

Wavepower 2020-2023

Swim England Child Safeguarding
Policies and Procedures



Child Protection
in Sport Unit

NSPCC



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Information sheet and emergency contact details

Please complete the information below and keep it at the front of Wavepower for reference. The contact details for your County and Regional Welfare Officers can be found on the website at swimming.org/wavepower.
Contact the Child Safeguarding Team if you require assistance.

Club Welfare Officer

Name:

Tel:

County Welfare Officer

Name:

Tel:

Regional Welfare Officer

Name:

Tel:

Children's Social Care

Tel:

Out of hours / Emergency Duty Team

Tel:

Multi Agency Safeguarding Hub (MASH)

Tel:

Local Authority Designated Officer (LADO) or Designated Officer (DO)

Tel:

National Governing Body (NGB)

Swim England Child Safeguarding Team
Pavilion 3, SportPark
3 Oakwood Drive
Loughborough University
Leicestershire, LE11 3QF

✉ legal@swimming.org

🌐 swimming.org

Child Safeguarding Team

Joanne Garey, National Child
Safeguarding Officer (NCSO)
☎ 01509 640 252
✉ joanne.garey@swimming.org

Keith Oddy, Independent Child
Protection Officer (ICPO)

Jenni Dearman, National Child
Safeguarding Manager (NCSM)

Ashley Cox, Director of Legal and
Governance, Head of Safeguarding

**Disclosure and Barring
Service Checks (DBS)**

✉ dbs@swimming.org

Safeguarding resources

Welfare Officer posters and leaflets for children are available from the Child Safeguarding Team at legal@swimming.org

**Office of Judicial Administration
(OJA)**

For all enquiries regarding the Judicial Complaints process, Medical Protocol and Coach Referral process

Kerry Moss, Judicial Office Manager
☎ 07572890049
✉ kerry.moss@swimming.org

**Swimline the Swim England/NSPCC
Child Protection Helpline**

☎ 0808 100 4001

Signposting Help Desk

✉ signposting@swimming.org

NSPCC Child Protection in Sport Unit

☎ 0116 366 5580
✉ cpsu@nspcc.org.uk

NSPCC Helpline

☎ 0808 800 5000
💻 nspcc.org.uk

Childline

☎ 0800 1111
💻 childline.org.uk

Please use this space to include any other useful contacts for easy reference.

SECTION 1

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Jane Nickerson

Chief Executive Officer – Swim England

Our sports, being swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming are both sports and activities which everyone can participate in at all stages of life, providing opportunities for fun, healthy living and competition. We aim to ensure every child is given the opportunity to learn to swim and then go on to enjoy a variety of water-based activities throughout their life.

Swim England is committed to ensuring a safe environment for children and young people who engage in swimming. To help those involved in the provision of swimming to understand their roles and responsibilities to safeguard and protect children and young people, we constantly review the resources we provide.

This new version of Wavepower continues to put the child and young person at the heart of our sports and considers changes in legislation, new challenges facing children and young people in today's society and provides enhancements in current best practice. It provides comprehensive guidance in an easy to read format for coaches, teachers, parents and everyone involved in running our clubs as well as guidance for children and young people.

I encourage everyone involved in our great activity to read it carefully and encourage all children and young people to raise matters of concern promptly so that we can continue to work on building a safe and fun environment.



Nick Slinn

Director – NSPCC Child Protection in Sport Unit

I am delighted to endorse this updated version of Wavepower – Swim England's key safeguarding resource. Wavepower plays a very important role in ensuring that individuals and clubs involved in swimming and related activities for children and young people put their wellbeing and safety at the heart of what they do. It clarifies the safeguarding responsibilities of everyone involved and provides practical guidance about how arrangements to protect young participants can be put in place.

The revised Wavepower reflects changes in legislation, government guidance and learning arising in swimming and across the wider sports and safeguarding sector. This includes enhanced guidance around issues of indecent images, mental health and self-harm which are proving to be challenging areas for Swim England as they are for many other sports.

It is particularly pleasing to note how Swim England's National Youth Panel plays a significant part in ensuring that the voices of young people across the sport positively influence the organisation's planning and development. This includes the introduction of safeguarding awareness resources for young people which will soon be officially launched across the club network.

The NSPCC Child Protection in Sport Unit continues to enjoy a close and constructive relationship with Swim England as we all seek to build on and enhance efforts to provide safe and enjoyable swimming and aquatic environments for the many thousands of children and young people involved.

Introduction

Wavepower 2020-23 is the new Swim England Child Safeguarding Policies and Procedures manual which replaces all previous versions. Swim England has produced this document to assist in safeguarding and protecting all children in our sports. Wavepower must be adopted by all Swim England affiliated clubs and organisations.

Although Wavepower is primarily aimed at Swim England affiliated clubs, it can also be utilised by swim schools and other related organisations, events or activities where appropriate. If you are reading this document, but do not consider your organisation to be a club, please apply the guidance to your own particular scenario. The word “club” or “organisation” will be used henceforth as a general term, to refer to any Swim England affiliated club, swim school, event or activity, unless otherwise stated. Similarly, the word “member” will be used to refer to any child or young person who is a member of any Swim England affiliated organisation, be that a club, swim school or other related organisation across all our disciplines.

The aim of Wavepower is to safeguard all children in line with current legislation, regulations and guidance and is for use within any Swim England affiliated organisation where children are present. A child is anyone under the age of 18. Wavepower consistently emphasises that the responsibility for child safeguarding in our organisations belongs with all those involved in our sports and is not the sole responsibility of any one person at local, county or national level.

This document provides comprehensive information in one place for officers, members, members’ parents/guardians and all individuals involved in our sports. It is subdivided into specific sections to make it concise, straightforward and easy to use.

The Welfare Officer, or the equivalent in each organisation, will be the person most likely to use the guidance in Wavepower and it

is they who will be responsible for holding and maintaining the publication. They will be expected to make Wavepower available to all individuals who request to consult it and to pass it on to the new Welfare Officer whenever changes occur.

The Welfare Officer or equivalent will find Wavepower helpful in guiding them to plan, prioritise and implement the various safeguarding activities that are necessary to protect children within our sports.

The aim of such a comprehensive manual is to enable everyone in our sports to play their part in safeguarding children. It offers practical guidance for those who are directly involved in our sports with children, providing information on mandatory requirements and good practice.

This document will be updated in 2023, but when updates or changes take place either in Swim England or through statute or governmental guidance, the Welfare Officer will be sent additional or replacement pages or be referred to our website to download relevant documents. It is the responsibility of the Welfare Officer to keep Wavepower updated.

The information sheet and emergency contact details, which can be found at the front of Wavepower, contains the contact details for various child protection agencies that can be used either in an emergency or as a matter of course, and should be completed by the Welfare Officer on receipt of this publication. Please contact the Child Safeguarding Team if you are unsure of how to find any of these contact details and would like some assistance.

The Swim England Child Safeguarding Policy

Swim England believe that all children involved in its organisations have the right to stay safe and have fun. Amongst other things sport develops physical skills, self-esteem and the ability to be a team player, as well as providing an opportunity to achieve individual success.

Safeguarding children in your organisation should be an integral part of your activities and is about creating a culture that provides a safe and happy environment in which children can learn to swim and develop to a level appropriate for their ability. Aquatic sport should be enjoyable and fun, including the competitive aspect at whatever level undertaken, giving each individual a sense of achievement and satisfaction from taking part.

Swim England is committed to ensuring that all children who participate in our activities are able to take part in an enjoyable and safe environment and be safeguarded from harm.

It is the staff, officers, volunteers, clubs, swim schools, counties and regions who will ensure safeguarding at a local level.

Responsibility to safeguard children

The Children Acts 1989 and 2004 as amended by the Children and Social Work Act 2017 and the Government document “Working Together to Safeguard Children 2018” are clear that safeguarding children is the responsibility of all, including those who are employed or volunteer with children in whatever capacity. It is the organisations’ responsibility, through safe recruitment practice, to ensure that those who are deemed to be unsuitable to work with children are not allowed to do so in our sports. The Disclosure and Barring Service (DBS) is an important, **but not sole**, part of safe recruitment.

Swim England acknowledges, and requires affiliated organisations to acknowledge, that they have a duty of care to safeguard children from harm. Organisations and their members must follow the guidance in Wavepower to safeguard children from harm and act appropriately if a child is identified as being at risk of harm.

The key principles of Working Together to Safeguard Children (2018) are:

- safeguarding is everyone’s responsibility: for services to be effective each practitioner and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Safeguarding children is everyone’s responsibility

- Everyone who works with children has a responsibility for keeping them safe; this includes teachers, coaches and all who are employed or volunteer to work with children in the sport sector.
- No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other practitioners. They should be aware of, and comply with, the published local arrangements as set out by the local safeguarding partners. Effective safeguarding requires clear local arrangements for collaboration between practitioners and agencies.

- Any practitioner with concerns about a child's welfare should make a referral to local authority Children's Social Care. Practitioners should always follow up their concerns if they are not satisfied with the response.
- Working Together to Safeguard Children (2018) sets out the key roles for individual organisations to deliver local arrangements for safeguarding. It is essential these arrangements are strongly led and promoted at a local level.

A child-centred approach

Effective safeguarding systems are child-centred. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them, or placing the interests of adults ahead of the needs of children.

Children are clear about what they want from an effective safeguarding system:

- **Vigilance:** to have adults notice when things are troubling them.
- **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon.
- **Stability:** to be able to develop an ongoing stable relationship of trust with those helping them.
- **Respect:** to be treated with the expectation that they are competent rather than not.
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans.
- **Explanation:** to be informed of the outcome of assessments, decisions and reasons when their views have not met with a positive response.
- **Support:** to be provided with support in their own right as well as a member of their family.
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views.
- **Protection:** to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee.

For more information please refer to the full document at gov.uk/government/publications/working-together-to-safeguard-children--2.

Key principles

- Swim England is committed to ensuring that all children who take part in our activities are able to have fun and participate in an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child's right to be protected from abuse irrespective of their age, gender, faith or religion, culture, ethnicity, sexual orientation, background, economic position, disability or level of ability.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- Swim England recognises the responsibilities of the statutory agencies and is committed to complying with safeguarding partners and the statutory guidance Working Together to Safeguard Children (2018) [gov.uk/government/publications/working-together-to-safeguard-children--2](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2).
- Confidentiality will be maintained appropriately at all times and the child's safety and welfare must be the overriding consideration when making decisions on whether or not to share information about them.
- Swim England will support all adults involved in our sports to understand their roles and responsibilities with regards to safeguarding and protecting children in our sports.
- Swim England will provide training and education to all adults involved in our sports 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/guardians, children and all participants involved in our sports can access advice and guidance on child welfare matters from the Child Safeguarding Team, Swim England and NSPCC Swimline Child Protection helpline or from the statutory agencies.
- All Swim England organisations must adopt Wavepower and ensure that when they receive new information the manual is updated as appropriate.

