐ Introduction to the welfare officer to explain their role.
- ☐ Inform of where to access the child safeguarding policy.
- ☐ Inform the parent and swimmers of Swimline and where the contact number can be obtained.
- ☐ Explain the nature of Dragon Mark status if the club is a Dragon Mark club.
- ☐ Introduce parent and child to child's coach or teacher
- ☐ Introduce parent and child to other relevant persons as deemed appropriate by the club.
- ☐ Parents/over 18 year olds complete application form.



## Y Plant

- ☐ Parents complete medical form.
- ☐ Parents complete emergency number/consent form.
- ☐ Parents and over 18 year olds sign photo form.
- ☐ Parents sign parent's code of conduct.
- ☐ Swimmers sign swimmers code of conduct.
- ☐ Inform of where to access the squad selection policy and other relevant coaching information.
- ☐ Give details of the club officers.
- ☐ And lastly be open to questions from parents and encourage them to be proactive members of the club.

This is not a definitive list but should be used by the club to form a check list for new parent information

Signed:

Date:

PARENT

SWIMMER

Swimming Club Application Form for Members under 18 Years of Age.

Applicant's Details

Surname:

First Name(s):

Date of Birth:

Address:

Parent's details

Mother Father

Surname:

Surname:

First Name(s):

First Names(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' Code of Conduct
6. 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.

Do you or does your child have any specific medical conditions requiring medical treatment and / or medication?

Yes / No

If yes, please give details





## Y Plant

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:

Confirmation of Commitment

Swimmer Name Date of Birth

As members of (insert name of club) Swimming Club who are under 18 years of age do not have voting rights at any General Meetings of the Club, the membership fee for those swimmers includes the membership of one parent / carer. The declaration at the bottom of this form should be signed by the swimmer and if the swimmer is under 18 years, by the parent / carer, whose signature legally confirms the commitment of the swimmer, and the person who will also be deemed a Supporter Member of the Club. To comply with Swim Wales requirements the Supporter Member (i.e. parent/carer) is also required to complete a category 3, a registration form which should be returned with this form. If the Supporter Member is already a member of another club when their swimmer joined (insert name of club) this club should be listed as club 1 with (insert name of club) as club 2. (Date of joining can be approximate).

Name of Supporter Member      Address (if different from swimmer)

**Additional Emergency Contact Information**  
This information should be completed together with Swim Wales membership Forms described above. In case of any emergency, please complete below an alternative name, address and telephone contact details (not those included on Swim Wales Registration Form) i.e. another family

Do you or does your child have any allergies?

Yes / No      If yes, please give details

Do you or does your child take any regular medication?      Yes / No

If yes, please give details

Any other relevant information

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, (Name)      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



## Y Plant

member or a friend, who can be contacted should parents / carers not be available.

Contact Name(s), Address(es) and Telephone Number(s) please include any mobile numbers which may be used in an emergency. Relationship to member

I acknowledge receipt of the rules of (Insert name of club) Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.

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 Swim Wales, the Amateur Swimming Association or British Swimming.

Swimmer Signature: Date:

Parent / Carer Supporter Member Signature:

Please return this form to:

Parents Photography Consent Form

Note: this form must be read and completed after reading the Swim Wales / \_\_\_\_\_ swimming club photography policy

The \_\_\_\_\_ club may wish to take photographs, (individual and in groups) of swimmers under the age of 18 that may include your child during their membership of the club. All photos will be taken and published in line with Swim Wales policy.

The \_\_\_\_\_ club requires parental consent to take and use 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(ren). Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

- Take photographs to use on the club's secure website

Consent given/ Consent refused\*

- Take photographs to include with newspaper articles

Consent given/Consent refused\*

- Take photographs to use on club notice boards

Consent given/ consent refused\*

- Video for training purposes only

Consent given/consent refused\*

- Employ a professional photographer (suitably approved) who will take photos in competitions attended

Consent given/Consent refused\*

\*Delete as appropriate

Signed:

Dated:

Please return this form to:

Welcome letter to parents on joining the club

Letter should include information that the club has the following policies and where they can be accessed:



## Y Plant

- Child safeguarding policy and procedures.
- Anti bullying policy and where it can be obtained.
- Details of what to do if they have a concern regarding child welfare.
- Club transport policy/Swim Wales transport policy.
- Equity policy.
- Club disciplinary policy.
- Team/training lane selection.

The letter should include names and contact details of:

- The club Welfare Officer
- The club Chairman
- The club Secretary

The letter should include the following statements:

That the club and Swim Wales are committed to good child welfare policies and practice and has a child welfare policy and child welfare disciplinary policy and details of where they can be obtained i.e. from the Welfare Officer / club website/notice board/Swim Wales website.

In a situation where a child is at risk of harm or has been harmed the parent/club Welfare Officer should contact the police or social services directly and inform Swim Wales ICPO as soon as possible with information of the concern.

### Club training information

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

If they are not satisfied they should approach the

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. Swim Wales 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 document 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.
- Setting the right example.

### Draft Letter to Swimmers

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 details of information available to you as swimmers



## Y Plant

and them as parents. Please ask them to share this information with you.

We as a Swim Wales club are committed to help you achieve to a standard that is appropriate to your potential. The coaches and teachers are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this consult your parents who will be able to raise the concern for you.

The club has a child safeguarding policy. The club Welfare Officer will have a copy of this/a copy can be obtained from the club website. The club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other young people, you can speak to your parent or the club welfare officer. The club Welfare Officer will help you and your parents deal with the concern appropriately.

Your club Welfare Officer is

\_\_\_\_\_ or you can find the welfare officers name and details on the notice board/on the website.

You can also contact the Swimline helpline to talk about your concerns with a person who understands swimming and the welfare of children and young people. Swimline is contactable on 0808 100 4001. You will be asked to leave a number at which a swimmer can call you back within 24 hours. This number will also access the NSPCC/Child Line helpline number if you need to speak to someone immediately just hang on until your call is answered.

Your club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy or go to the Swim Wales policy on their website [www.swimwales.org](http://www.swimwales.org)

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 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

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.

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. Swim Wales 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. Childline. Help for children and teenagers  
Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

3. Child Protection in Sport Unit (CPSU) call 0116 234 7278/728  
The CPSU have useful downloadable documents at [www.CPSU.org.uk](http://www.CPSU.org.uk) including:





## Y Plant

- Club safety list for parents.
- Protecting your child by listening.
- How you can help make sport safe.
- Setting the right example.

### Supervision of Swimmers Including Away Events

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.

### Supervision of children and young people in swimming

- Swimmers should be supervised by suitably DBS checked club personnel only.
- The supervision ratio for children over 8 is 10:1 but with a minimum of 2 adults at all times (See Swim Wales teaching handbook for ratios recommended for teachers/coaches/swimmers.)
- In events away from the home club whether for an evening or overnight, clubs should follow the policy in Safe Sport Away, together with the Swim Wales transport policy in this document.

In all events where supervision of junior swimmers is required the organiser must

- Ensure that the supervision ratios are strictly adhered to.

Note: Coaches and teachers should not be counted as a supervisor or chaperone.

- Ensure that all supervisors know what to do in an emergency and that there will be sufficient staff to cope.
- Ensure the needs of the swimmers can be/are met at all times.

Taking children away for competitions and training camps

Swim Wales and the CPSU produced "Safe Sport Away" to give guidance to all clubs to safeguard children when they take them

away from the club base to train or compete. This document should be followed by clubs whether going away for a day or for several days and is relevant if this is to be in the UK or abroad.

Additionally Swim Wales use a Permit and Clearance form which will be of assistance to club training and competing away from home and abroad. When travelling abroad, clubs are required to submit a completed permit to travel for authorisation 28 days before travel to obtain authorisation.

- A qualified Team Manager will be trained and understand all the requirements when travelling with children. Swim Wales cannot stress the importance of having a qualified person when travelling with children. Team Manager courses can be arranged through Swim Wales. 01792 513580

Permit and Clearance Form  
Issued in accordance with FINA Rules GR 2 GR3 & GR4 - General rules  
Please apply 28 days before camp dates

Please complete items 1 – 5 and then email it to [secretary@welshasa.co.uk](mailto:secretary@welshasa.co.uk) or post to Swim Wales, Wales National Pool, Sketty Lane, Swansea, SA2 8QG

### 1 – Type of event

Please tick ( ☐ ):

Swimming	Water Polo	Diving
	Synchronised Swimming	
	Open Water Swimming	
Racing	Competition	
	Competition	Competition
	Competition	
Training	Training	Training
	Training	Training
	Training	





Y Plant

Disability  
Master  
Master  
Master

Master  
Master

Swimming Doping Compliance Officer  
Date copy sent to applicant

2 – Dates & Venue  
Name of event  
Date of event:  
Place of event:  
Dates of travel:

3 – Approval and Insurance please complete overleaf

4 – Names of competitor/s please complete overleaf

5 – Names of team staff please complete overleaf

6- Advice relating to Passports, Visas and European Health Insurance Card (EHIC) is attached

7 – Extracts from FINA Rules

6 – Office use only - Individual or team clearance authorisation to train and compete abroad  
The individual or swimmers and staff team listed on the attached sheet are registered members of either the Amateur Swimming Association (ASA), Scottish Amateur Swimming Association (SASA) or Swim Wales (WASA Ltd) and are authorised to take part in the event as stated above, in the location as stated above and for period as stated above

The team or individual has undertaken to observe the rules of the Organisation which governs swimming / water polo / diving / synchronised swimming / open water in the country where the competition is held.  
(Please note any person who has not been given approval are listed below)

Authorised by:  
Signature:  
Date:

Date form received      Date permission granted  
Date approval given by British

3 – Approval and Insurance  
Approval - Name of club and club officials who has given approval to compete in the event or training camp

Club

Name

Position

Telephone No

Insurance – The Civil Liability This covers legal liability for bodily injury to third parties and/or damage to third party property in connection with the approved activities of Swim Wales/ Swim Wales.  
Personal Accident cover Provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by Swim Wales/ Swim Wales as described below and on the website.  
Travel insurance is NOT included so the club will have to arrange separate cover, which Perkins Slade can provide, via their website  
[www.adrenalinetravelinsurance.co.uk](http://www.adrenalinetravelinsurance.co.uk)

Insurance actives and excluded activities  
The Swim Wales/ASA civil liability protection provides cover for club members for the following activities:

- Training for competitive Swimming
  - Social activities
- Competitive Swimming • Fund-raising activities
- Learn to Swim • Administrative, teaching and coaching activities
- Swimming Development Activities
  - Recreational swimming

There is a requirement on the Swim Wales/ASA to provide information on approved activities which fall into the above categories.