Responsibility for child safeguarding within Swim England

The responsibility for child safeguarding within Swim England belongs with all adults who work with, or have responsibility for, children in our sports. Shown below are the roles within Swim England who have specific responsibility for safeguarding children in our sports.

Chief Executive Officer

Jane Nickerson, Chief Executive Officer, has the ultimate responsibility for child safeguarding, together with the Swim England Board. The Board ratifies any changes to Swim England Rules and Regulations in respect of all matters including child safeguarding and protection.

The Chief Executive is the only person in Swim England with the power to suspend a club or an individual Swim England member either temporarily or for a specified term in respect of a child safeguarding issue. The Chief Executive will do so on the advice of the Director of Legal and the Child Safeguarding Team.

The Child Safeguarding Team

Swim England has an in-house Legal Department which has prime responsibility for the formulation of rules and regulations in relation to child safeguarding and has formed the Child Safeguarding Team.

Director of Legal and Governance

The Child Safeguarding Team is headed by Ash Cox. Ash is a solicitor and has worked in child safeguarding for over 15 years. He leads on the development and sharing of child safeguarding strategies under the international influence agenda. Most recently he presented at the European Swimming Championships in 2018 and as a guest presenter for the International Olympic Committee International Federation webinar series on "Safeguarding Athletes from Harassment and Abuse in Sport in 2019".

National Child Safeguarding Officer (NCSO)

Joanne Garey joined the team in June 2018. She is employed full-time by Swim England and is the first point of contact for all child safeguarding related matters. Joanne has a BA (Honours) Degree in Health and Social Care and has worked as a Teaching Assistant in a Special Needs School for over three years before joining Swim England.

Independent Child Protection Officer (ICPO)

Keith Oddy has in excess of 30 years' experience in policing the busiest areas of London. He has worked on numerous youth crime projects, and from 1990, supervised several child protection teams in the London Boroughs. An accomplished paedophile-case investigator, he has investigated complex cases across Europe and the USA. For eight years he supervised and took the lead on suspicious child death and child murder investigations, having been awarded nine commendations for his work in these fields. He also led on setting up London's first Multi Agency Safeguarding Hub (MASH) Team, jointly working with Children's Social Care for three years prior to his appointment as the Swim England ICPO. Keith played water polo at club level, and has been involved in competitive swimming since 1972. In 2014, he became joint-holder of two British records and a European Masters record.

National Child Safeguarding Manager

Jenni Dearman is an Associate Member of the Chartered Institute of Legal Executives and holds a Level 3 Diploma in Law and Practice. She has been with the Child Safeguarding Team in excess of 10 years with responsibility alongside the team for case management and working with statutory agencies on child protection cases. Additionally she has provided advice and guidance on a wide range of child safeguarding and welfare issues to Swim England members. Jenni has now taken up a project focussed role within the team which will focus on improving child safeguarding practice across our sports. All Swim England clubs and members can discuss their concerns with the Child Safeguarding Team and will be offered advice and guidance on action to be taken in safeguarding and welfare issues. In some situations they may become directly involved with the club, normally through the Club Welfare Officer to try and resolve the issues.

The Child Safeguarding Team

This team are responsible for writing Wavepower and are actively involved in promoting and sharing best safeguarding practice with other sports organisations.

Swim England holds the NSPCC, Child Protection in Sport Unit (CPSU), Advanced Standard for Safeguarding Children in Sport. The Child Safeguarding Team are responsible for maintaining and embedding that standard which is formally assessed by the CPSU on a yearly basis.

ICPO has responsibility for the Child Welfare Management Concern Procedure. This procedure is available to all members and is published in full in the Swim England Handbook and at swimming.org/swimengland/swim-england-handbook.

At any time, should the Child Safeguarding Team believe their advice has been dismissed, believe that the advice in Wavepower has been ignored or dismissed and/or that policy and procedures set out in Wavepower have been breached, the ICPO can raise a complaint against the organisation or individual member involved with the Office of Judicial Administration.

Club, County and Regional Welfare Officers

The volunteers who perform the Welfare Officer role are a vital part of the Swim England Child Safeguarding Team. They are often the first point of contact on the ground for members and parents/guardians of members who have a child safeguarding concern and they ensure that any such concerns are addressed by following the procedures and practices in Wavepower and the Swim England Rules and Regulations. Many Welfare Officers have experience in child safeguarding through their professional employment outside Swim England and this knowledge and experience can be invaluable when handling the wide range of concerns and enquires they are faced with.

At the request of the Child Safeguarding Team, County and Regional Welfare Officers can become directly involved with child safeguarding issues often to support a Club Welfare Officer. They may meet with the individuals involved or lead meetings with parties to try to directly resolve the issues presented.

Role descriptions for Club, County and Regional Welfare Officers are shown in Wavepower on pages 56-58.

All Welfare Officers can discuss concerns, request help or advice from the Child Safeguarding Team.

Swimline

Swimline is the Swim England and NSPCC Child Protection Helpline and is available for anyone involved in our sports, including children and young people, who believe that the welfare of a child is at risk. This could be due to neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss this with.

Who will take the calls and what happens?

When you ring you will hear a message. This will explain that if you wish to speak to someone urgently or it would not be convenient or safe for someone to call you back you can press option 2 to transfer through to the NSPCC Child Protection Helpline. This will be answered by trained and experienced counsellors who will advise you and will act to protect any children involved. If your call is not urgent, someone is able to call you back, or if you wish to speak to someone who understands one of our sports, you will need to leave your contact details and a brief description of your concern. A member

of the Child Safeguarding Team will call you back. In all circumstances Swim England will act to protect a child if a referral suggests a child may have been harmed or be at risk of harm.

Other things you should know

Swimline calls are free from a landline and do not appear on itemised bills. Call costs from mobiles may vary and will appear on itemised bills. Swimline does not use the 1471 code or any other call return or call display facilities. If you leave a message we will aim to ring back during the next working day. If you ring over the weekend we will aim to contact you on Monday.

You can call Swimline on 0808 100 4001.

You can call the NSPCC Child Protection Helpline direct on 0808 800 5000. The helpline is open for 24 hours each day and calls are free of charge.

Acknowledgements

Swim England has drawn on the work from a number of organisations during the production of Wavepower 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 England Youth Advisory Panel

The NSPCC Child Protection in Sport Unit

The NSPCC

The Football Association

Kidscape

SelfharmUK

MIND

Swim England would also like to thank and acknowledge Welfare Officers, coaching staff, parents/guardians, members, volunteers and all those who work with children in our sports for their ideas and feedback on the content of Wavepower.

Key definitions

Abuse	For definitions of the different types of abuse and some common indicators, please see pages 29-33 of Wavepower.
Child	A “child” is anyone who has not yet reached their 18th birthday. “Children” means children and young people throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, in prison or a young offenders’ institution, does not change their status or entitlement to services or protection under the Children Acts of 1989 and 2004.
Child Protection	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should be proactive in safeguarding and protecting the welfare of children so that the need for action to protect children from harm is reduced.
Children’s Social Care	This may also be known as Social Services or Children’s Social Care Team (the name may vary around the country).
Designated Officer (also known as Local Authority Designated Officer or LADO).	Supports organisations where concerns have arisen in relation to the behaviour towards children of someone in a position of trust.
Key concept: Who is responsible for safeguarding?	Working Together to Safeguard Children (2018) states that local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in the area. Whilst local authorities play a lead role, safeguarding children, promoting their welfare and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.
Multi Agency Safeguarding Hub (MASH) Team	Usually a secure co-located information hub of Children’s Social Care, police, health, probation, education, mental health and other agencies who enable secure information to be shared between agencies to determine best outcomes, following any referral of concerns about a child.
Our sports	These include swimming, para-swimming, diving, high diving, artistic swimming (formerly known as synchronised swimming), water polo and open water swimming.

Safeguarding and promoting the welfare of children	<p>Is defined for the purposes of this guidance as:</p> <ul style="list-style-type: none"> • protecting children from maltreatment • preventing impairment of children's health or development • ensuring that children grow up in circumstances consistent with the provision of safe and effective care • taking action to enable all children to have the best outcomes.
Safeguarding partners	<p>A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as:</p> <ul style="list-style-type: none"> • the local authority • a clinical commissioning group for any area which falls within the local authority area • the Chief Police Officer for an area any part of which falls within the local authority area.

Glossary of other terms

BSCA	British Swimming Coaching Association
CAMHS	Child and Adolescent Mental Health Services
CPSU	Child Protection in Sport Unit
DBS	Disclosure and Barring Service
GDPR	General Data Protection Regulation
ICPO	Independent Child Protection Officer
LADO (aka DO)	Local Authority Designated Officer (England only) also known as Designated Officer
LSCB	Local Safeguarding Children Board
MASH	Multi Agency Safeguarding Hub
NCSM	National Child Safeguarding Manager
NCSO	National Child Safeguarding Officer
NPCC	National Police Chief's Council
NSPCC	National Society for the Prevention of Cruelty to Children
OJA	Office of Judicial Administration
TTL	Time to Listen course

SECTION 2

Toolbox

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SECTION 2.1

Abuse, duty of care and reporting process

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Using the toolbox

This section of Wavepower is designed to assist Swim England organisations and their members to meet their duty of care to safeguard all children who take part in our sports. It clearly identifies the policies and procedures that must be followed and the actions to be taken when a concern is identified. Support available for all Swim England organisations and members is referred to throughout.

As the Welfare Officer, you are the designated person who will help guide and assist in the development of good policies and procedures but you do not have sole responsibility for child safeguarding in your organisation. All individuals have a responsibility for child safeguarding; each individual will need to consider Wavepower and take action to ensure they are currently following the good practice outlined within it, as well as making sure that they are able to take appropriate action when poor practice or safeguarding issues are identified. The organisation will need to adopt the policies and procedures in Wavepower if they do not currently have them in place.

The toolbox has been divided into subsections so that relevant information can be obtained easily and contains guidance and policies for your organisation to adopt. For the Welfare Officer, it should be used as a practical aid to ensure the organisation is meeting the requirements of the Swim England Child Safeguarding Policy and as a guide to procedures when dealing with any issues raised.

Duty of care

A duty of care is a legal obligation which is imposed on an organisation or an individual that requires them to adhere to a standard of reasonable care when undertaking any task or act that could potentially cause harm to another.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their function and any services they contract out to others are discharged having regard to the need to safeguard and promote the welfare of children. This duty extends to sports organisations and clubs who deliver sports activities to children. Paid and volunteer staff have a duty to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to the local authority Children's Social Care, police, Local Authority Designated Officer (LADO) or other agencies if necessary.

Swim England is the national governing body for swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming, and as such receives funding from Sport England. As a funded NGB we meet the standards for safeguarding and protecting children in sport.

Further information on organisational responsibilities can be found in Working Together to Safeguard Children (2018). We recommend that clubs make themselves familiar with this document which can be found on [gov.uk](https://www.gov.uk).

All Swim England organisations that have members under the age of 18 must adopt Wavepower, as set down in the model constitution, set out below:

2.3.2 the Club shall in accordance with Swim England Regulations adopt Swim England's Child Safeguarding Policy and Procedures ("Wavepower"); and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

To meet a duty of care Swim England organisations must:

- Adopt Wavepower 2020-2023 in full.
- Promote and raise awareness of Wavepower with all club members.
- Ensure all club members are aware of their responsibilities and the procedures to be followed in the event of any concerns about a child's safety or welfare.
- Promote a culture of listening to children.

Anyone involved in our sports can contact the Swim England Child Safeguarding Team, Swimline, County or Regional Welfare Officer or the Swim England Legal Department for advice or guidance. If these services are unavailable for any reason and failure to act immediately may place a child at risk of harm then immediate contact should be made with police, Children's Social Care, Multi Agency Safeguarding Hub (MASH), NSPCC Child Protection Helpline or other agencies as appropriate.

Reacting, recording and reporting concerns

Swim England is committed to ensuring that any child who attends a Swim England organisation, event or activity will be safeguarded from harm. Protection and safeguarding of children is paramount and should be based on prevention and best practice.

The adoption of Wavepower by Swim England organisations has minimised and will continue to minimise the opportunity for acts of child abuse or harm to children to take place.

We recognise that all risk cannot be removed and child safeguarding concerns will continue to be raised both as part of, and outside of, any Swim England organisation.

Swim England has therefore created the following three stages of action to be taken for any person involved in our sports who may have a concern, observe a concern or have concerns raised to them about a child's wellbeing.

Stage 1 – React to the concern, disclosure, suspicion or allegation in a timely and appropriate manner.

Stage 2 – Record the relevant information.

Stage 3 – Report the information to the appropriate person(s) and/or organisation(s).

Remember

You do not have to decide that a concern or incident is or is not child abuse or a failure to safeguard a child. You do have to refer that concern to seek advice from the appropriate agency so they can make that decision.

Anyone involved in our sports can contact the Swim England Child Safeguarding Team, Swim England Legal Department, Swimline, County or Regional Welfare Officer for advice and guidance.

In an emergency

When you believe a child has been harmed or may be at immediate risk of harm and you are unable to contact the Club Welfare Officer or Swim England Child Safeguarding Team then immediate contact should be made with police, Children's Social Care, Multi Agency Safeguarding Hub (MASH), NSPCC Child Protection Helpline or other agencies as appropriate. Take the name and contact details of the person you have spoken to and the incident/referral reference number (if applicable) so you have a record and report this to the Club Welfare Officer and Swim England Child Safeguarding Team as soon as possible e.g. next working day.

Parents and guardians of the child should be advised of the actions taken only if they are not implicated/involved in the concern.

When should you act?

There are a number of reasons why you might take action, which may include but are not limited to:

- Something a child has said or disclosed.
- Signs or suspicions of abuse (page 34).
- Significant and/or unexplained changes in a child's demeanour or behaviour, including self-harm.
- Allegations made against staff or a volunteer.
- Allegations made about a parent/guardian, carer or someone not involved in our sports.
- Concerns about inappropriate behaviour.
- Alleged breaches of the Swim England Code of Ethics and accompanying Codes of Conduct.
- Allegations or observations of bullying.

Stage 1 – React

If a child or adult shares a concern or allegation with you:

- Stay calm.
- Reassure the person reporting their concerns that they have done the right thing in telling you.
- Listen carefully to what is being said.
- Ensure you don't show upset, disgust or disbelief at what is being said.
- Be honest and explain that you cannot keep what they are saying a secret and never promise to do so.
- Keep an open mind and don't make assumptions or judgements.
- Ask open questions only if you need to clarify what is being said.
- Reassure the person you take their concerns seriously and tell them the actions that you will, or will not be taking.

- Write down what has been said as soon as possible after or during the conversation as appropriate. The Swim England referral form can be used to record the information.
- Sign and date the referral form and any other paperwork referring to the concern as this could be used at a later date in criminal or care proceedings.
- Report the concern to the Swim England Child Safeguarding Team.

Never

- Confront the alleged abuser.
- Make promises you cannot keep.
- Ask leading questions or make comments or suggestions.*
- Take sole responsibility for dealing with the concern.
- Delay in reporting the concerns to the Swim England Child Safeguarding Team.

*A leading question is one which may prompt the respondent to answer in a particular way. They can lead to false or distorted information. They also create an opportunity for bias as the question will be suggestive of what answer should be given.

Examples of leading questions could be:

- This has happened before, hasn't it?
- Who else is involved?
- Did this take place at the club?

Try and ask questions objectively to encourage a more accurate response:

- Has this happened before?
- Is anyone else involved?
- Where did this take place?

Stage 2 – Record

Swim England provide clubs with a template referral form to use to record information. This can be found at swimming.org/wavepower. We recommend you keep copies of the form in an easily accessible place.

Your report should ideally include:

- Name, address and date of birth of the child.
- Name, address and contact details of the parent/guardian.
- Is the parent/guardian aware of the referral?
- Full details of the referral. Ensure the referral details are recorded verbatim i.e. always use the referrer's own words.
- Details of who the allegation is about. If possible their full name, date of birth, address, relationship with the child concerned and their relationship or position with the organisation (if any).
- Details of any injuries, marks or bruising on the child that are visible to you. A body map template is provided for you to use and can be found on page 26 or at swimming.org/wavepower.
- Details of any witnesses.
- Any other relevant information.
- Provide your contact details and sign and date your report.

Some of the above information may not be known or available to you or the organisation. Please remember that you can only refer the information you have. Referrals should not be delayed to allow for searches for missing information that you may or may not be able to find.

It is vitally important that all information is captured and recorded accurately as it was said to you as soon as possible.

Stage 3 – Report

It is the duty of everyone involved in our sports to report potential child safeguarding concerns in order to protect children, but it is only for the professionals to decide whether or not abuse has taken place.

It is important that Swim England organisations do not attempt to investigate allegations of potential criminal offences. Advice and guidance should always be taken from the Swim England Child Safeguarding Team, Swimline or by contacting the police directly. In all cases where it is alleged that indecent images have been taken of a child, the guidance on pages 82-85 of Wavepower must be followed.

Parents and guardians of the child should be advised of the actions taken only if they are not implicated/involved in the concern. Please note a parent/guardian cannot make the decision as to whether a safeguarding concern is disclosed to a statutory agency.

If you are not satisfied with the response of a statutory agency when making a referral please contact the Swim England Child Safeguarding Team. The team will support you to follow up or escalate your concerns with the agency concerned.

If the child is not considered to be at immediate risk of harm contact should be made with the Welfare Officer or Swim England Child Safeguarding Team with full details of the concern as soon as possible e.g. the next working day.

The Swim England Child Safeguarding Team hold a record of every concern raised to them and must always be informed of an incident or concern, regardless of the situation.

How will Swim England respond?

In cases which allege harm to a child, potential criminal acts, child abuse or allegations against an individual in a position of trust, Swim England will refer directly or support the organisation to refer directly to statutory agencies such as the police, MASH, Children's Social Care and the LADO. Statutory agencies will follow procedures under the Children Acts of 1989 and 2004 and the Government Guidance Working Together to Safeguard Children (2018) to determine next steps.

In cases where there is an allegation or concerns that any person who works or volunteers with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child in a way that indicates they may pose a risk of harm to children

Swim England will refer or support the organisation to refer to the LADO. Discussion with the LADO or DO must take place within one working day of the allegation/concern being raised. The LADO or DO will advise next steps to be taken following referral in accordance with Working Together to Safeguard Children (2018).

In some cases it may be necessary for Swim England to impose a temporary or specified term suspension of an individual. Suspensions are governed under the Swim England Child Protection Regulations 241. The Swim England Child Safeguarding Team will notify the Swim England Chief Executive Officer to request suspension under the Regulations. This usually follows a recommendation from a statutory agency to Swim England to take this action.

In cases which can be managed directly by the Welfare Officer and organisation concerned advice will be provided by the Swim England Child Safeguarding Team so the matter can be resolved internally.

In cases where the Welfare Officer and organisation can resolve the matter directly but may require further support the Swim England Child Safeguarding Team may refer to the County or Regional Welfare Officer to provide ongoing advice, support and guidance.

A flow chart is provided to show this process which can be found on page 27.

Safeguarding concerns for a child or children outside my organisation

Many Swim England organisations hire their pool time from facilities who will have members of the public or other organisations using their facility at the same time. In such circumstances you may witness or have reported to you a safeguarding concern about a child or children who are not known to you and is/are not a member of your organisation. In such cases you are unlikely to know anything about the child/children or their family. That concern may involve potential criminal acts, child abuse, inappropriate or concerning behaviour or parenting/guardian concerns.

In such cases there is a responsibility to safeguard that child/children from harm, wherever possible.

In an emergency where you believe a child has been harmed or is at risk of imminent harm you should refer the concern immediately to the Welfare Officer or Swim England Child Safeguarding Team who will refer directly or support the organisation to refer directly to statutory agencies such as the police, MASH, Children's Social Care and the LADO. If the Welfare Officer or Swim England is not available referral should be made directly to

such an agency for immediate advice.
Inform the facility/pool management of the concerns at the earliest opportunity so they can assist in safeguarding the child/children. The facility/pool management may be able to assist in identifying the child and their parents/guardians and making the referral to a statutory agency.

If the child requires emergency medical assistance call 999 for an ambulance.

Ensure you make a formal record of all of the actions taken. Take the name and contact details of anyone you have spoken to and report this to your Welfare Officer (if not already involved) and the Swim England Child Safeguarding Team.