## Y Plant

specific guidelines will be drawn up providing advice and guidance on this topic.

The personal accident cover provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by Swim Wales/Swim Wales.

Swim Wales/Swim Wales receive numerous queries regarding which activities are covered by the insurance policy and the members of the Health and Safety Forum have drawn up the following suggested list of excluded activities for consultation.

The following list of excluded activities is not exhaustive and if you wish members to participate in any activity under the auspices of your club which are outside the core activities relating to the disciplines of swimming which your club traditionally offers please contact Ash Cox on [insurance.query@swimming.org](mailto:insurance.query@swimming.org). Please note that legal may need to refer the query to the panel of experts appointed by Swim Wales Health & Safety Committee and therefore you should allow sufficient time for your query to be resolved before organising any such activity.

### Sports

Abseiling	Judo	Rock Climbing
	Sub-Aqua	
Archery	Martial Arts	Roller Hockey
	Water Skiing	
Boxing	Motor Racing	Rugby Football
	Weight Lifting	
Fencing	Mountaineering	Shooting
	Wrestling	
Flying and Gliding – and other form of aerial activity		
Parachuting	Skating	
Horse Riding	Potholing	Skiing and other winter sports
Recreational Activities		
Ballooning	Cliff Diving	Para-Gliding
Bungee Jumping	Paint Ball Games	
Survival and Assault Course		
Activities		

Swim Wales/Swim Wales is aware that many clubs which do not traditionally offer open water swimming activities may, from time to time, wish to do so and therefore

4 - Names of competitors: Complete below the name of the person or club or squad applying for permission to compete in an event or training camp all of whom must be registered with either the Amateur Swimming Association (ASA), Scottish Amateur Swimming Association (SASA) or the Swim Wales (WASA Ltd).  
(The above to be held under FINA Rules or the Rules of the country under whose jurisdiction the competition is held)  
ASA/ SASA /Swim Wales  
Membership no Office use only (Tick if a registered cat 2 member)

5 - Names of team staff –(please indicate who the main contact is and include their mobile phone number)

Please note that key members of the staff who will be accompanying your members will:

- Have been DBS checked in accordance with the requirements of Swim Wales/British Swimming.
- Have undertaken Child Protection training in accordance with Sports Coach UK standards
- Have attended appropriate Team Manager Training
- Are aware of the requirements to comply with the NSPCC's NSPCC Child Protection in Sport Unit document Safe Sports Events, Activities and Competitions Role whilst travelling ASA/ SASA /WASA Membership no Office use only (Tick if a registered member) & DBS checked

6 – Advice relating to Passports, Visas and European Health Insurance Card (EHIC)

#### Passports

If you wish to travel abroad you must hold a valid passport, even for a day trip. Apply in good time. In the UK, you can get advice from the Identity and Passport Service website or call them on 0870 521 0410 (lines are open 24 hours a day and calls are charged at the national rate).

Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

Outside the UK, you should get advice from the nearest British Embassy, High Commission or Consulate. Our staff can issue standard replacement passports in most places. However all missions are able to issue emergency passports if more appropriate.

#### Visas

If you plan to travel outside British territories you may require a visa to enter the country you are going to.

Check visa requirements with your travel agent or contact the Consulate or Embassy of the country you plan to visit.

If you are a British Dependent Territories Citizen, British Overseas Citizen, British Subject, British National Overseas, or a British Protected Person, you may need a visa that is not required by British Citizens.

#### General Tips:

- Make a note of the passport number, date and place of issue (or take a photocopy), and keep separately in a safe place.
- Check the passport expiry date.
- Write the full details of your next of kin in your passport.



## Y Plant

- Leave a photocopy with a friend or relative at home.
- Take a second means of photo-identification with you.
- Keep your passport in the hotel safe and carry a photocopy with you.
- If your passport is lost or stolen overseas, contact the nearest British Embassy, High Commission or Consulate immediately for advice.
- Keep your passport safe

For further advice visit the Foreign & Commonwealth Office website

### European Health Insurance Card (EHIC)

In 2005, the E111 form was replaced with the European Health Insurance Card (EHIC). The EHIC entitles you to free, or reduced-cost, health care if you become ill, or have an accident, while on holiday in Europe.

If you are travelling to mainland Europe, and you haven't got an EHIC card, you will need to apply for one by:

- completing the online form <https://www.ehic.org.uk> (your card will be delivered in seven days), or
- calling 0845 606 2030 (your card will be delivered in 10 days), or
- completing a form available at your local post office (your card will be delivered in 21 days).

Every family member needs to have their own EHIC card. You can apply for an EHIC for your spouse, or partner, and any children up to the age of 16 (or 19 if they are in full-time education) at the same time as applying for your own. When applying, you need to have the name, date of birth and NHS, or national insurance (NI) number, of everyone you are applying for.

The EHIC lasts for five years and allows UK nationals, who are resident in the UK, to receive free, or reduced-cost, emergency healthcare when visiting European Economic Area (EEA) countries. These countries include all those belonging to the European Union (EU) as well as Iceland, Liechtenstein, Norway and Switzerland. See the Department of Health website for where the EHIC is valid. The treatment will be free or at a reduced cost, but private treatment is not usually covered.

Remember that even with an EHIC, it's still advisable to take out full travel insurance, so make sure that you are covered for all eventualities.

You can find more information about the EHIC on the Department of Health's website - EHIC and health advice for travellers - or by calling the EHIC Enquiries Line on 0845 605 0707.

If you lose your card you should call the Enquiries Line on 0845 605 0707 - or if calling from outside the UK - +44 191 203 5555.

Alternatively you can write to : EHIC Enquiries, PO Box 1114, Newcastle upon Tyne, NE99 2TL. You will need to enclose your full name, date of birth, UK address and if known, your EHIC Personal Identification Number (PIN).

For further advice visit the Department of Health website

## 7 – Extracts from FINA rules

### General Rules

These General Rules are basic regulations for FINA competitions in all kinds of Swimming, Open Water Swimming, Diving, Water Polo, Synchronised Swimming, Masters Competitions as well as for uniform regulations for the development of competition facilities.

In these rules, competitors shall include swimmers, open water swimmers, divers, water polo players, synchronised swimmers or masters swimmers, either male or female.

FINA recognises that these rules may be adjusted for competitions with a given Federation but recommends that all Members adhere to these Rules as closely as possible.

### GR 1 ELIGIBILITY

GR 1.1 All competitions shall be registered with their National Federations to be eligible to compete.



### GR 2 INTERNATIONAL RELATIONS

GR 2.1 A competition organised by a National Federation, Regional Body or Club in which other FINA recognised Federations, Clubs or Individuals participate, shall be regarded as an International Competition.

GR 2.2 A member shall not admit to its membership any club affiliated to another Member.

GR 2.3 Any competitor who temporarily or permanently changes his residence to another country may join a club affiliated to the Member in the new country and shall be regarded as coming within the jurisdiction of the latter.

GR 2.4 No team shall be designated by the title of a country or Sport Country unless the competitors have been selected by the Member of the Country or Sport Country.

GR 2.5 When a competitor represents his/her country in a competition; he/she shall be a citizen, whether by birth or naturalisation, of the nation he/she represents, providing that a naturalised citizen shall have lived in that country for at least one year prior to that competition. Competitors, who have more than one nationality according to the laws of the respective nations must choose one "Sports Nationality" and be affiliated to one member only.

GR 2.6 Any competitor changing his affiliation from one national governing body to another must have resided in the territory of and been under the jurisdiction of the latter for at least twelve months prior to his first representation for the country.

GR 2.7 Any application for change of affiliation must be approved by FINA.

### GR 3 TOURS IN FOREIGN COUNTRIES

GR 3.1 A competitor competing at a competition in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This sanction shall apply equally to judges, officials, trainers and coaches.

GR 3.2 All competitors must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective member.

GR 3.3 In every case of a dispute, the rules of the Member or recognised Continent body under whose jurisdiction the competition is held shall be enforced. During the Olympic Games, world Championships, and other FINA competitions, FINA Rules are applicable.

### GR4 UNAUTHORISED RELATIONS

GR 4.1 No affiliated Member shall have any kind of relationship with a non affiliated or suspended body.

GR 4.2 The exchange of competitors, administrators, directors, judges, officials, trainers, coaches etc. with non affiliated or suspended bodies is not permissible.

GR 4.3 The holding of demonstrations and/or exhibitions, clinics, training competitions, etc. with non-affiliated or suspended bodies is not permissible.

GR 4.4 The Bureau may authorise relations with non-affiliated or suspended bodies in Rules GR 4.1 through GR 4.3 above.

GR 4.5 Any individual or group violating this Rule shall be suspended by the affiliated Member for a minimum of one year, up to a maximum of two years. FINA retains the right to review the suspension made by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made on review. In the event that such individual or group has resigned its membership with the affiliated Member or is not a Member, it shall not be allowed to affiliate with that Member for a minimum period of three months up to a maximum period of two years. FINA retain the right to review any such sanction imposed by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made in review.



## Swim Wales Policy 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. Swim Wales is committed to ensuring that any risks to all participants are kept to an absolute minimum.

Swim Wales 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 Swim Wales 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. Swim Wales has a duty to safeguard its members under the age of 18 alongside a duty of care to all its members and it is for this reason that Swim Wales does not recommend that adults and children should be lane sharing.

However Swim Wales recognise 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. Swim Wales 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 Swim Wales policy 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 life guards.
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.

## Swim Wales Statement on adults and children sharing lanes in training

Swim Wales recommend that senior swimmers aged 18 and upwards and children should train in separate lanes.

Swim Wales 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. Swim Wales 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.

NB: The above policy has been developed with information gained from studies of past Swim Wales safeguarding cases. The 2nd edition of "In at the Deep End – a study of cases of child safeguarding in Swim Wales from 2004 to 2008" will be published in the future and will outline risks identified in swimming in all areas and the development of policy to protect and safeguard children in our sport.

### Transport Policy

This advice should be read in conjunction with Swim Wales/NSPCC document "Safe Sport Away".

The \_\_\_\_\_ club policy relating to transporting children in connection with all Swim Wales activities.