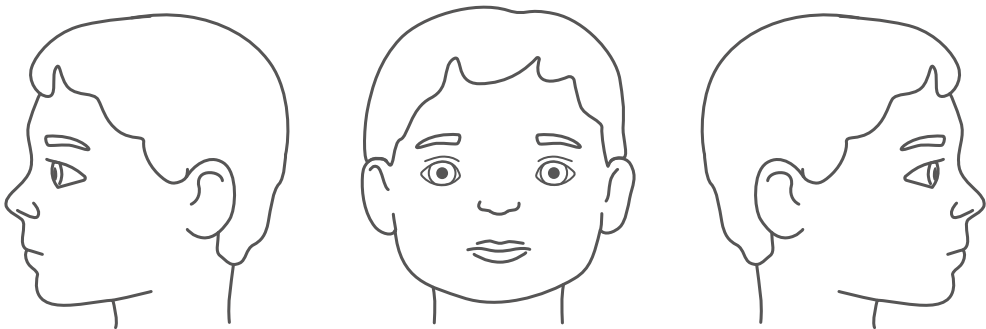
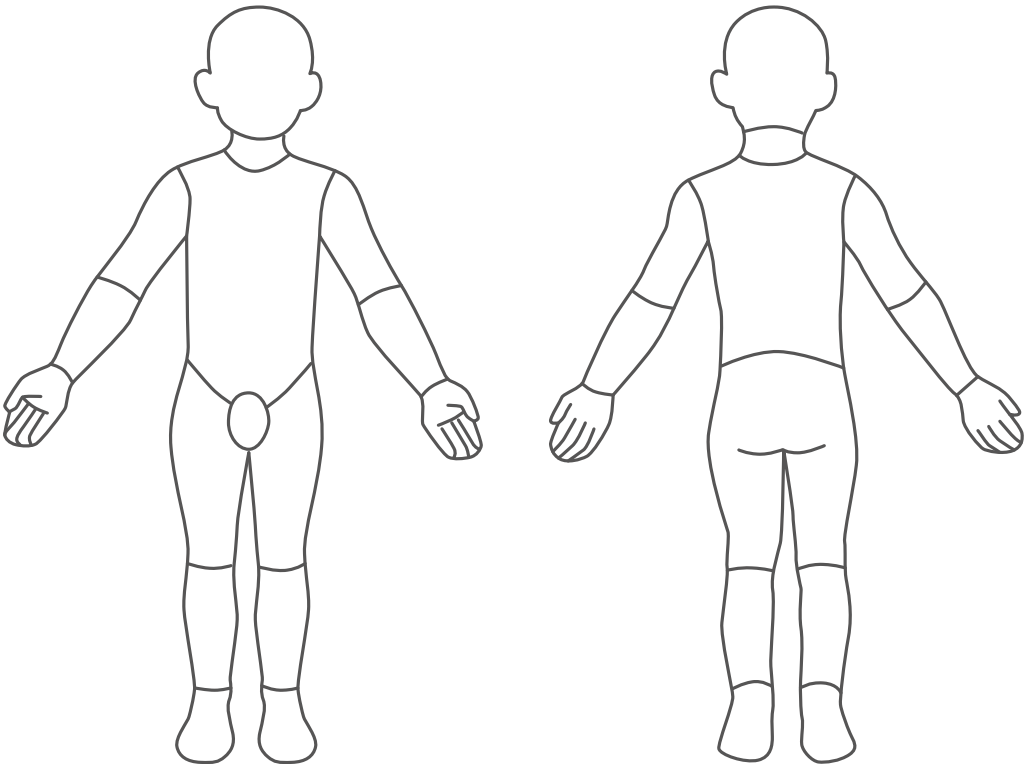
If concerns do not relate to an emergency child protection matter but you witness or have disclosed to you matters such as another organisations, alleged poor practice, safety, supervision or behaviour and discipline issues this should be reported to the facility/pool management. Make a formal record of this action and who the concern was reported to.

In some cases you may get to know the organisations that share your pool time and if this is the case you could report directly to their Welfare Officer or DO any concerns about their staff or members. Make a formal record of that action and who you reported it to.

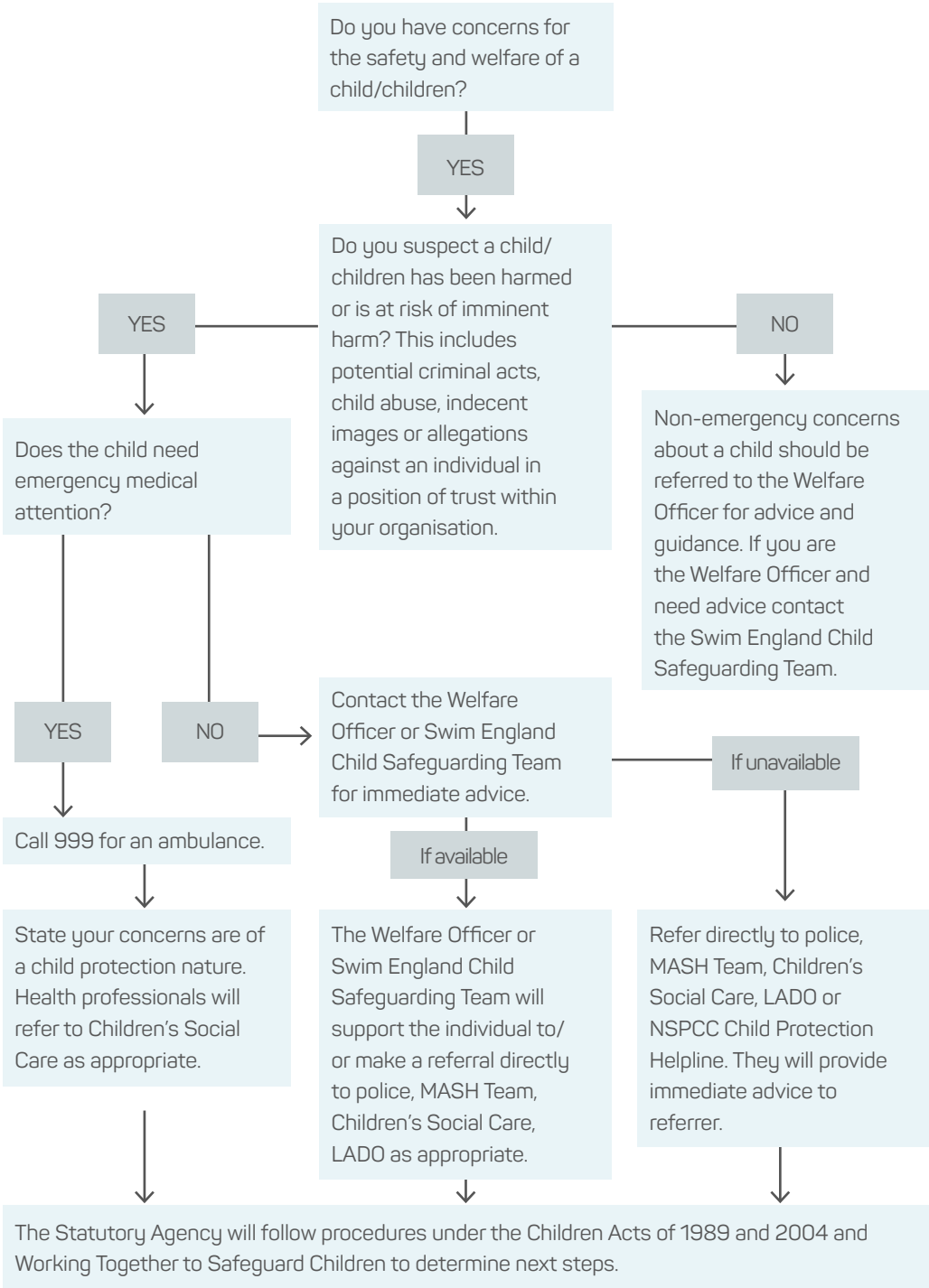
In all cases advice can be sought from the Swim England Child Safeguarding Team if you are unsure how to proceed.

A flow chart of this process is provided on page 28.

Body map

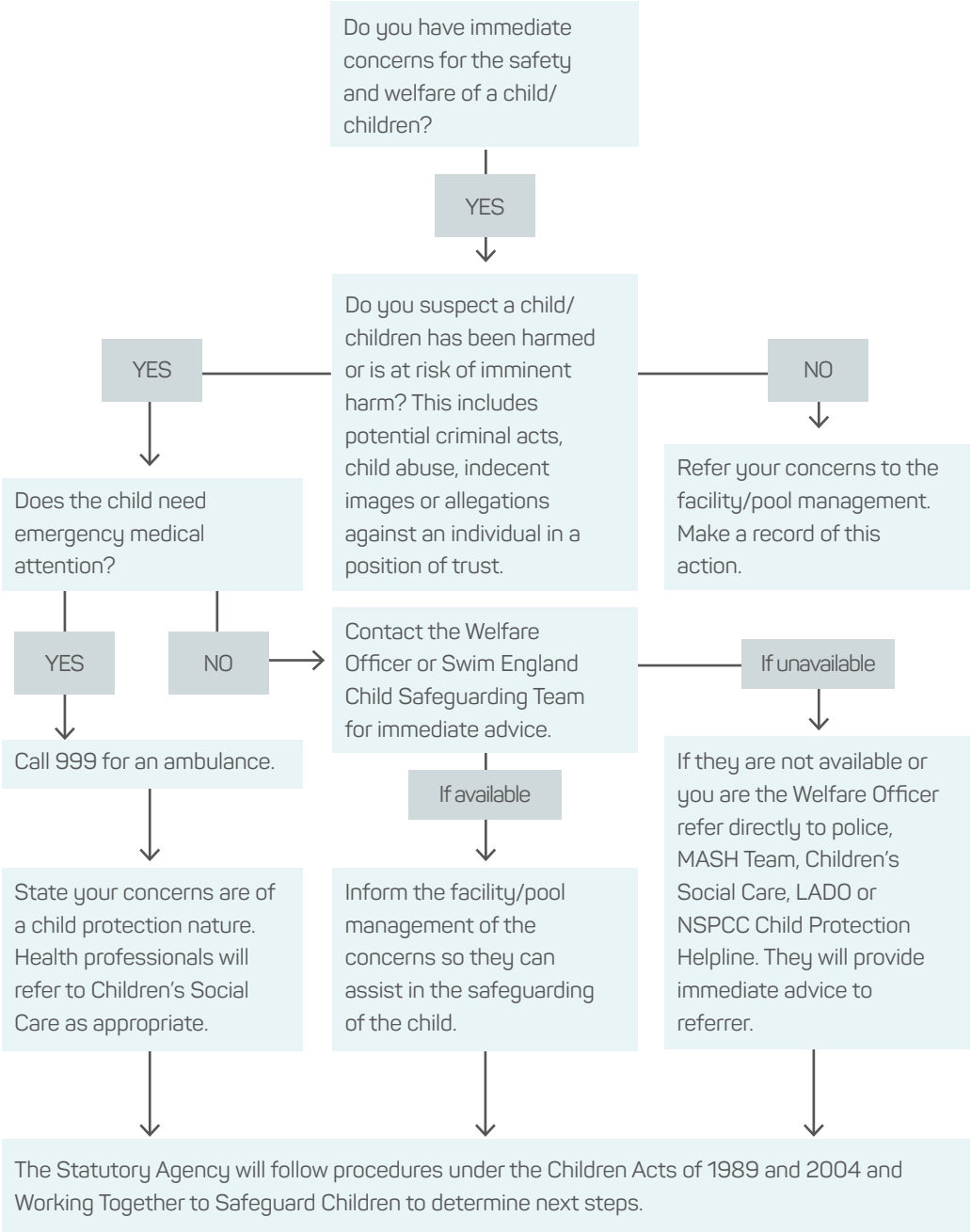


Concerns for a child who is a member of your organisation



In all cases a formal written record of the concern, advice and actions taken should be completed. **The Welfare Officer and Swim England Child Safeguarding Team to be advised if not already done so.**

Concerns for a child who is not a member of your organisation



In all cases a formal written record of the concern, advice and actions taken should be completed. **The Welfare Officer and Swim England Child Safeguarding Team to be advised if not already done so.**

Definitions of abuse

All those in sport have a responsibility to be able to recognise and respond to signs and indicators of abuse and malpractice. The Welfare Officer should be aware of these definitions and ensure individuals who hold a position of trust within the organisation are familiar with this information.