- The 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 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 event. 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 in the form of a mini bus or coach the club should ensure consent is obtained by the parent or carer for the child to be transported by coach and a Medical Consent to Emergency Treatment form obtained. (Draft forms can be found in Safe Sport Away).

The Team Manager will provide parents and carers written details of:

- Where swimmers should be dropped off and met before and after the event.
- The expected time of arrival at the collection point and the expected time of arrival back.
- A contact phone number for parents to use if they are unavoidably delayed in collecting swimmers or to arrange suitable alternative plans for collection.

The Team Manager will ensure they have:

- Relevant forms completed and signed by parents as outlined in Safe Sport Away.
- Details of the parents contact phone number on that evening if it differs from the numbers held by the club.
- The Club Late Collection of Swimmers Policy.

Coaches and club officers unrelated to a swimmer under 18 years should not transport swimmers 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 DBS 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/carers consent should be obtained in advance.

### Swim Wales Changing Room Policy

### Duty of Care to Swimmers in Changing Facilities

Swim Wales 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 make 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. Swim Wales' view is that while a child is training he remains under the responsibility, under the duty of care, of the person who is teaching/coaching him 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 she/he fails to return in a reasonable time, or appears upset upon leaving the poolside the coach/teacher should request a suitable club official to ensure that he/she is alright. 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 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 while their swimmers are changing unless the swimmer 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 when 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.

Swim Wales does not advise adults supervise changing facilities as that places them and the children at risk of harm and allegation.

### Responsibility after a session is completed

Swim Wales' 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 they 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 "Swim Wales Policy Policy on Late Collection of Children".

## Photography and Photographing Swimmers Policy

### Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming).

The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport.

Whilst 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.

To set out such procedures, this Policy has been prepared by Swim Wales.

Swim Wales acknowledges the assistance of Swim Wales and the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice "Images of Children's participating in Activities at Premier League Clubs" within this Policy.

### Aims of this Policy

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

Second, Swim Wales 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.

Swim Wales have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event i.e. not a parent/carer takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

### Recommended Best Practice

1. The publishing of a photograph of a 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 Swim Wales guidelines. An issue has arisen in the past where a child's photo was published and led to a parent under court order only to have supervised contact with that child, discovering their whereabouts and making direct contact.

2. A parent or guardian has a right to refuse to have 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 form allowing parents to indicate refusal of consent is set out below.

3. Under Swim Wales' policy on the taking of photos once a parent has signed the club's Photography Book Register we are happy for them to take photos in 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 and 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. Swim Wales 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.

Swim Wales 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 we can to safeguard children's well being in the current climate of concern.

### The Official Photographer

The aim of each official photographer should be to help celebrate and promote swimming. When taking an image 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.
- Photographers should be invited to apply for inclusion in Swim Wales list of designated children's photographers, explaining to them that they will be screened and trained by Swim Wales on safeguarding children matters before they are placed on the list.
- 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





## Y Plant

them in the club's Safeguarding Children 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 must provide them with a copy of this Policy 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 must determine who will hold the images recorded and what is to be done with them.

### Policy on Videoing Children During Club Sessions

The videoing of children during club sessions is not recommended. Any videos that are taken would have to be justified by the club as to why this video has been made. (eg. to assist in swimming stroke development).

Assuming a video is taken then the 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.

Any concern and the videoing must cease and the video not used.

After videoing, unless it can be justified as to why the video is to be kept the video must be destroyed once it has served its purpose.

Additionally the videoer must be extremely careful in the content of the video.

### Mobile phones

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

any photos taken should come within our guidelines and that if mobile phones are taken into changing rooms the facility to take photos must not be used.

- ☐ Should photographs (with or without) names of children be posted on a club website?

It is recommended that individualised photographs must 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.

The only exception to this policy 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/carers.

(Name of Club) Club Letter Head

### Child Photography Refusal of Consent Form

Name of Child:

Date of Birth:

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

Signed (Parent/Carer):

Print Name:

Date:

- Communication between coaches and teachers and young swimmers to the swimmers' mobile phones.

## Policy

1. Coaches and Teachers must not contact young swimmers by text or voice directly to their mobile phone. All communication must either be from the coach/teacher to the swimmer's parent or guardian or if it is essential communication is made directly to the young swimmer it should be by a nominated female person at the club who has undergone DBS checking and appropriate training and is authorised to hold the mobile phone details of young swimmers. Any such communication must be with the consent of each swimmer's parent or guardian.

2. It is recommended clubs retain a confidential list of mobile numbers approved by parents or guardians, to which batch text messages advising of changes to training times, coach departure times for events etc. may be sent by the nominated female person at the club who has undergone DBS checking and appropriate training.

3. Coaches of elite swimmers may, with the consent of the swimmer's parents or guardian, use text messaging or email to communicate with the swimmer when they are away with international teams. The text messages or e-mails must be restricted to information on training, events, results etc.

4. Coaches and teachers must not email young swimmers directly unless it is a circular e-mail to an undisclosed distribution list held by a nominated female club member who has undergone DBS checking and is authorised to hold the email addresses of young swimmers with the consent of each swimmer's parent or guardian.

5. Coaches and teachers must 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 she/he is not the sole supervisor of the swimmers and is not actively engaged in

## Policy on the Use of Mobile Phones and Email by Swimming Coaches and Teachers

### Introduction

This policy is a joint policy statement by the British Swimming Coaches and Teachers Association (BSCTA), Institute of Swimming (IoS), British Swimming and Swim Wales. It is endorsed by the Child Protection in Sport Unit (CPSU).

### Background

There is 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 and 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 the policy is to provide a recommendation of best practice to swimming teachers and coaches regarding the following:

- Use of mobile phones whilst having responsibility for the supervision and safety of young people.

supervising warm up or swim down at the time of the call.

6. 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. 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.

The publishing of a photograph of a swimmer under 18 years must only be done with the parent's consent and it must be noted that parents and guardians have the right to refuse to have a child photographed.

If a photograph is taken for publication it must be a head and neck only photograph, or in full tracksuits if full length. Identifying details such as full name, place or residence or school attended should not be given alongside the photograph.

7. 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.

### Recording and Retention of Mobile Phone Numbers and Email Addresses of Young Swimmers

1. Clubs must not insist on obtaining email addresses or mobile telephone numbers from young swimmers. Parental/guardian consent must be obtained before the information is obtained.

2. If a club does obtain email addresses or mobile telephone numbers of young swimmers the data should only be used by a nominated female adult member who has undertaken DBS checks.

3. The club must set a policy for the use of the lists eg. mass circulation of training news by email or emergency contact by mobile phone if parents/guardians agree and are unavailable.

4. All email distribution lists must be set up to ensure the recipients of the email cannot see the email addresses of the other recipients.

### Good Practice Guidelines on the use of Social Networking Sites by Swim Wales 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 Swim Wales 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

Swim Wales recognise that the use of social networking sites such as My Space, Bebo, Facebook, Instagram and Twitter 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 whose "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 online, post pictures, and write 'blogs' etc, through the creation of an online 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 policy is to provide a recommendation of best practice to all Swim Wales club members and parents on the use of social networking sites as they relate to that individual's role in a Swim Wales club.

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

Policy for coaches, teachers and other officers in a position of trust and responsibility in respect of children in a Swim Wales club

1. Swim Wales' members in a position of trust and/or must 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 Page or request that you become a named friend on the young persons Social Networking Page you must decline if:

- a. You are in a position of responsibility in respect of that child.
- b. You hold a position of trust and responsibility in the club.
- c. Your contact with the child is through a Swim Wales club and the parent/guardian of the child does not give their consent to such contact.

3. The social network site must never be used as a medium by which to abuse or criticise Swim Wales members or Swim Wales clubs and to do so would be in breach of Swim Wales Law and Regulations.

4. The publishing of a photograph or video footage on a social networking site is governed by the same requirements as any other media – see Swim Wales Photography Policy

Policy for 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 Swim Wales 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 he is accessing providing Swim Wales under 18 year old club members on the site are listed as friends of his child;
- The coach concerned does not have direct contact with those swimmers through the social networking site;
- The coach does not accept such swimmers as friends on his home site; and
- The coach should inform the Club Welfare Officer of this arrangement.

Coaches/teachers/officials who are under 18.

Swim Wales recognise social networking sites can be a useful tool for teachers, coaches and officials within Swim Wales clubs to share information with other teachers, coaches or officials. If, however, the teacher, coach or official is under the age of 18 while they may be a colleague, the requirements of 1 and 2 above must be adhered to.

If the young person is aged 16 or 17 it is the view of Swim Wales 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 Swim Wales.

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
- The named adult must sign an agreement to keep the contact with the young person to the discussion of matters relevant to the young person's professional role in the club.
- All such communications should be shared with an identified 3rd person (eg. the young person's parent/guardian or club welfare officer).
- If the young person or the adult is found to breach the above agreement action must be taken by the club to address the concern and/or the breach referred to Swim Wales or the statutory agencies if appropriate.

Policy Guidance Swim Wales' 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 remember that anything you say including photos, pictures and video clips posted on your site may be shared with people other than those for whom it was intended.
5. Never post or send any photographs, videos or make comments that may be:

- hurtful, untrue and upsetting and you may regret sharing later on;
- May be 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 Swim Wales Photography Policy. If you do wish to upload such 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 such 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 as to do so may not only breach Swim Wales Policy but also the law.

Policy for parents of Swim Wales' members under the age of 18

There have been occasions where parents of Swim Wales 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 the subject of the verbal abuse to take action through statutory agencies or statutory legislation to address the comments made.

Swim Wales has produced a parent's code of conduct which can be found in Y Plant. Section 6 of this Policy 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 Swim Wales commitment to equality, diversity and inclusion”.

Parents must be aware that posting messages, comments or any other media on a social networking site that breaches the above requirement of a parent in a Swim Wales club will breach Swim Wales 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 British Swimming or Child Protection in Sport Unit website at [www.cpsu.org.uk](http://www.cpsu.org.uk).

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

### Young Coaches aged 18 to 21

Swim Wales recognises 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 Swim Wales 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, Swim Wales 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 must make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.

### 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.

Swim Wales have drawn up a list below of agencies that you can contact, anonymously if you wish, where you can raise such concerns.

- The Child Exploitation online 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 Swim Wales website.

- If you are under 18 use the “Your Chance to Talk” form on the “Child Power” section of Swim Wales 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 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.

## Acknowledgments

Swim Wales is very grateful for the valuable assistance of the following:

Swim Wales Youth Forum  
 ASA Welfare Officers, Swim Wales members, parents and children whose comments and feedback have greatly contributed to these policies.  
 British Swimming Coaches Association (BSCA)  
 ASA Regional Directors  
 Nova Centurion Swimming Club  
 Child Protection in Sport Unit

Club Policy for setting up/using social networking sites:

1. Decide how your sports webpage/profile will be managed within your club/organisation
2. Vetting and managing the webpage/profile
3. Training for the person/s managing the organisation's online profile
4. Involvement from your club's/organisation's designated safeguarding lead person

5. Ensure any interactive content is moderated eg. Club social network page/discussion/forums.
6. Registration or 'signing up' to your sports club/organisation:
7. Choose an appropriate email address to register/set up a profile/account
8. Ensure appropriate security settings are set up
9. Ensure that adequate privacy settings are in place either restricting or allowing access to photos, personal information, comments about others, friends and followers.
10. Ensure that staff and volunteers, including coaches and athletes, are aware of the need to protect their privacy online. Staff and volunteers should be encouraged by the club/organisation to carefully consider who they give access to their personal information online.
11. All staff and volunteers must ensure there is a clear differentiation between their personal and professional profiles
12. Address safety when adding content to your webpage/profile:
13. Sports contact details
14. Promote your sports webpage/profile
15. Promote safe and responsible use
16. Avoid taking personal details of children and young people
17. When uploading content – 'think before you post'
18. Report fake or impostor webpage/profiles.
19. Address safeguarding when promoting the sport, organisation, events and competitions.
20. Promote your sports webpage/profile
21. Use the club's/organisation's own webpage/profile/email instead of using personal accounts.

## Guide to Twitter: Getting Started

### What is Twitter?

Created by Jack Dorsey in 2006, Twitter is a social networking service that enables users to send and read other user messages called Tweets. These are essentially text messages but with data held on the internet rather than your phone.



## Y Plant

You can send 140 character messages, which includes spaces, and these appear on the author's profile page. They are publicly visible by default but can be hidden from Twitter users outside your, or your child's, group of friends (see section 2 for more on this).

Users may subscribe to other author tweets, known as following. Subscribers are known as followers. Users can follow individual authors or create lists of authors to follow.

Tweets can be sent or received through the [www.twitter.com](http://www.twitter.com) website, external applications or text services on mobile phones. It has over 100million users across the world.

### Creating a Twitter Account

To create a Twitter account for you or your children first visit the website: [www.twitter.com](http://www.twitter.com). Do not go to [www.twitter.co.uk](http://www.twitter.co.uk).

Follow the link on the right hand side to "Sign Up". You, or your child, will need an email address. If you use your email address then you can monitor through your email who is following your child and whether any direct messages are being sent. Twitter will then ask you for the following information:

**Full name:** Please note that your, or your child's, full name will appear on the profile meaning that other users will be able to search for you. This cannot be kept private, so think about the profile name you want to be public.

**Username:** The username will be your, or your child's identity on Twitter. This is the name that will appear in messages, or Tweets.

**Password:** Choose a password to protect the account consisting of seven characters or more (see 2. Safeguarding for more on password safety). Try to choose a mixture of numbers and letters. But it needs to be memorable. Don't write it down and ensure you or your child doesn't let anyone know what it is.

**Email:** An email is sent for initial validation of the account. You can opt out of any further notifications or updates. Even though

your email address will not be publicly displayed you have the option to let people find you using it.

Please note that by clicking 'Create my Account' you are accepting the terms and conditions set by Twitter.

### Twitter Glossary

**Tweet:** A message sent via Twitter.

**Following:** These are the people whose tweets you've selected to read; their tweets appear in your 'feed' or 'stream'.

**Follower:** This is someone who is reading your tweets.

**At Reply, or**

**@[username]:** A direct tweet sent to another Twitter user.

**Hash Tag:** The '#' sign allows Twitter users to group tweets by topic, making it easier to search particular conversations using Twitter Search.

**Link:** Including a URL in your tweet.

**ReTweet:** To repost something that's already in the Twitter stream. Usually preceded by 'RT' and '@[username]', to give credit to the original poster..

### The Swim Wales Anti Bullying Policy

Swim Wales have noted an increase in referrals of bullying in clubs in recent years. This is due to the proper identification of bullying and the pro-active nature of clubs in dealing with allegations. All clubs should have adopted the Swim Wales Anti Bullying policy.

Swim Wales have also formed a relationship with Swim Wales & Kidscape and have access to services for children in our sport who have been bullied as well as videos that clubs can use to educate children and adults in the club about bullying, its effects and how it can be identified and dealt with through good practice.

It is for clubs to identify to parents and children that they have an anti bullying policy and to ensure the children and parents are aware of how to refer concerns.

### Anti-Bullying Policy For Swimming Clubs

## Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all swimmers or parents 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 club Welfare Officer or any committee member.

## 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 (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures).
- Physical – unwanted contact, pushing, kicking, hitting, punching or any use of violence.
- posting of derogatory or abusive comments, videos or images on social network sites
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- Homophobic - because of, or focusing on the issue of sexuality.

## 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. Swimmers who are bullying need to learn different ways of behaving. A club has a responsibility to respond promptly and effectively to issues of bullying.

## Objectives of this Policy

All committee members, coaches and teachers, swimmers and parents should have an understanding of what bullying is. All committee members, teaching and coaching staff should know what the club 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. Swimmers and parents should be assured that they would 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:

- Says he or she is being bullied.
- Is unwilling to go to club sessions.
- Becomes withdrawn anxious, or lacking in confidence.
- Feels ill before training sessions.
- Comes home with clothes torn or swimming equipment damaged.
- Has possessions go “missing”.
- Asks for money or starts stealing money (to pay bully).
- Has unexplained cuts or bruises.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.
- In more extreme cases starts stammering.
- Cry themselves to sleep at night or has nightmares.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Attempts or threatens suicide or runs away.

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



### Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee or ring Swimline.
2. In cases of serious bullying, the incidents will be referred to Swim Wales for advice.
3. 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. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

### Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate a small panel (made up from Chairman, Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, and these should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has, in their view, taken place the swimmer should be warned and put on notice of further action ie. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

5. In some cases the parent of the bully or bullied swimmer can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both swimmers should be made aware of the concerns and outcome of the process ie. the warning.

In the case of adults reported to be bullying swimmers under 18

1. Swim Wales should always be informed and will advise on action to be taken.
2. It is anticipated that in most cases where the allegation is made regarding a teacher or coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

### Prevention:

The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti bullying policy is one part. All swimmers and parents will sign to accept the constitution upon joining the club. The club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with swimmers to discuss the issue openly and constructively. This policy is based on that provided to schools by KIDSCAPE.

KIDSCAPE is a voluntary organisation committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300.

NSPCC Helpline 0808 800 5000

ChildLine 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk)



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

1. The Welfare Officer should be informed of allegations of bullying of a swimmer under the age of 18.
2. Ensure you receive information in writing, 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 policy:
  - 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 policy. 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 policy.
- 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.

A separate copy of this policy can be found on the Swim Wales website

## 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)

Coach

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

Swim Wales Policy on Late Collection of Children

(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 (Swim Wales 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:

On occasions 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 must be asked to inform the appropriate club officer if they are delayed with a clear guidance on what the club will be required to do, ie. 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 must 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 must 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/volunteer or parent.
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 in a vehicle or the club with them alone
- 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 must 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 must either contact the children's team at the local social services or seek advice from the Swim Wales Welfare Officer.

## Swim Wales 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 approximate 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 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 involved.
- Refer the concern to the Swim Wales Welfare Officer

## Code of Conduct for Athletes from Aquatic Disciplines

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

### General Behaviour

1. Treat all members of the club with due respect including:
  - ☐ Fellow Athletes
  - ☐ Coaches
  - ☐ Officials
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. If you have any problems with other club members or staff please inform an appropriate adult, such as your parent, team manager or child welfare officer.
5. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.
6. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.

7. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
8. Illegal and performance enhancing drugs and substances are strictly forbidden. Aquatic Athletes are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))
9. It is important that information on all medication being currently taken is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.
10. Adhere to the Swim Wales Safeguarding policy on the use of Social media sites

### Swimming Training

1. Arrive in good time to stretch, 15-20 minutes before start time
2. Have all your equipment with you, ie. paddles, kick boards, hats, goggles etc
3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training
4. Listen to what your coach is telling you
5. Always swim to the wall as you do in a race, and practice turns as instructed.
6. Do not stop and stand in the lanes, you may get injured
7. Do not pull on the ropes as this may affect and injure others
8. Do not skip lengths or sets you are only cheating yourself
9. Think about what you are doing during training

### Competition

1. You must enter events and competitions that the Chief Coach has entered/selected you for unless by prior agreement with the relevant club official.
2. At Open Meets check when you should post your cards and be sure to post them on time.
3. Warm up before the event. Prepare yourself for the race/event.



4. Warm up properly by swimming, not playing, stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.
6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.
11. Aquatic Athletes are expected to only compete at meets that have been set out in the structured competition calendar. Swimming outside of this calendar is not acceptable unless previously discussed and approved by the Head Coach. Aquatic Athletes that ignore this rule will have their place in the squad reviewed, which may result in removal from the club squad.

## Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming, therefore, the Association will not tolerate:

- ☐ Discrimination on the grounds set out in 1 above
- ☐ Harassment
- ☐ Bullying
- ☐ Abusive or insensitive language
- ☐ Inappropriate behaviour detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.
4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

Signed:

Dated:

Name:

## 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, ie. 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 Swim Wales commitment to equality.
7. Inappropriate language within the club environment will not be tolerated.
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.
11. 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 club notice board.
12. 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.
13. Most of all help your child enjoy the sport and achieve to the best of their ability.
14. Parents must have knowledge of the club's Constitution and club's rules.
15. Adhere to the Swim Wales Safeguarding policy for the use of social media sites

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 Swim Wales / 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 Swim Wales Office of Judicial Administration.

### General Behaviour

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.
2. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.
3. It is important that information on all medication being currently taken by a child is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.
4. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
5. Illegal and performance enhancing drugs and substances are strictly forbidden. Parents are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming, therefore, the Association will not tolerate:

- ☐ Discrimination on the grounds set out in 1 above
- ☐ Harassment
- ☐ Bullying
- ☐ Abusive or insensitive language
- ☐ Inappropriate behaviour detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.