What is abuse and maltreatment of children?

All incidents of abuse and neglect are forms of maltreatment of a child. Abuse is:

- Any action by another person that causes significant harm to a child.
- When someone fails to prevent harm to a child.

Who could abuse a child?

- The abuser may be a member of the child's family, a stranger, an acquaintance, or an institution.
- An adult or a child.
- Peer on peer abuse.
- A male or female.
- Anyone.

Effect of abuse

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

Types of abuse

Physical abuse

This happens when a child is deliberately hurt. This can cause injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

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

Also referred to as psychological abuse, it is the ongoing emotional maltreatment of a child. Emotional abuse is persistent and, over time, it severely damages a child's emotional health and development.

It may include:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children e.g. 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.

- Seeing or hearing the ill-treatment of another.
- Serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Emotional abuse could include a coach who continuously criticises, uses sarcasm and/or name calling or who generally belittles the child. Parents/guardians can emotionally abuse a child by having excessively high expectations which places unrealistic pressure on the child, or by constantly giving the child negative feedback.

Sexual abuse

This can include forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

There are two different types of child sexual abuse. These are called contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- Sexual touching of any part of the body whether the child is wearing clothes or not.
- Rape or penetration by putting an object or body part inside a child's mouth, vagina or anus.
- Forcing or encouraging a child to take part in sexual activity.
- Making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact abuse involves non-touching activities. It can happen online or in person. It includes:

- Encouraging a child to watch or hear sexual acts.

- Not taking proper measures to prevent a child being exposed to sexual activities by others.
- Showing pornography to a child.
- Making, viewing or distributing child abuse images. This can include taking images of a child when they are getting changed in the changing rooms.
- Allowing someone else to make, view or distribute child abuse images.
- Meeting a child following face-to-face or online sexual grooming with the intent of abusing them.
- Sexually exploiting a child for money, power or status (child exploitation).
- Persuading or forcing a child to send or post sexually explicit images of themselves. This is sometimes referred to as "sexting".
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone.
- Having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the child's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Neglect

This is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve failure to:

- Provide adequate food, clothing and shelter.
- Protect a child from physical and/or emotional harm or danger.
- Ensure adequate supervision (including leaving them with unsuitable carers).

- Ensure access to appropriate medical care or treatment.
- Make sure the child receives a suitable education.
- Meet or respond to a child's basic emotional needs.

An example of neglect could be that a coach or officer fails to ensure the safety of a child by exposing them to undue cold or to unnecessary risk or injury. Neglect often highlights a failure in fulfilling a duty of care.

Bullying

Defined as deliberate action or hurtful behaviour by one or more people that is repeated over a period of time.

Bullying causes hurt to an individual or group and the damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, in extreme cases, causes them significant harm (including self-harm).

Bullying is defined by Kidscape as:

- **Verbal:** name calling, persistent teasing, mocking, taunting and threats.
- **Physical:** any degree of physical violence including hitting, kicking and pushing. Intimidating behaviour, theft or the intentional damage of possessions.
- **Emotional:** excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.
- **Cyber:** the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

- **Racist:** bullying based on ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic and transphobic:** bullying based on sexuality or gender identity.
- **Disablist:** bullying children who have special educational needs and disabilities.
- **Sexual:** unwelcome sexual advances, comments that intended to cause offence, humiliation or intimidation.
- **Discriminative:** bullying based on any perceived weakness or difference. This could be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability. It could also be factors surrounding the way someone looks or the clothes they wear, their family and social situation, hobbies and interests.

Bullying can occur between:

- an adult and child
- children
- a parent/guardian and their own child.

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

- a parent/guardian who pushes too hard
- a coach who adopts a win-at-all-costs philosophy
- a member who intimidates others inappropriately
- an official who places unfair pressure on a person.

Bullying in our sports could include a child being ostracised by others in their lane or age group, refusing to talk to them and/or encouraging others to treat them with contempt.

Harassment

Defined as an act that is unwanted by the recipient. It may be through 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 as harassment. It is for any given individual to determine for themselves what is acceptable to them and what they regard as offensive, although any other individual affected by such conduct can also report the behaviour as harassment.

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 include suggestive or sexual remarks, racist insults or jokes, verbal abuse or use of foul language and unwelcome attention. The impact of harassment for the individual can be profound. It can lead to the child feeling unhappy, demoralised or undervalued as a person. Harassment is often a constant ongoing type of abuse where the individual causes extreme distress by the repeated action, usually verbally.

Grooming

The National Society for the Prevention of Cruelty to Children (NSPCC) define grooming as “when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking”.

The Sexual Offences Act 2003 states it is a criminal offence to cause or incite a child under 16 years old to engage in sexual activity. The offence carries a maximum prison sentence of 14 years. It can apply where a communication with a child can be shown to have caused or incited some kind of sexual activity by the child e.g. naked or semi-naked posing.

In 2017, the Serious Crime Act 2015 inserted a new offence of “engaging in sexual communication with a child” into the Sexual Offences Act 2003. It criminalises a person aged 18 or over who communicates with a child under 16 years old (who the adult does not reasonably believe to be 16 years old or over), if the communication is sexual or if it is intended to obtain from the child a communication which is sexual. The offence applies only when the defendant can be shown to have acted for the purposes of sexual gratification and carries a maximum prison sentence of two years.

Children can be groomed face to face or online, by a stranger or by someone they know. Groomers can be male or female and could be any age. They will hide their true intentions and may spend months or years gaining a child’s trust and in some cases the trust of the child’s family to allow them to be left alone with a child. Those who work with children may use similar tactics to gain the trust of the child and their colleagues.

Tactics a groomer may use are:

- pretending to be someone they are not
- offering advice and understanding
- buying gifts
- giving a child attention
- using their professional position or reputation
- taking them on trips, outings and holidays.

Once they have gained a child's trust groomers will exploit that relationship often by isolating the child from their family and friends so the child becomes dependent on them. They may introduce secrets as a way of controlling or sometimes scaring the child not to tell. This can include blackmailing the child or making them feel guilty or ashamed.

Groomers use online social networks to connect with children. They can easily hide their identity in the online world and can spend time learning about children from their online profiles. They may pretend to be a child and chat or become friends with children they are targeting. Groomers do not need to meet children in real life to abuse them and increasingly children are being sexually exploited online after being persuaded to engage in online sexual activity.

Please see page 112 for further guidance on the relationship of trust.

Non-recent/historic abuse

This term is used to refer to disclosures of abuse that were perpetrated in the past.

Allegations can be:

- An adult making an allegation of abuse when they were under 18 years old, that occurred at least one year before it was reported.
- A child making an allegation of abuse that occurred at least one year before it was reported.
- An individual who reports an allegation on behalf of another that occurred at least one year before it was reported.

It is important for action to be taken in all instances as:

- The abuse may not have been an isolated incident, it might be ongoing and being perpetrated by the same person or others.
- The allegation may be part of a wider set of concerns known to the statutory authorities.
- The alleged perpetrator may still be working or caring for children.
- The abuse may still be happening against other children.
- Criminal prosecutions may take place despite the fact that allegations are historic in nature.

In all cases contact should be made with the Swim England Child Safeguarding Team.

Indicators of abuse

Abuse is not always easy to identify. Children can be bruised in everyday life for example by falling off bikes and playing with friends. In adolescence, children can be moody and unpredictable in their behaviour. They 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.

Children who suffer abuse may be afraid to tell anybody about the abuse due to feelings of guilt, shame or confusion. Children from ethnic minorities, with disability, medical or special educational needs may find it harder than other children to communicate concerns.

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.

Some indicators of abuse could be (but are not limited to):

- Unexplained or concerning injuries such as burns, cuts and bruises situated in areas of the child's body which are not normally prone to injury through play e.g. soft tissue areas.
- Physical injury where the explanation given is inconsistent.
- Physical appearance becomes unkempt, frequently complains of feeling hungry, signs of weight loss or medical needs not being addressed.
- Becoming withdrawn or appearing nervous, anxious or depressed.
- Self-harming or thoughts about suicide.
- The child discloses a concern and describes what may be an abusive or neglectful act.
- Another person raises concern about the wellbeing of a child.
- Engaging in sexually explicit behaviour and/or inappropriate sexual awareness beyond what is expected of that child's age and development.
- A distrust or fear of adults.
- An excessive fear of making mistakes.
- Has difficulty making friends and/or is stopped from socialising or making friends.
- Changes in eating habits or developing eating disorders.

Increasingly, there are a range of specific areas of concern that children may be being abused, in a variety of communities, which are summarised below:

- **Child sexual exploitation** – the request/demand/performing of any sexual act of an under 18-year-old, in exchange for any type of reward including a threat not to carry out an action (e.g. sending pictures of the child to others).
- **“Faith” or “Belief” abuse** – carried out on a child as a result, often, of a belief that it is a necessary act to perform on a child e.g. Witchcraft or Kindoki (predominant in central African countries) where a child might be physically harmed by cutting/ beating/water treatments, to “release” the child from spirits. This could also include honour based violence.

Further information can be found at safe.met.police.uk/crimes_of_honour/get_the_facts.html.

- **Female genital mutilation** – the mutilation of a child through a belief the harm is appropriate.

Further information can be found at gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation.

- **Forced marriage** – more common within Asian cultures, often involving children, subsequently being forced into non-consensual acts.

Further information can be found at gov.uk/guidance/forced-marriage.

- **Radicalisation** – there is increasing evidence of children being swayed by others to follow a variety of radical beliefs and communities, often leading to the forced taking, or by their own instigation, of the children leaving the UK, to be recruited in terrorist organisations, potentially with extremist behaviour.

Further advice can be found at gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty.

- **Self-Harm** – self-inflicted cutting, scratching, injecting, or self-physical harming, including drug misuse (see page 75).
- **Gang/youth violence** – the recruitment of children into organised gangs usually based in a street culture, involving serious violence/drugs and higher level criminality.

Further advice can be found at nspcc.org.uk/what-is-child-abuse/types-of-abuse/gangs-criminal-exploitation/.

- **Cyberbullying** – see Anti-Bullying Policy on page 70.
- **Racist or homophobic abuse** – commonly verbal, and ominous in its use.

Other concerns for children

Approximately 75 per cent of Swim England members are under the age of 18 years, this means concerns and complaints will often involve a child but **will not** be alleging a child has been harmed or is at risk of harm.