4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

Signed:

Date:

Name:

## Code of Conduct for Swimming Coaches and Teachers.

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

The Coach / Teacher must:

1. Put the well-being, health and safety of members above all considerations including developing performance.
2. At all times adhere to the Swim Wales Code of Ethics, Rules and Laws.
3. At all times adhere to the Swim Wales Child Safeguarding Policy and Procedures.
4. Consistently display high standards of behaviour and appearance.
5. 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.

6. Develop an appropriate working relationship with swimmers based on mutual trust and respect.

7. Meet Swim Wales commitment to equality, diversity and inclusion.

8. Always place the well-being, health and safety of swimmers above all other consideration including developing performance.

9. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.

10. Always identify and meet the needs of the individual swimmer as well as the needs of the team/squad.

11. Be fair and equal in team and training squad selection.

12. 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

13. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.

16. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.

17. 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.

18. Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.

19. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors and physiotherapists) in the best interests of the swimmer.

20. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.

21. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.

22. Treat all competitors and other club teams with respect, whether that is in victory



## Y Plant

or defeat and encourage all team members and fellow club members to do the same.

23. Refer all concerns of a child safeguarding nature in line with the club/Swim Wales safeguarding children policy.

24. Adhere to the Swim Wales Safeguarding policy for the use of social media sites

### General Behaviour

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities.

2. Consumption of alcohol is totally forbidden and must not be consumed whilst en route, prior to, or following a competition event, training camp or team activities. During competition alcohol is strictly forbidden.

3. It is important that information on all medication being currently taken is reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager.

4. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

5. Illegal and performance enhancing drugs and substances are strictly forbidden. Coaches / Teachers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in aquatic sports (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.

2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in aquatic

sports, therefore, the Association will not tolerate:

- ☐ Discrimination on the grounds set out in 1 above
- ☐ Harassment
- ☐ Bullying
- ☐ Abusive or insensitive language
- ☐ Inappropriate behavior detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.

4. Committees, officials, and volunteers in all aquatic disciplines must address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club in the first instance.

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

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

### Code of Conduct for Committee Members, Officials and Volunteers

This code is an extension to the Swim Wales Code of Ethics, both should be followed.

Committee Members, Officials and Volunteers must:

1. At all times adhere to the Swim Wales Code of Ethics, Rules and Laws. (Please see Swim Wales website)

2. At all times adhere to the Swim Wales Child Safeguarding Policy and Procedures. . (Please see Swim Wales website)

3. 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
4. Consistently display high standards of behaviour and appearance
5. Treat all swimmers with respect and dignity, value their work and treat everyone equally recognising their needs and ability within the context of the sport.
6. Encourage and guide swimmers to accept responsibility for their own behaviour and performance
7. 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
8. Meet Swim Wales commitment to equality, diversity and inclusion
9. 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.
10. Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
11. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. 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.
14. Refer all concerns of a child safeguarding nature in line with the club/Swim Wales safeguarding children policy.

### General Behaviour

1. Smoking is prohibited whilst en route, prior to, during or following a competition event, training session or team activities whilst responsible/in charge of children & vulnerable adults and/or residing

in the same accommodation or attending athletes and team staff.

2. Consumption of alcohol is totally forbidden under the conditions above in point 1. During competition alcohol is strictly forbidden at all times.
3. The use of illegal drugs and substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
4. Illegal and performance enhancing drugs and substances are strictly forbidden. Coaches / Teachers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. (List available from [www.wada-ama.org](http://www.wada-ama.org))

### Equality, Diversity and Inclusion

1. Swim Wales and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in aquatics (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in aquatics, therefore, the Association will not tolerate:
3.
  - ☐ Discrimination on the grounds set out in 1 above
  - ☐ Harassment
  - ☐ Bullying
  - ☐ Abusive or insensitive language
  - ☐ Inappropriate behavior detrimental to any individuals or groups of individuals

3. Swim Wales and British Swimming are governed by England and Wales (Scotland where applicable) laws and will seek to ensure that its participants are committed to addressing its responsibilities under the Equality Act 2010, Equal Pay Act 1970, and the Human Rights Act 1998.

4. Committees, officials, and volunteers in all aquatic disciplines must





## Y Plant

address this responsibility to support equality diversity and inclusion in our sport.

Any misdemeanors and breach of this code of conduct will be dealt with by the club or event management as appropriate.

Signed:

Date:

Name:

### Children in Disability Swimming

#### Safeguarding Children with Disability in Swimming

"Children with a disability are children first and foremost. It is important they have the opportunity to participate in 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 provide an inclusive environment and safeguard for children and young people with disabilities.

However, the most important contribution is to recognise the value of sport to children with disabilities and demonstrate the desire and understanding to ensure they can become fully integrated members of the sporting fraternity. Swim Wales operates at the forefront of disability sport for all ages.

Swim Wales state:

"Our aims are 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. Swim Wales has an active and successful disability programme for juniors and seniors who compete to the highest level internationally and is continuously developing these opportunities in the sport

for both young people and adults through both mainstream and specialist clubs."

To achieve this outcome Swim Wales has a National Disability Development Manager, who works to ensure that anyone with a disability has the ability to access the National Swimming Pathway.

Competitive swimming for people with disabilities is recognised both nationally and internationally through specialist organisations such as Swim Wales and Sport Wales and international events such as the Paralympic Games, and the Commonwealth Games. Para Swimming has been part of the Commonwealth Games since Manchester 2002, introducing a fully integrated programme with non-disabled competitors. This has continued through to present day with programmes being released for 2014 Commonwealth Games in Glasgow

#### 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, in some cases, 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 free 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. (Please see Disability and Equality Act 2010 for full requirements).

To understand and meet the safeguarding needs of children with disabilities in your club, it would be beneficial to have a knowledge and understanding of disability needs.

## The Definition of Disability

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.

Disability is recognised by legislation and includes:

1. Physical disability (e.g. limitations to dexterity or mobility);
2. Sensory impairment (e.g. visual, hearing);
3. Mental health difficulties;
4. Chronic illness (e.g. asthma, epilepsy, diabetes);
5. Medical conditions, which may cause pain or other symptoms, which affect your studies (e.g. side effects of treatment, poor attention span, poor concentration), Aspergers Syndrome/Autism Spectrum Disorder;
6. Specific learning difficulties (e.g. dyslexia, dyspraxia); and
7. Any other condition which has a significant effect on your ability to study.

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

Swim Wales Policy 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 that 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.

Y Plant 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 children with disabilities should give them 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 ie. 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.

Swim Wales document "Inclusion of Swimmers with a Disability" gives practical guidance on managing children with behavioural and specific Learning

Disabilities. Additionally, Swim Wales Medical Advisor Doctor Gordon has written a guidance document in respect of competitive swimmers called "Competitive Swimming and Attention Deficit Hyperactivity Disorder (ADHD)".

### Meeting the Safeguarding Needs of Disabled Young People in Swim Wales Clubs

Swim Wales 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 non disabled is recognised by clubs and Swim Wales.

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 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

Swim Wales is committed to meet the duty of care to safeguard all children in swimming clubs. Swim Wales recognises that both historical and recent research recognises that children with a disability 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 children with a disability suggests that they are at increased risk of abuse and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect".

Children with a disability may be especially vulnerable to abuse for a number of reasons:

- Many children with a disability 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 children with a disability 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.

- Children with a disability 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 young person with a disability 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.

- Children with a disability can be EXCLUDED by inappropriate acts of an individual and the club itself. Swim Wales is an inclusive organisation and expects clubs to ensure that they are inclusive to all children. (Swim Wales Equal Opportunities Policy can be found on our 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 Children with a disability make their wishes and feelings known in respect of their care and treatment;
- Making sure that all children with a disability know how to raise concerns, and giving them access to a range of appropriate adults with whom they can communicate. Those children with communication difficulties 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 young people with a disability aged 16 and over to ensure that decisions about children with a disability who lack capacity will be governed by the Mental Health Capacity Act once they reach the age of 16”.

Additionally Swim Wales 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

### Access and Facilities

The Disability and Equality Act 2010 states:

- a. a provision, criterion or practice applied by or on behalf of an authority to which this section applies, or
- b. any physical feature of premises occupied by, or under the control of, such an authority, places a person with a disability who is a member of the authority at a substantial disadvantage, in comparison with members of the authority who are not disabled persons, in connection with his carrying-out of official business.
- c. It is the duty of the authority to take such steps as it is reasonable, in all the circumstances of the case, for it to have to take in order to prevent the provision, criterion or practice, or feature, having that effect.

Swim Wales 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 swimmer with a disability 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.

Swim Wales have courses for those who teach or wish to teach swimmers 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.

The following Coaching CPD workshops are available:

1. Disability Awareness (online)
2. Teaching swimming to young people with a physical impairment
3. Integrating autistic children into mainstream swimming lessons
4. Integrating Disabled Swimmers into a mainstream coaching environment
5. Integrating Swimmers with a Physical or Sensory Impairment into Mainstream Swimming Lessons

More details are available by contacting the Swim Wales Education Department.

Swim Wales document "Inclusion of Swimmers with a Disability Policy" 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. Swim Wales 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 conditions such as asthma may require minimal or no specific action by the club. However, the knowledge of that condition 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 best to 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 some 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 normal 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

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

"The classification process 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 Swim Wales's Classifier Training Scheme, Swim Wales organises opportunities for swimmers to be classified if they wish. Classification of swimmers with a sensory or learning disability is slightly different. (ASA website)

Swim Wales 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 Swim Wales website under the Disability Swimming Section.

## Specialist Clubs

Swim Wales 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 Swim Wales National Disability Officer

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'. 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
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	



## Y Plant

An epileptic, diabetic, depressive, etc  
person with epilepsy or someone  
who has epilepsy  
midget someone with restricted growth or  
short stature, dwarf  
fits, spells, attacks      Seizures

### Acknowledgments

Swim Wales would like to take this  
opportunity to thank the England and Wales  
Cricket Board for their kind permission for  
the use and adaptation of their materials.

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

### Website

- 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.  
<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 Discrimination Act (DDA)  
2004  
[www.opsi.gov.uk/acts/2005](http://www.opsi.gov.uk/acts/2005)
- 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.Learningsisabilitiesuk.org.ukk](http://www.Learningsisabilitiesuk.org.ukk)
- Mencap  
[www.mencap.org](http://www.mencap.org)
- National Autism Society  
[www.nas.org.uk](http://www.nas.org.uk)
- 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)

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

Swim Wales, Y Plant, Child Safeguarding  
Policy and Procedures is for all Swim Wales  
members to acknowledge and adhere to and  
for all those responsible for child  
safeguarding in clubs must be positive  
regarding safeguarding in practice and all  
training situations.

However, Swim Wales recognise 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),  
Legal Affairs Team of Swim Wales and  
advisors with experience in Water Polo to  
assist in maintaining proper safeguards to all  
Swim Wales 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.

Swim Wales are grateful for the time given by those representatives of Swim Wales Water Polo to compile the policies and guidance below.

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

### Club Training Sessions

1. All Teachers, Coaches, Referees and Chaperones must be DBS checked in line with the Policies provided in Y Plant.
2. The 'in water' senior players having contact with junior players must ALL be DBS 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 DBS section contained in Y Plant.
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 DBS 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.
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.

### In Games

1. There is a Duty of Care on the Coach in selecting a team to 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.

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.

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 and that may leave him open to unacceptable risk.

6. Referees should notify Swim Wales 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 Swim Wales 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.

Swim Wales would like to thank Swim Wales Water Polo Working Group for their knowledge, ideas and support in helping to put together this policy and guidance document.

## Responsibility for Child Safeguarding in Swim Wales

The responsibility for child safeguarding within swimming lies with all adults who work with or have responsibility for children in our sport.

Below are details of those who have specific responsibilities for safeguarding children in swimming.

### Swim Wales Chief Executive

Swim Wales Chief Executive has the ultimate responsibility, together with the board, for child safeguarding.

It is the board that ratifies changes to Swim Wales law in respect of all matters including child safeguarding.

The Chief Executive is the only person in Swim Wales with power to suspend an individual, temporarily or for a specified term, from their Swim Wales membership in respect of a child safeguarding issue. He/she will do so on the advice of a Disciplinary Panel, the Independent Child Protection Officer for Swim Wales and the statutory agencies.

Swim Wales has prime responsibility for the formulation of regulations in the child safeguarding area and is also responsible for managing cases (in conjunction with ICPO) and for bringing disciplinary cases before Swim Wales's Disciplinary Panels.

### The Swim Wales Independent Child Protection Officer

Swim Wales has contracted support on a part time basis from a qualified and experienced Independent Child Protection Officer (ICPO) to advise and deal with cases of a child protection nature.

All Welfare Officers or members of Swim Wales can discuss concerns with the ICPO who will offer advice on action to be taken in

issues of child welfare and safeguarding. In certain situations the ICPO will become directly involved with the club and persons concerned.

Should the ICPO believe the advice given has been dismissed and in doing so the child safeguarding policy of Swim Wales has been breached by any club or individual the ICPO can raise a complaint to Swim Wales.

### The Swim Wales Swimline

The Swim Wales Swimline number found in section one is a number that anyone involved in swimming can contact and expect to be called back within 48 hours if a current phone number is left. The call may be returned by Swim Wales Welfare Officer or the ICPO.

At the request of Swim Wales the ICPO, can become directly involved with issues of a child safeguarding nature. They may meet with individuals or lead meetings with relevant persons in Swim Wales clubs in an attempt to resolve issues raised.

### The role of Swim Wales Welfare Officer

#### Core Tasks

- Assist the clubs to put in place Swim Wales Y Plant Policy and Procedures.
- Assist the clubs to put in place implementation plans for child protection.
- Be the first point of contact for 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 out in accordance with Y Plant Policies.
- Ensure that all relevant members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training



## Y Plant

- Ensure that Swim Wales Y Plant procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal records enhanced disclosures, and keeps a database for renewals. Advise members of the Y Plant and how to access it.

- Be aware of and have a note of contact details of the local Children's Social Care Team, the police and National Governing Body ICPO.

- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.

- Attend the club management committee to advise on child protection issues as necessary.

- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

And

- Maintain an up to date list of welfare officers in all clubs

- Be available to assist the clubs as requested by the ICPO and as appropriate to the Club Welfare Officer's experience.

### Core Skills

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

### Training Available

- Safeguarding Children in Sport Workshop. (Contact your NGB for details). This course must be undertaken by all Club Welfare Officers.

- Time to Listen Training which must be

undertaken by all Club Welfare Officers.

### Additional course available

- The "NSPCC Educare Preventing Bullying Behaviour". This web or paper based course delivers the key facts and essential information to help prevent bullying. The course is suitable for anyone within a club who works with children and young people. The cost is £28.50 plus VAT (prices correct as at February 2009). For further information please contact [www.educare.co.uk](http://www.educare.co.uk) or telephone 01926 436211.

- The Child protection in Sport Unit (CPSU) provides a variety of additional learning

NOTE: The role of the club Welfare Officer is to be found in Section 2, Appointing a Club Welfare Officer.





## Y Plant

### Policy Information for Coaches/Teachers/Poolside Helpers

#### Introduction

Swim Wales recognise the commitment of all those who work directly with children in swimming, whether paid or unpaid and in all roles. The responsibility to safeguard children in swimming lies with all those who work directly with, or have responsibility for, children in Swim Wales clubs. Y Plant section 2 "The Toolbox" gives details of policies and procedures to enable all who work with children to do so in a safe and appropriate manner. Swim Wales have a Code of Conduct for all club, national level teachers, coaches, officials and poolside helpers, which can be found in section 2 of Y Plant. Swim Wales use the British Swimming Code of Ethics which can be found on the British Swimming website. All those who work directly with children on poolside must adhere to the club and Swim Wales child safeguarding policies and procedures to ensure they safeguard children at all times.

All those who work directly with children must ensure:

- Swimmers are treated with dignity and respect.
- Good practice is promoted to reduce the possibility of abusive situations occurring.
- They and all coach / volunteer / club/ official / member of staff continually reflect upon their own coaching/supervisory style, philosophy and practices to ensure the safety and well being of children at all times.
- They always work appropriately and openly with children in the club.
- They treat all young people equally, with respect and dignity.
- They are an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- They always put the welfare of each young person first, before winning or achieving goals.
- They build a balanced relationship based on mutual trust, which empowers

young people to share in the decision-making process.

- They refer and deal with concerns regarding child safeguarding appropriately.

Coaches and teachers should:

- Keep up to date with the technical skills and qualifications.
- Have in place an approved Enhanced Disclosure and Barring check upon commencing a new post and update that check every 3 years – this is required as part of Swim Wales Law and the coach licensing scheme.
- Complete a Swim Wales approved "Safeguarding and Protecting Children in Sport" course upon commencement as a coach and updating courses every 3 years (refresher courses will be available online late 2015)– this is required as part of the coach licensing scheme.
- Maintain their membership of the Swim Wales and Coach/Teacher License.
- Know and understand the Swim Wales/Club Child Safeguarding Policy and procedures.
- Ensure parents and swimmers obtain appropriate information regarding training and competitions.
- Work in partnership with club officers and event organiser(s).
- Not exceed the level of your competence and qualifications.
- Have open and regular communication with the young swimmer parents/carers.
- Ensure that activities are appropriate for the age, maturity, experience and ability of the young swimmer.
- Promote a good sporting environment, honesty, and team play.
- Follow Swim Wales policy on coaching young people. All coaches should follow the guidance from their awarding body relating to coaching/teaching children.
- Report any concerns you may have in relation to young people following reporting procedures laid down in the Swim Wales / Club Child Safeguarding Policy.

Swim Wales coaches, teachers, officials and helpers should never:

- Take children to their home or other secluded places where they will be alone.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child or young people.
- Reduce a child to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Leave the pool venue before all swimmers have been collected or are continuing to be supervised by appropriate club officers.
- Abuse your position of power or trust with children or adults.
- Resort to bullying tactics or verbal abuse.
- Cause a swimmer to lose self esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time with one swimmer to the detriment of the squad/team.
- Do things of a personal nature for young people that they can do for themselves.
- Engage in a sexual relationship with a swimmer aged 16 to 17 years.
- Smoke or consume alcohol while working with children and young people.
- Engaging in sexual relations with a child aged under 16 years is a criminal offence.

The Code of Ethics for coaches and teachers can be found on [www.britishswimming.org](http://www.britishswimming.org)

### Relationship with children under 18

The relationship between coaches and Swim Wales club members who hold a position of trust and responsibility with swimmers under 18 must be professional and appropriate at all times. In some situations legislation may reflect this requirement as outlined below in the

sections on Relationship of Trust and Grooming.

However, it must never be forgotten how important the relationship between a coach and swimmer is. Not only does it develop a child's swimming potential and self esteem but it also allows them to develop an appropriate and trusting relationship with a responsible adult. Research of child safeguarding cases in swimming has shown that it is this relationship that has enabled many young people to disclose concerns of a child safeguarding nature to the coach or officer of the club.

The coach swimmer relationship is a complex one for both parties. It is important that the coach acknowledges that children often develop feelings for people in positions of trust, often identified as "a crush" or "hero worship". In the case of a sports coach this may result from a young person's admiration of the coach's previous achievements i.e. as a national level swimmer, representative of their country etc. Should this happen to you always inform the club Welfare Officer to note the matter and ensure that concerns are discussed and managed in an open and transparent manner as well as advising you on how to manage the issue and take action if required. You and the club Welfare Officer will be able to deal with such situations ensuring you and young people are safe from harm or allegation.

Coaches may develop stronger relationships with some swimmers than others. It would be unrealistic not to acknowledge that everyone can like one person more than another. However, the professional nature of the coach's position requires they never favour one swimmer or group of swimmers over another. If one swimmer requires more attention for reasons identified by the coach (i.e. the swimmer is preparing for a national level event) then that is totally acceptable, but such preferential or extra attention must be justifiable as a requirement of the sport and for that swimmers professional development and not seen to be detrimental to other swimmers.

Historically coaches have seen it as acceptable to give rewards to swimmers

who do well and it is acknowledged that in the vast majority of cases gifts were given with no ulterior motive other than to reward success or improvement. However as outlined in the section on "Grooming" the giving of gifts or favours can be identified or misconstrued as part of the grooming process. Our clear instruction to coaches is do not give your swimmers presents/gifts. It is recommended that if a swimmer is felt by the coach to have attained a level of achievement that should be rewarded then it is the club that should recognise that, on the coach's recommendation, and any recognition in kind is then from the club and not one individual. Where a coach does wish to carry out such a rewards system, then they should keep relevant personnel within the club or programme hierarchy aware of this and the infrastructure around it, so that this cannot be misconstrued, when one considers the information below. In such cases, the basis behind the rewards and the awarding of it / them should be done on an open and transparent basis, for the sake of all concerned.