Such non-child safeguarding concerns are not the responsibility of the Club Welfare Officer or Swim England Child Safeguarding Team. For all non-child safeguarding concerns Swim England has the following referral processes for clubs to follow:

- 1 In cases alleging a breach of club or Swim England rules and breaches of the Code of Ethics and accompanying Codes of Conduct the Child Safeguarding Team will refer to Kerry Moss, Judicial Office Manager at the Office of Judicial Administration (OJA).

Such matters are governed under the Judicial Regulations rather than Wavepower. They can relate to:

- Disputes around the club constitution.
- Club governance issues and voting rights.
- General poor behaviour which breaches the Code of Ethics and Codes of Conduct.
- Breakdown in communication between members at the club including parents/guardians and children.
- Disciplinary matters.

The Judicial Regulations 150 provide clubs with the process to follow to deal with internal club disputes. Cases are usually led by the Club Secretary or Chair. If disputes cannot be resolved informally and amicably between the parties, by mediation or a club panel of three, a formal judicial complaint may be submitted through the OJA to determine the dispute.

If a child is a party to the dispute the Welfare Officer can act for the club in a supporting role. The role of the Welfare Officer is solely to ensure that any children involved in the matter are supported and able to give their side of the story for consideration. Support for clubs in such matters can be provided by a Swim England Friend, who is assigned by the OJA, to the club to guide them through the process.

- 2 If a club has an employment related dispute then contact should be made with the Legal Department at legal@swimming.org.
- 3 Concerns and queries relating to coaching techniques can be raised under the Coaches Referral Protocol. For further information please refer to swimming.org/members/how-to-resolve-issues-with-your-club/.
- 4 If a child has a medical condition/issue that is causing difficulty, concern or is affecting their ability to take part in one of our sports they can access the Medical Protocol. For further information please refer to swimming.org/wavepower.

Further information on all of the above can be sought from the OJA on **0161 244 5345** or from the website link swimming.org/members/how-to-resolve-issues-with-your-club/.

Confidentiality and information sharing

Confidentiality must be maintained at all times when an allegation has been made and is being investigated. Organisations should only tell individuals who need to know and can help in managing the concerns. If parents/guardians are not implicated in the concern ensure they are made aware at the earliest opportunity.

Consider the best method of communication to maintain confidentiality and be mindful of the environment. For example, who else is around you, can you make a phone call without others overhearing your conversation?

If breached, confidentiality can put the child in danger either by further inappropriate action of an individual(s) involved or other individuals who hear about the concern through rumours. Ultimately, any investigation to safeguard that child may be impeded by misinformation or rumours.

Information sharing is essential for effective safeguarding and promoting the welfare of children. It is a key factor identified in many serious case reviews, where poor information sharing has resulted in missed opportunities to take action that keeps children safe. See reacting to concerns on page 22.

When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child. There will be incidents where to share information with a person (or their parent/guardian) suspected of a criminal offence may compromise an investigation, and longer term protection of children. Please seek advice from the Child Safeguarding Team in such cases.

The HM Government document entitled "Advice for practitioners providing safeguarding services to children, young people, parents and carers" July 2018 provides non-statutory advice to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their wellbeing.

The seven golden rules to sharing information are as follows:

- 1 Remember that the GDPR and Data Protection Act 2018 are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2 Be open and honest with the individual (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 from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4 Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
- 5 Consider safety and wellbeing: base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.
- 6 Necessary, proportionate, relevant, adequate, 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 individuals 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 full document can be accessed at [gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice).

Whistleblowing Policy

Whistleblowing allows individuals to raise genuine concerns about any potential incident of poor practice, wrongdoing, illegal or unethical conduct by individuals without fear of reprisals, even if they turn out to be mistaken.

This policy applies to all Swim England members.

Children are vulnerable to abuse and all adults who work in sports organisations, whether paid or unpaid, member or non-member, must look to safeguard their welfare. Swim England believes it is necessary to develop a culture in all organisations and counties, regionally and nationally, where concerned individuals can raise concerns in a safe and supportive environment.

Swim England is committed to:

- 1 Developing a culture that is safe.
- 2 Encouraging a culture of openness.
- 3 Protecting all members.
- 4 Upholding the reputation of the organisation.
- 5 Maintaining our sports' and the public's confidence.

"Whistleblower"

The term "whistleblower" is commonly used to describe a person who discloses concerns about wrongdoing, illegal or unethical conduct. Within Swim England such disclosures could include but not be limited to:

- Criminal acts e.g. indecent images of children.
- Incidents of child abuse within our sports.
- Bullying.
- Breaches of the Code of Conduct or discrimination.
- Concerns regarding health and safety e.g. encouraging a child to train against medical advice.
- Disclosure of confidential information about a child or other member.
- Breaches of the Equality and Diversity Policy e.g. a child not being given the same opportunity as another child due to their gender.
- Witnessing or being told about poor practice or a failure to safeguard children.

Reasons for whistleblowing

Every member, member's parent(s)/guardian(s), employee and volunteer in Swim England has a responsibility to raise concerns about potential poor practice and abuse/unacceptable behaviour in order to:

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

Making a disclosure

You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling that it is none of your business or that it is only a suspicion. You may feel that raising the matter would be disloyal to colleagues, your employer or to Swim England. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

Swim England takes any form of misconduct seriously and this policy enables any individual with genuine concerns to raise them as soon as possible in the right way. We encourage all individuals, where appropriate, to raise the matter as a concern, if genuine, rather than wait for proof.

All children have a right to be protected. It is often the most vulnerable children who are targeted and who are least able to act or defend themselves, or disclose what is happening. They need you and others like you to protect their wellbeing and safeguard them from harm or potential harm.

Everyone involved in our sports has a responsibility to raise concerns appropriately to individuals who can act upon them whether that is the Welfare Officer, the Swim England Child Safeguarding Team or the statutory agencies.

Swim England acknowledge that “blowing the whistle” on a colleague or friend will be difficult but it is important you do so rather than allow a child to become or remain at risk.

Once the concern has been raised, the Welfare Officer, the Swim England Child Safeguarding Team and/or the statutory agencies will take action in the appropriate manner.

Why is it difficult to whistleblow?

You may feel worried that:

- You will be starting a chain of events you have no control over.
- To do so will be disruptive to the organisation, the young person(s) and/or yourself.
- You may have got it wrong and the concern will prove to be unfounded.
- You will not be listened to or believed.

At each stage, concerns are managed by professionals, with a view to independently assess the information, and act in the best interests of any children that may be involved. Concerns are taken seriously, and if proved unfounded, any action taken is designed not to disrupt children and families unnecessarily. Reporting concerns will not start a process that cannot be halted, if unfounded.

Swim England assures everyone involved in our sports that they will be treated fairly and all concerns will be properly considered.

If you act in good faith in reporting a concern and even if the suspicion is unfounded you will be supported and no action will be taken against you.

However, if it is proven the concern has been raised maliciously to cause harm to others, you may be liable to action under the Swim England complaints and disciplinary processes.

Referring the concern

If you are a member of a Swim England club or organisation, or the parent/guardian of a member you must refer your concern to the Welfare Officer, the County or Regional Welfare Officer, the Child Safeguarding Team or the statutory agencies.

If you receive a concern from a third party regarding a member of a Swim England organisation, you should try to obtain the following information:

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

The information should then be referred to the Welfare Officer, or the County or Regional Welfare Officer if appropriate, Swim England Child Safeguarding Team or the statutory agencies who will consider what action to take.

If you are a Swim England employee rather than a member of a Swim England club or organisation, you should report the concern to your line manager, the Chief Executive Officer or you can contact Public Concern at Work at [pcaw.org.uk](https://www.pcaw.org.uk).

When referring the concern, do not:

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

Also, do not assume that:

- "All is well or it would have been noted earlier."
- "It does not matter" or "no harm will arise."
- "I should ignore it as it's not my responsibility."

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

- The concern you raise will be treated in confidence and will be shared only on a need-to-know basis.
- You will be given updates on how the enquiry is progressing if it is possible to do so.
- Swim England has a responsibility to protect you from harassment of any kind that results from your disclosure.
- If the matter is proven/found on the balance of probabilities to be so then appropriate action will be taken against the individual(s) concerned.
- If the matter is unproven/unfounded on the balance of probabilities, providing you raised the concern in good faith, no action will be taken against you.
- Malicious allegations will be considered as a disciplinary offence.

Feedback

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

SECTION 2.2

Training and recruitment

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Swim England Safe Recruitment Policy

The Swim England Safe Recruitment Policy applies to both voluntary and paid staff. It states that all staff and volunteers for any Swim England organisation should go through an appropriate vetting process prior to their appointment in order to establish their suitability to work with children.

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

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

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. Swim England is committed to providing a safe environment for children in our organisations and the requirements of the recruitment process outlined below will assist organisations to ensure best practice is implemented to protect children whenever a volunteer is appointed.

Whilst Swim England acknowledges that the vast majority of people applying to work with children in our organisations are doing so with the best of intentions, our experience has shown that those less suitable will also apply and it is only through sound recruitment practice that they can be screened out.

This guidance is aimed at assisting those who are recruiting individuals who would work with children but can be used for all recruitment purposes, including individuals who would work with adults who are deemed vulnerable.

Role profile

The relevant person(s) in the organisation should draw up a "role profile" or job description in order to identify the main responsibilities of the job that is being recruited for. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification.

A recruitment process must also be developed by each organisation to ensure every applicant is treated in a fair and consistent manner.

Application form

Each organisation should develop and use an application form to collect the information required for the post in question. The form should be developed by more than one individual and should include verification of the applicant's identity.

Meeting and interviewing the applicant

It is important that all applicants are interviewed and that the information obtained on the application form is explored appropriately. Questions asked of the applicant should be prepared in advance and it is important that each applicant has the opportunity to discuss their experiences and qualifications for the role. They should also be asked for examples of how they would manage some hypothetical child safeguarding situations such as a child not being collected after a swimming session and what they would do in that circumstance.

In assessing the applicant's suitability you should:

- Consider their relevant qualifications and experience.
- Consider their previous experience (if any) of working with children, inside or outside of one of our sport environments.
- Consider their attitudes and commitment to child safeguarding.
- Ask them if they have ever been refused work that involved having contact with children.
- Ask them if there is anything else that the organisation should know that could affect their suitability to work with children.

References

At least two references should be obtained even if the person is known to the organisation. References should not be from a person who is related to the applicant.

One of the references should be from the applicant's current employer and, if possible, one reference from a sports organisation or club which they have been involved with.

If the applicant has not previously been involved with a sports organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, who has some knowledge of their attitude to children's wellbeing and child safeguarding. Both references should contain a statement to illustrate that the referee is aware of the post the applicant is applying for.

All references should be followed up by contacting the referee prior to any offer of appointment being made.

The Disclosure and Barring Service (DBS) process

The Welfare Officer is responsible for coordinating the DBS checks for your organisation as part of the safe recruitment procedure. You should have already been contacted and given information on how to request a DBS check. If not, or if you require advice or guidance on how to carry out a DBS check, you will find information on the Swim England website at **[swimming.org/swimengland/disclosure-and-barring-services-check/](https://www.swimming.org/swimengland/disclosure-and-barring-services-check/)**.

Further information on DBS checks can be found on pages 47-52.

You can also contact Samantha Massey, DBS and Services Coordinator on **01509 640738** or **dbs@swimming.org** with any questions you may have.

As soon as an applicant has been DBS cleared, you will receive the clearance letter from Swim England to confirm this.

Recruitment decisions

Organisations are required to consider all the information they have about an applicant at each stage of the recruitment process. The information to consider will include:

- The application form.
- The interview.
- All qualifications seen and confirmed.
- The references including the follow up prior to recruitment.
- The outcome of the DBS check.

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

All new staff/volunteers must abide by Wavepower and be registered members of the organisation and Swim England.

Post-recruitment

It is important that once a new role has been filled, follow up action is taken. This includes:

- The expectations, role and responsibilities of the post should be clarified and put in writing to the new recruit.
- The recruit should be formally made aware of, and be asked to sign up to and abide by Wavepower. All new coaches, teachers and poolside helpers should be given a copy of Section 3 of Wavepower which can be downloaded from **[swimming.org](https://www.swimming.org)**.
- If they have not yet attended a Swim England approved child safeguarding course then the club should ensure they attend a relevant course within three months of appointment.
- Any other training needs should be established and a plan made to meet those needs within an appropriate timescale.
- It is suggested that a period of mentoring, supervision and observation or monitoring should be put into place to support the new recruit.

The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) enables Swim England to make an informed recruitment decision around an individual's suitability to work with children. The Welfare Officer will be responsible for coordinating the DBS checks for your organisation as part of the safe recruitment procedure.

Any individual who wishes to work with children or adults at risk is required to undertake a DBS check, which is to be renewed every three years. The minimum age for a DBS check is 16 years old.

There are three different levels of criminal record checks: basic check, standard check or enhanced check (with or without barred lists). As a Swim England organisation, the minimum level of DBS check required, where applicable, is the enhanced disclosure (without barred list) check. However, for many roles within one of our sports, the enhanced disclosure with barred list check would be required. Further guidance around DBS checks in sport can be found at gov.uk/government/publications/db-s-guidance-leaflets.

Enhanced disclosure only check

This check is a record of all warnings, reprimands, cautions and convictions from local and national police records. The check may also contain non-conviction information supplied by a Chief Officer, if they feel it is relevant to the role.

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Before any organisation considers asking a person to complete an application for an enhanced disclosure only check, they are legally responsible for ensuring they are entitled to ask that person to reveal their criminal record. It is **against the law** to request this kind of check for an individual who is not eligible.

Under the guidance provided by the DBS, positions eligible for enhanced disclosure are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.

Individuals applying for committee roles such as Chairman, Club Secretary or Treasurer, will only require an enhanced disclosure only check if that individual has an additional role which does meet the eligibility requirements above.

In each case, you should assess whether or not the individual's role involves regularly caring for, training, supervising or being in sole charge of a child or children. If the individual's main role does not involve any of these activities, then you would need to consider any supplementary roles they may undertake. If the individual does have a supplementary role that involves the activities above, then the enhanced disclosure only check would be for their supplementary role, rather than for their main role.

Enhanced disclosure with barred list check

This is the highest level of check. The check is a legal requirement for any individual applying for a position which is considered as a “regulated activity”.

Eligibility for this check is not based on job title but is established by looking at the activities and responsibilities carried out by individual roles and depends on whether the individual will be working with adults or children.

The check will show whether the individual is barred from working with individuals at risk.

It is against the law to request this kind of check for an individual who is not eligible (i.e. who will not be undertaking a “regulated activity”). It is also against the law to employ someone or allow someone to volunteer for work of this kind if it is known that they are on one of the barred lists.

The DBS application process via Swim England will not allow you to request an enhanced disclosure with barred list check for a role that is not considered to involve regulated activity.

What level of DBS check do I need?

You need to check whether or not the role being applied for is categorised as a “regulated activity”. The list provided can help you understand what kind of activities are considered to be regulated activities.

If the role is categorised as a regulated activity, you will need an enhanced disclosure with barred list check.

If the role is not categorised as a regulated activity, you may still need to request an enhanced disclosure only check, for applicants applying for a position which involves regularly caring for, training, supervising or being solely in charge of children.

To assist you with the above, Swim England has produced a list of relevant roles and their associated DBS requirements to help you decide if you need to request an enhanced disclosure only, a barred list check, or neither. You will find this list on pages 51-52.

DBS checks for someone from overseas

The application process for DBS checks or “Certificates of Good Character” for someone from overseas varies from country to country. You will have to apply in the country or to the relevant embassy in the UK.

Further guidance can be found at gov.uk/government/publications/criminal-records-checks-for-overseas-applicants.

Duty to refer to DBS

Organisations who employ individuals, paid or unpaid, who carry out regulated activities are known as a regulated activity provider (RAP). Under the Safeguarding Vulnerable Groups Act 2006 this brings a legal obligation upon the organisation. As a RAP, you have a legal duty to refer an individual to DBS when you have concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups.

Referrals to DBS **must** be made when both conditions are met.

Condition 1

You withdraw permission for a person to engage in regulated activity with children and/or adults at risk. Or you move the person to another area of work that isn't a regulated activity. This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2

You think the person has carried out one of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk or put them at risk of harm.
- Satisfied the harm test in relation to children and/or adults at risk. For example, there has been no relevant conduct but a risk of harm still exists to a child or adult.
- Been cautioned or convicted of a relevant offence (automatic barring either with or without the right to make representations).

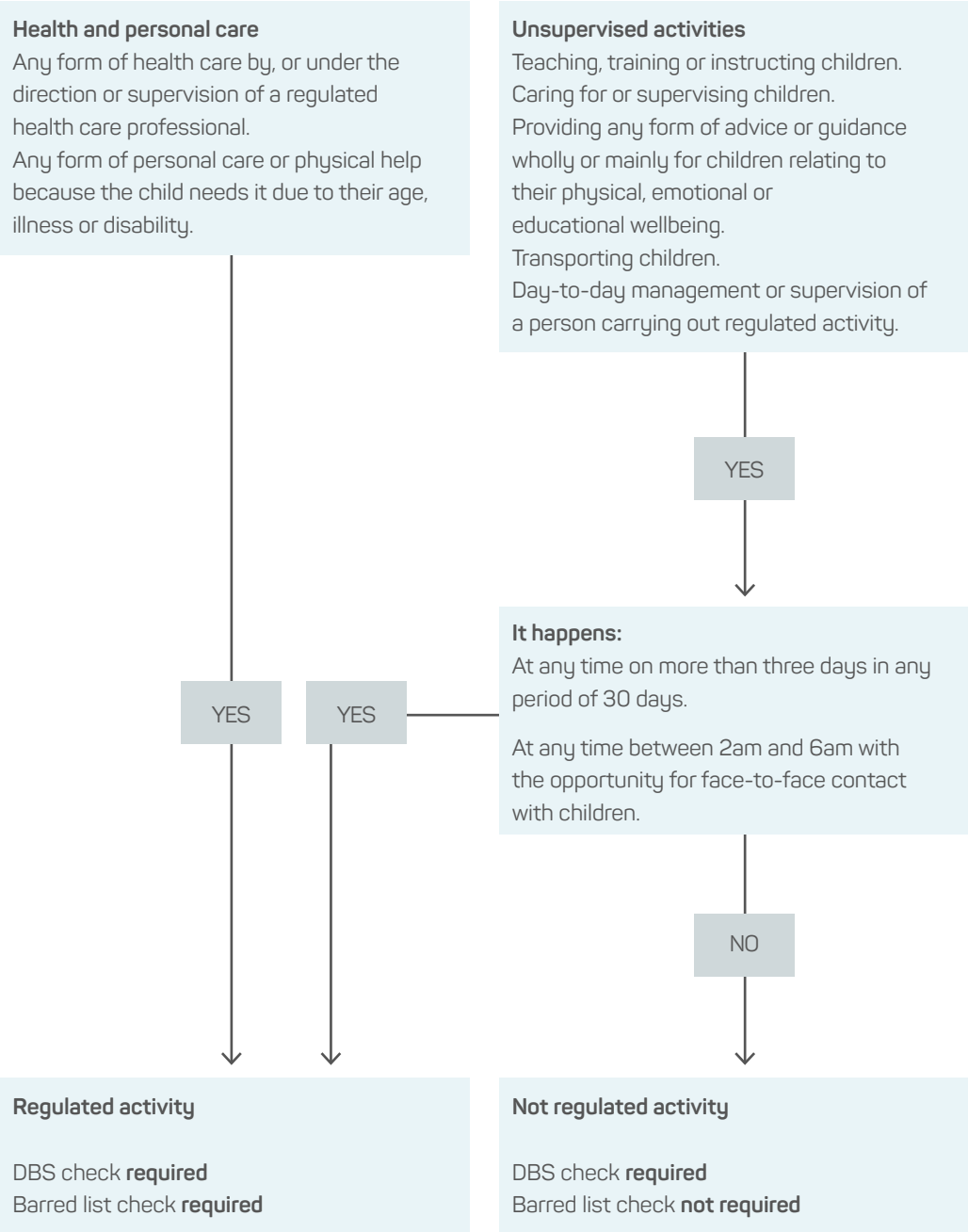
Referrals can be made online or via post. Details can be found on gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-a-referral.

Update service

The update service is an online subscription, which allows DBS certificates to be kept up to date and reused when applying for similar roles within the same workforce or transferred over if an individual moves roles. This subscription service is free for Swim England volunteers or an annual subscription of £13 for paid members of staff. If an individual wishes to register to the update service they will have 30 days, from the date printed on the disclosure certificate, in which to register. After this date the individual will have to wait until they next go through a DBS check.

More information about the update service and how to register can be found at gov.uk/dbs-update-service.

What level of DBS check do I need?