It is important coaches work within the British Swimming/Swim Wales Code of Ethics and follow good practice as outlined in the Code of Conduct to ensure their behaviour to swimmers is appropriate. All coaches are in a position of trust and the rule is to act professionally at all times. If an action you take could be deemed to be unprofessional and inappropriate then do not take that course of action.

## Relationship of Trust

The Sexual Offences Act 2003 states: "It is an offence for a person aged 18 years or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people".

This does not currently apply in law to sports teachers and coaches but Swim Wales have adopted this policy into the Code of Conduct and Ethics and any such relationship may result in disciplinary action.

Swim Wales adopts the Home Office guidelines which recommend the principle that people in positions of trust and authority do not have sexual relationships with 16 – 17 year olds in their care.

The power and influence a coach or teacher has in a professional relationship with a young person cannot be underestimated. Additionally the young person's success or failure and team selection may be dependent on the coach. It is vital for all coaches and teachers, as well as other volunteers, to recognise the responsibility they have and must ensure that they do not abuse that position of power and trust.

It is therefore Swim Wales position that no sexual relationship should exist between any young person 16 / 17 years who is a competitor with their coach or teacher and that the relationship between coach and swimmer must be appropriate at all times.

Please note that young people aged 16/17 years can legally consent to some types of sexual activity however, in some provisions of legislation (under the Children's Act 1989) they are classified as children.

## Grooming

Under the Sexual Offences Act 2003 the grooming of a child for the purposes of developing that relationship into a sexual one is a criminal offence.

Grooming is when an abuser builds a relationship with a child or young person and tries to 'set up' and 'prepare' another person under the age of 16 in order to sexually abuse them. Not all sexual-abuse is preceded by grooming, but it is a very common and may be used by strangers or by those known to the victim. It is a process of deceit, relying on the person appearing to be a helpful and generous person to the child or their parent/carer to get their trust in order to gain the opportunity to abuse. The grooming process can take weeks, months and years and can be very subtle. The adult and child victims of grooming often do not realise that they are being manipulated until after the sexual abuse has taken place.

Some victims are never able to see how the grooming led to their or their child's abuse. The CPSU website offers information about grooming.

People who sexually abuse children may use many techniques to prepare their victims, such as:

- Offering services and assistance that is inappropriate from someone in a position of trust.
- Paying inappropriate attention to certain children in a group situation.
- Giving gifts.
- Having an inappropriate and intrusive interest into children's physical and sexual development.
- Having inappropriate social boundaries (e.g., telling the potential victims about their own personal problems etc).
- Sexualising physical contact, such as inappropriate tickling and wrestling.

This can lead on to:

- Manipulating a child through threats or coercion.
- Gradually exposing the victim to nudity and/or sexual material in the form of imagery.

This is not an exhaustive list and other exploitative strategies can be used and adapted to the individual child the potential abuser has targeted.

Swim Wales recognise the importance of the positive coach/athlete relationship. It is the positive nature of that relationship that has led to many coaches being "the trusted adult" that young people disclose abuse to. The vast majority of coaches behave professionally and develop the coach/athlete relationship with young people in a responsible and appropriate manner. However it is clear from experience and research, that a small minority of persons in positions of trust, including sports coaches, abuse their position and groom young people, and in many cases their parents, prior to committing acts of sexual abuse.

Swim Wales is clear in its expectations that Swim Wales coaches have a responsibility to maintain that relationship of trust within

the boundary of professionalism as outlined in the British Swimming/Swim Wales Code of Ethics and Conduct. Coaches who breach that professional relationship in a manner that may be considered as possible grooming, even without police action being taken, are not only placing the young person at risk but also placing themselves at risk of allegation and possible action under Swim Wales disciplinary and child protection laws for a breach of the British Swimming/Swim Wales Code of Conduct and Ethics.

### ASA Teacher/Coach Licensing Scheme

On 1st January 2006 the ASA introduced a Licensing Scheme for Teachers and Coaches of Swimming (Levels 1-3) and on the 1st April 2006 licensing for Levels 4 and 5 (Swimming) was introduced along with a scheme covering all other swimming disciplines. Licensing is part of the government plans for enhancing the status and quality of teachers and coaches across all sports.

### Managing Challenging Behaviour Policy

Staff/volunteers who deliver sports activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions, which must never be used by staff or volunteers.



The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child must be paramount.
- All those involved in activities (including children, coaches/volunteers and parents/carers) must be provided with clear guidelines about required standards of conduct, and the organisation/club's process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or

additional guidance. These and any other specific needs the child may have should be discussed with parents/carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc.

- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Sport improves self-esteem. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

### Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of session planning, coaches should consider whether any members of

the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour

and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/carers and where appropriate young people. The club should seek to work in partnership with parents/carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

### Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children, young people and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If

and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

### Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.

- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

### Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way, which could be interpreted as sexual.

- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Staff/volunteers should never employ physical interventions, which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain.
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/ Independent Child Protection Officer as soon as possible.

## Views of the Child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely debrief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that staff and volunteers are made aware of and understand the organisation/club's policies about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

## A Policy for Managing Challenging Behaviour

In conclusion, all organisations that have a Duty of Care to children and young people must develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.

- How your organisation will respond to 'high risk' behaviours. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must NEVER be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to staff/volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care Services, the police.
- What will happen after an incident?  
Your organisation must have in place policies to check on the physical and emotional wellbeing of the child and staff, guidance on recording,

who must be informed and a system for recording and monitoring.

This briefing has been developed from "Creating a Safe Environment in Sport, Scottish Governing Bodies Child Protection Guidelines" (Sport Scotland/ Children 1st).

CPD's are available to support management and understanding and can be arranged through Swim Wales Education Department. 01792 513580

Safeguarding is everyone's responsibility





## Y Plant

### Information and Guidance to Swimmers

Swim Wales are very grateful for the assistance of the members of the ASA Youth Forum who helped in developing this section.

If you have any comments on how we can improve it further, please ask your club Welfare Officer to pass on your suggestions to the Swim Wales Welfare Officer.

Swim Wales and your club are committed to you having fun and making many new friends through swimming. We are also committed to helping you develop skills in the sport that allows you to reach a level of competition that is appropriate to your ability and aspirations.

Upon joining you will have received a swimmers pack from the club including a letter from the club Welfare Officer. Please keep that in a safe place as it has information on it you may require in the future.

You will be required to sign an athlete code of conduct – this advises you of the required behaviours you must adhere to at all times

Everyone must be given the opportunity to reach their full potential but there must be commitment on your part as well as the coaches, we can all aspire to reach high levels in the sport. But this comes from hard work. The important thing is not to be disappointed if you don't get to the 2016 Olympics/2018 CWG's or beyond! Whatever your level of achievement, be it to be a good club swimmer, a regional finalist or a national champion, you, your family and your club should be proud of your achievements.

At times swimmers do have problems in our clubs for various reasons. It may be that someone is being unkind to you, it may be you feel uncomfortable with what is happening in training or elsewhere in the club. For this reason Swim Wales has developed policies to help you should you have a problem. For example your club will have an anti bullying policy in place to prevent bullying but should it happen to you

there are guidelines with which to take action and help resolve the problem.

The important thing is to tell someone you have a concern. You may just want some reassurance or you may want that person to take action on your behalf. What is important is that you speak to an adult with whom you feel comfortable and able to tell what is happening or worrying you. Below is a list of possible people to whom you will be able to turn for assistance and reassurance.

1. Your parent or guardian. They can take your concern forward for you.
2. Your club Welfare Officer. The Welfare Officer's name will be on the club notice board.
3. Your coach or teacher. You may feel you have good relationship with them, better than with anyone else in the club, and they can help take your concern forward for you.
4. Any member of the club committee if you prefer and again they can take the concern forward for you.
5. You can ring SWIMLINE, which is the Swim Wales helpline number. Tel: 0808 100 4001. You will need to be prepared with a phone number and time when someone can call you back. If you need to speak to someone immediately then call the NSPCC Helpline.

All conversations with the club Welfare Officer will be in confidence unless the issue is placing you or others at risk, or likely risk, of harm. If that is the case advice and guidance will be offered to try to help resolve your concerns. If the matter is one requiring further action, the club Welfare Officer or Swim Wales will ensure you are offered support throughout the process and are kept fully informed of any action to be taken.

If you prefer to speak to someone out of the club and Swim Wales. The numbers below will put you in contact with people who can offer you help and guidance.

1. Kidscape – The Helpline is available on 08451 205 204 Monday-Friday from 10.00am-4.00pm. or visit their web page on [www.Kidscape.org.uk](http://www.Kidscape.org.uk)

Calls cost no more than 5p per minute from BT landline phones but may cost more using phones from other providers.

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

Need advice or just want to talk? Call Childline 0800 1111. Calls are free, will not be shown on any phone bill and totally confidential

Remember if you have been harmed or feel you may be harmed you should contact the Children's Social Care Team or the police. In an emergency ring 999 or you can get the local Children's Social Care Team details from a trusted adult, your phone book or by calling 118 118.



## Y Plant

### Information and Guidance to Parents

Swim Wales recognise that parents play an important part in keeping their children and other swimmers, safe. Swim Wales also recognise, in line with the guidance in "Every Child Matters", that the role of all adults in Swim Wales clubs, including parents, is of paramount importance to keeping swimmers safe from harm.

Over the last 10 years Swim Wales has developed a Child Protection Policy and Procedure (downloadable from the Swim Wales website [www.welshasa.co.uk](http://www.welshasa.co.uk)) called Y Plant that gives parents and others clear guidance on what action to take if they are concerned about poor practice or a child welfare matter. While this is in essence a document to help prevent poor practice and encourage and identify good practice we are aware that sometimes problems can develop in clubs that require action to be taken.

Swim Wales is confident that the majority of its clubs, and specifically those with Dragon Mark status, have very good and proactive child welfare policies in place. However parents need to reassure themselves that the club they choose is a safe environment in which to leave their child or young person. Swim Wales have therefore developed specific guidance to assist parents in reassuring themselves their child is joining a safe and responsible club with advice on how to recognise and raise issues that may be poor practice or child welfare. (See Y Plant section 2.)

Additionally Swim Wales recommend that parents download a copy of the DCMS "Helping keep your child safe in sport" document from [www.culture.gov.uk](http://www.culture.gov.uk) or ask the club Welfare Officer to share their copy.

When considering a swimming club for your child or young person. It is suggested that, as a parent visiting a club, you enquire who is the child Welfare Officer. You may wish to discuss with them the list of questions below, although other committee members may be able to assist you as well.

Remember the people in committee posts are volunteers and may not be able to attend every session so be patient if you are asked to wait a few days for a meeting to be arranged.

Watch a training session. The club will welcome you and your child or young person doing this but you should identify yourself to a member of the club committee (they are usually in the reception area) if you call in without phoning first. If you do phone the club secretary in advance you are likely to be met by a committee member who can discuss membership in more detail on the night.

If you do not have access to a computer and printer all documents referred to can be obtained from the club Welfare Officer.

Some questions you may wish to ask the club Welfare Officer or other committee member are:

- Is the club a Dragon Mark Club (See details on website)?
- If you can see a copy of the club child welfare policy and procedures.
- If the club has an anti bullying policy.
- If the club has good practice guidance and code of conduct for coaches, teachers, helpers, officials, volunteers, parents and swimmers.
- Who is the designated Child Welfare Officer in place if you have not met them.
- Are there procedures in place for dealing with concerns, complaints and disciplinary issues.
- Does the club have procedures in place for safe recruitment?
- Are coaches and teachers suitably qualified and/or experienced?
- Does the club follow Swim Wales guidance on events and training camps?
- Does the club arrange for all appropriate coaches, teachers and volunteers involved with the supervision of junior swimmers to attend child protection awareness training?
- Are parents encouraged to watch or become involved in the club and their

swimmers training in an appropriate manner?

You may wish to talk to the teacher/coach that will take your child or young person for training if they become members. This can be arranged but it will have to be at a convenient time for both parties. It is not possible or acceptable for teaching or staff to leave poolside to speak to new parents. However many clubs will have teacher/coach time set aside when they can speak to existing and potential new parents and swimmers.

Some of the questions you may wish to ask the teacher/coach are.

- What times would my child be expected to train?
- What is the opportunity for them competing for the club and how are teams selected?
- Will I have the opportunity to discuss my child's progress with you on a regular basis/if I need to?
- What is the opportunity for my child to go up in terms of lane as they develop their swimming skills and how are the decisions made?

Parents' Commitment to their Child and the Club.

We do ask that parents have a commitment to the club in line with the commitment your club will have to your child.

There are various ways that the parent can assist the club, some of which are outlined below.

- Take an interest in your child's activity and progress and be supportive. Acknowledge performance and encourage them
- Find out what the club has to offer in terms of coaching sessions and competitions.
- Be punctual when dropping off and picking up your children

for/from coaching and competitions if you are not staying.

- Take an interest in your son/daughter's swimming and have clear lines of communication to keep up with your child's progress.

- If you are unable to stay at training/competitions ensure your son/daughter have all the appropriate required equipment and ensure that the club has an emergency contact number for you, a mobile would be preferable, and that you leave your mobile switched on so that you can be contacted in an emergency.

Advise the Club Welfare Officer/Junior Organiser if your child has any particular needs (e.g. allergies, learning disabilities) to ensure they are provided for in the best way possible, and ensure any relevant new concerns/illnesses or ongoing treatments are reported appropriately to the club Welfare Officer or coach

Return any required forms duly completed promptly

Many clubs have now adopted Swim Wales "Parents Code of Conduct". If your club has not we suggest you consider asking the committee to consider such a code being adopted.

Feel free to offer your services to the club. The club will always be looking for volunteers to help run the club, assist at galas, join the committee, fund raise etc. At some stage in the future you may yourself wish to train as a swimming teacher or coach or as a Swim Wales timekeeper or judge and many clubs will assist in this both by finding suitable courses and in sometimes assisting with the cost involved.

The club can only run with the help of the parents who become willing volunteers. Please do not hold back from offering to help. Speak to any of the committee members about what help is required and see if you can assist to help in the smooth running of the club for your child as well as all club members.





## Y Plant

What should you do if you have a concern for yours or another child in the club?

While everything will be done by your club committee, coaches and teachers to ensure good practice at all times, you may at some time have concern you need to raise.

Remember: if you take on a role with significant access to and responsibility for children under 18 years you will be asked to complete a DBS check. This is one of the required safe recruitment procedures a club must follow.

If the concern is about your child or young person's training your club should have guidance available by which you can discuss with the coach the training your child is receiving. If this is not the case we advise you approach the club welfare officer to find out how you can arrange a time suitable to yourself and the coach/teacher to discuss your child's training and development.

- If you are dissatisfied with the outcome of any discussion with the club coach/teacher you should approach the club Welfare Officer for advice on what to do next. But remember the training offered may be in the interests of the majority of the swimmers but not meet the needs of your individual swimmer. If this is the case you need to discuss whether a change of squads, lanes or even club is appropriate to ensure your child's needs are met.

If you have an issue regarding poor practice by the club in relation to your child's training

- Swim Wales is available to all members who need guidance on who to approach for help and advice if they have a concern. [welfare@welshasa.co.uk](mailto:welfare@welshasa.co.uk) or 01792 513641
- If you have exhausted all avenues to discuss your concern within the club and still feel the club are failing to meet the needs of your child you can consider the option of a complaint against the club through Swim Wales
- Issues of poor practice should be reported to Swim Wales Office. If a formal

complaint is made a Disciplinary Panel will deal directly with the parties concerned.

If you have a concern regarding child welfare about your child or another child

- Please refer to the guidance in Section 2 of Y Plant.
- If your concern is about a child you consider may be in immediate risk of injury or harm or has been injured or harmed do not hesitate and immediately contact the local Children's Social Care Team, the police, or Swim Wales. They will ensure action is taken without delay to ensure the wellbeing of the child/young person. The club Welfare Officer and Swim Wales must be informed as soon as possible of a referral to the statutory agencies.
- If you have a concern that is regarding the welfare of your/another child it is important you raise your concern immediately with the club Welfare Officer. They will advise you of actions that need to take place, they will refer the matter to the statutory agencies or the Swim Wales Welfare Officer.
- If you do not wish to approach the club directly you can call the Swimline number 01792 513641. You may need to leave a number for someone to call you back or if you wish to speak to someone immediately you can contact the NSPCC helpline.
- If the matter is involving your child you will be advised of what you should do and kept fully involved of all action taken.
- If the matter is about a child unrelated to yourself information will only be made available to you in line with appropriate confidentiality.

The ASA have produced many policies to assist in good practice within clubs which can be seen on the ASA website and downloaded if required.

Additionally the Child protection page of the ASA website has a "FAQ" page.

If you cannot find your answer to a query within these pages speak to the club Welfare Officer or contact Swim Wales if it is a matter of a child welfare nature.



## Y Plant

We hope you and your child enjoy his/her membership of Swim Wales and he/she will continue to enjoy training and competing for their club, region or country for many years.

Child protection is everyone's responsibility



## Y Plant

### INDEX

#### Section 1

1	Y Plant – Guidance to Swim Wales members
2	Acknowledgements
3	Information Sheet for Clubs
4	Swim Wales child safeguarding policy
6	Safeguarding children in swimming clubs
10	Duty of care by Swim Wales members and clubs
13	Definitions of abuse
16	Indicators of abuse
17	Equality, diversity and statement for child inclusion
17	safeguarding
20	Glossary

#### Section 2 – Toolbox for Clubs

22	Introduction
23	Swimming club safeguarding policy statement
24	Confidentiality
26	Involving children and young people in your club
27	Reacting, reporting and recording concerns
30	Concerns raised about an incident that has occurred within the swimming club or related activity
31	Concerns relating to an incident outside of sport but raised through the child's involvement in swimming.
32	Concerns regarding a child self-harming
33	Flow chart of action to take if you are concerned for the welfare of a child inside the setting of swimming
34	Flowchart of action to take if you are concerned for the welfare of a child outside the swimming setting
35	Swim Wales referral form
39	Whistle blowing policy
40	Guidance on appointing a club welfare officer
41	The role of a Swim Wales Club Welfare Officer
43	Club Welfare Officer form
44	Safe recruitment policy

46	Sample reference form
48	Disclosure & Barring Service (DBS) Enhanced Disclosures
49	Safeguarding and Protecting Children Workshops/Courses
50	Who Requires a DBS Enhanced Disclosure or Needs to Attend a Child Safeguarding Training Course?
51	Guidance on membership information required
52	Check list for new member information
53	Swimming Club Application Form for Members under 18 Years of Age.
54	Medical information form
55	Confirmation of commitment
56	Parents photography consent form
57	Welcome letter to parents on joining the club
58	Draft letter to swimmers
60	Supervision of swimmers including away events
61	Permit & clearance form
67	Swim Wales guidance on adults and children sharing the same lane
69	Transport policy
70	Changing room policy
72	Photography and Photographing Swimmers Policy
75	Child Photography Refusal of Consent Form
76	Policy on the Use of Mobile Phones and Email by Swimming Coaches and Teachers
78	Good Practice guidelines on the use of social networking by Swim Wales clubs and club members
84	Guide to Twitter
85	Anti bullying policy
89	Contract of behaviour
90	Guidance on Late Collection of Children
91	Missing child policy
92	Code of Conduct for Athletes from Aquatic Disciplines
94	Code of Conduct for Parents
96	Code of Conduct for Swimming Coaches and Teachers.
98	Code of Conduct for Committee Members, Officials and Volunteers
100	Children in disability swimming
110	Good practice guidelines for young people and adults training and competing together in Water Polo

Section 3 – Responsibility for child safeguarding in Swim Wales

- 111 Responsibilities and roles of  
Chief Executive Officer  
Independent Child Protection  
Officer  
Swim line  
Swim Wales Welfare Officer

Section 4 – Information and guidance to coaches, teachers and poolside helpers

- 113 Information and guidance for  
coaches, teachers and poolside  
helpers
- 118 Managing challenging behaviour  
guidelines

Section 5 – Information and guidance to swimmers

- 123 Information and guidance for  
swimmers

Section 6 – Information and guidance to parents

- 125 Information and guidance for  
parents