Role	DBS Requirement	
	Enhanced disclosure with barred list check	Enhanced disclosure only
Coach	Yes	No
Assistant Coach	Yes	No
Teacher	Yes	No
Assistant Teacher	Yes	No
Club Welfare Officer	Yes	No
County Welfare Officer	Yes	No
Regional Welfare Officer	Yes	No
Lifeguard	Yes	No
Chaperone	Yes	No
Team Manager	Yes	No
Medical Staff (e.g. Doctor or Nurse)	Yes	No
Sport Psychologist	Yes	No
Tutor to children under 18 years of age	Yes	No
Host family/parent/guardian/carer Individuals who have responsibility for a child other than their own. If this is a private arrangement between parents/guardians, a DBS check would not be required.	Yes	No
Physiotherapist (including Sports Masseur)	Yes	No
Nutritionist	Yes	No
Pool Helper Supervised role manually assisting and supporting children in the water who are learning to swim or children with a disability.	No	Yes
Poolside Helper Individuals not training to be or acting as a coach or teacher. Supervised poolside role acting as a helper to the qualified coaching and teaching staff in a training or supervisory capacity.	No	Yes

	Enhanced disclosure with barred list check	Enhanced disclosure only
Poolside Assistant General assistant, securing lane ropes, handing out floats, tidying up after sessions.	No	No
Membership Secretary	No	No
Chairperson	No	No
Club Secretary	No	No
Website Officer/Administrator	No	No
Photographer or filming children	No	No

Please note this list may be subject to change in accordance with government legislation or further guidance. Please contact the DBS and Services Coordinator if you are unsure whether a role within your organisation would require either an enhanced disclosure only check or an enhanced disclosure with barred list check at db@swimming.org.

Safeguarding and protecting children approved training and time to listen

Swim England follows the recommendations of the NSPCC Child Protection in Sport Unit with regard to safeguarding training for our members with regular responsibility for children.

Training should outline the core principles of safeguarding good practice, responding to concerns and provide understanding of child protection legislation and responsibilities.

It should:

- Ensure awareness of the categories of abuse and the potential signs and symptoms of abuse.
- Describe what to do if there are concerns for a child.
- Explore the legislative context and statutory framework of safeguarding.
- Include skills development around identifying, responding to and reporting concerns.
- Provide signposting for further information and sources of support.

This training should contain a face-to-face element the first time that a person attends it, with possible refresher training available in an online format. This training allows learners to ask questions in a safe environment facilitated by a qualified safeguarding tutor, enables individual experiences to be explored, judgements challenged and different opinions and perceptions discussed. It also facilitates learners to develop networks and obtain support from others in similar roles.

Safeguarding training includes complex and sensitive information where learners' values, assumptions and experiences can affect their interpretation of learning materials.

Approved training

The recommended approved training for our members is the Swim England and UK Coaching (previously SCUK) Safeguarding and Protecting Children Workshop. This workshop is delivered by a Swim England tutor and uses learning scenarios and references Wavepower throughout. Further details on the workshop, availability and booking a workshop in your area can be found at the Institute of Swimming at swimming.org/ios/course-information/swim-englanduk-coaching-safeguarding-protecting-children.

UK Coaching also runs a generic Safeguarding and Protecting Children Workshop. This workshop is not specific to Swim England and it is therefore important that any member who attends this workshop ensures they are familiar with Wavepower and speaks to their Welfare Officer to ensure they understand the reporting procedures for our sports. Further information can be found on the UK Coaching website at ukcoaching.org.

Swim England also accepts child safeguarding training, which has been delivered (or accredited) by the following:

- Local Safeguarding Children Boards' (LSCB) safeguarding courses for those in regular contact with children.
- National Health Service child safeguarding training for those in regular contact with children.
- Safer Activities For Everyone (SAFE) CIC standard safeguarding training, which has to be completed every two years.
- Child Safeguarding training delivered by the Football Association or England and Wales Cricket Board.

Child safeguarding training should be completed every three years.

Refresher training

UK Coaching offers three options for online refresher training: Positive Parents, Digital Kids and Deaf & Disabled Children (all of these contain a core safeguarding refresher module). This online training is only suitable for individuals who have already completed the Safeguarding and Protecting Children face-to-face training.

Some of the training providers noted above may offer online refresher training, which is accepted by Swim England, for refresher purposes only i.e. face-to-face training must have been completed initially.

Further information and booking refresher training is available on the UK Coaching website at ukcoaching.org.

Child safeguarding professionals or those who work with children in a frontline role

Swim England will accept face-to-face, blended and online safeguarding training from members who are employed in frontline roles with children who complete training often yearly as part of their professional employment. For example school teachers, teaching assistants, child social workers, child protection police officers, paediatricians and other child safeguarding professionals. Proof of their professional role and completion of appropriate training should be provided to the Club Welfare Officer for example a head teacher confirming a staff member's role and completion of training on letter headed paper.

Such training will not be specific to our sports and it is therefore important any member who attends child safeguarding training as part of their profession ensures they make themselves familiar with Wavepower and in addition speaks with their Club Welfare Officer to ensure they understand the reporting procedures for our sports.

Please note these individuals must be working directly with children on a day-to-day basis rather than individuals who may be working in those sectors in roles such as administrators, receptionists and caretakers/cleaners.

Time to Listen course

The Child Protection in Sport Unit (CPSU) has developed Time to Listen (TTL) to provide safeguarding training for Club Welfare Officers in England and Wales.

TTL training is only available to those who have already attended the approved training shown above.

Swim England has 12 designated tutors accredited by CPSU to deliver the TTL course. As such the module has been tailored to our sports with reference to Wavepower throughout and with scenarios to aid learning.

TTL is designed as "one off" training for Welfare Officers and there is no requirement to complete this training every three years unless Welfare Officers decide to do so.

TTL is mandatory training for all Swim England Welfare Officers, regardless of their professional background in child safeguarding.

TTL is managed through the Swim England regional offices and contact should be made with your region to book onto a course.

Child safeguarding training for members under 18 years

UK Coaching offers a workshop for young volunteers between the ages of 13 and 17 to help them understand how to keep themselves and other children safe.

It is designed to introduce young coaches, officials, volunteers and sports leaders to the concept of "good safeguarding practice" and develop their confidence in how to identify what abuse of a child in sport may look like and the appropriate action to take.

This course is not mandatory to Swim England members. As a minimum any volunteers under the age of 18 should receive child safeguarding information from their Club Welfare Officer so they understand the reporting procedures at the club and who to contact should they have any concerns for either themselves or other children.

The role of the Club Welfare Officer

Every club should have a Welfare Officer and every SwimMark club must have a Welfare Officer. The Welfare Officer role is essential in providing a first point of contact for children and adults within the club who have a child safeguarding or welfare concern.

In partnership with the club committee, the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding activities, which are necessary for it to demonstrate its duty of care to children.

Clubs may choose to have one or two Welfare Officers; often one male and one female is helpful.

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

Welfare Officer core tasks

- To raise awareness of and assist the club in implementing Wavepower.
- To assist the club committee in putting plans in place for child safeguarding.
- To introduce themselves to members and their parents/guardians and ensure they know who to contact and how to access the safeguarding arrangements at the club.
- To be the first point of contact for club staff, volunteers, children and parents/guardians for any issues concerning child welfare and potential or alleged abuse.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower. To act independently and in the best interests of any child at the club, putting their needs above that of others and the club itself.
- To ensure that relevant club members, volunteers and staff have a Disclosure and Barring Service (DBS) check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of police, Local Authority Designated Officer (LADO), Multi Agency Safeguarding Hub (MASH) Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To be aware and have contact details for the County and Regional Welfare Officer.
- To ensure the club has Codes of Conduct in place for club staff, volunteers, coaches, competitors and parents/guardians.
- To sit on, or be in attendance at as necessary, the club management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.

How does a club select a Welfare Officer?

- The club should follow the safe recruitment guidance in Wavepower.
- The position of the Welfare Officer is one that requires an enhanced disclosure with barred list DBS check.
- The Welfare Officer should be an appropriate person willing and able to fulfil the commitments of the role.

The Welfare Officer should ideally be someone who:

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

These recommendations are made to avoid difficulties that could arise should a club member wish to refer a concern to the Welfare Officer but feels unable to do so, or the Welfare Officer feels unable to deal with the concern, due to a conflict of interest. A conflict of interest could arise through the Welfare Officer being related to a member of the club committee or coaching team or if they themselves hold another role on the committee or coaching team.

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

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

The role of the County Welfare Officer

The County Welfare Officer is appointed by the county, and is required to offer support to clubs as and when required by the clubs or on the request of the Swim England Child Safeguarding Team.

Core tasks

- To raise awareness and assist the county in implementing Wavepower.
- To assist the county in putting plans in place for child safeguarding.
- To be the first point of contact for county staff, volunteers, children and parents/guardians for any issues concerning child welfare or potential or alleged abuse.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower.
- To ensure that all relevant county members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To assist the county and support clubs within the county to ensure that Codes of Conduct are in place.

- To sit on, or be in attendance at as necessary, the county management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a “need-to-know” basis.
- To maintain an up-to-date list of Welfare Officers in the county.
- To ensure awareness of your role and contact details by Welfare Officers in your county.
- To be available to assist clubs in your county as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.
- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To assist and support clubs in the region to ensure Codes of Conduct are in place.
- To sit on, or be in attendance at as necessary, the regional management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a “need-to-know” basis.
- To maintain an up-to-date list of Welfare Officers in your region.
- To ensure awareness of your role and contact details by Welfare Officers in your region.
- To be available to assist clubs in your region as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.

The role of the Regional Welfare Officer

The Regional Welfare Officer, appointed by the relevant Swim England Region, will be required to offer support to clubs and Welfare Officers in their region as and when required or on the request of the Swim England Child Safeguarding Team. Please note that not every Swim England region will have a designated Welfare Officer role.

Core tasks

- To raise awareness and assist the Club/ County Welfare Officers in implementing Wavepower.
- To assist the club/county in putting plans in place for child safeguarding.
- To maintain contact with Club and County Welfare Officers to ensure that all relevant members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed by clubs and counties.

Skills and qualities required for all Welfare Officers

- Have a child-centred approach.
- Basic administration and record-maintenance skills.
- Excellent communication skills.
- Confidence when referring cases externally.
- The ability to ensure policies and procedures are effectively implemented.

Training required

- The NSPCC Child Protection in Sport Unit Time to Listen training is required for all Welfare Officers. Courses are run by the Swim England Regions and details can be found by contacting your Regional Office.
- The UK Coaching Safeguarding and Protecting Children Workshop or approved alternative training which can be found on page 53.

SECTION 2.3

Codes of Conduct

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Code of Conduct for children

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

Essentials

- 1 Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- 2 Take care of our equipment and premises as if they were your own.
- 3 Make it to training and competitions on time and if you're running late, let a member of the club know.
- 4 Make your coach or teacher aware if you have any difficulties attending training or competitions.
- 5 Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- 6 Bring the right kit to training and competitions.
- 7 Follow the rules of the club, squad or activity at all times.
- 8 Respect the privacy of others especially in the changing rooms.

Behaviour

- 1 Make our club and activity a fun, happy, friendly and welcoming place to be.
- 2 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 3 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 4 Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 5 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 6 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- 7 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- 8 Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 9 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.
- 10 Respect the children and adults competing for other teams at competitions.
- 11 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 12 Get involved in club decisions, it's your sport too.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.

Signature of the child

Signature of parent/guardian

Date

Sign your agreement at
swimming.org/wavepower.

Digital and print versions are available.