



EVENT MANAGEMENT PROCESS FOR INCIDENTS & ACCIDENTS

Safeguarding Resource Document

INTRODUCTION & CONTEXT

As part of the review into the management of safeguarding incidents and accidents at events, combined with a significant rise in both type of situations at Scottish & District level events recently, it is necessary to provide some guidance particularly for Event Directors and Convenors in the process for dealing with these types of situations.

While every situation is different, it is hoped that the following processes provide sufficient information to provide Meet Directors/Convenors the knowledge and confidence to appropriately manage these types of situations. If not already completed, it would be advisable for those acting in leadership roles at events to complete the Child Wellbeing & Protection in Sport course. This is a requirement for those in a regulated role (i.e. Referee and Meet Director).

It is essential any Meet Directors/Convenors undertaking the role have the required support available to ensure that they are also kept safe when dealing with safeguarding situations. Having an additional person who can support when talking to an athlete (Under 18) is essential, particularly if a parent or member of team staff is not present.

When completing the event incident and accident forms, detailing as much information as possible is essential. Don't delay in completing the forms as important details may be forgotten or details exaggerated. Completed forms should be returned to wellbeingprotection@scottishswimming.com within 48 hours of the incident/accident occurring.

If you have any questions about completing the form or about how to manage a situation, Sean Dawson, Scottish Swimming's Safeguarding Manager s.dawson@scottishswimming.com or 07801578967 can provide advice or assistance.

In a situation where Police Scotland or another Statutory Agency have been involved (for example a situation involving a mobile phone which has been used to take a photo/video in the changing rooms) Sean Dawson or Euan Lowe e.lowe@scottishswimming.com must be made aware at the earliest opportunity.

Full safeguarding information can be found on the Scottish Swimming website under the [Wellbeing & Protection Section](#), this includes the Children and Young People Safeguarding Policy and the supporting appendices.

At Scottish National Swimming events there will be a safeguarding point of contact identified in the event information. This is something that SASA Districts should consider adding. The following wording will be used at Scottish Swimming events from January 2024:

The primary safeguarding point of contact for the event in relation to wellbeing & protection matters or accidents is XXXXXXXXXXXX (Meet Director), nationals@scottishswimming.com. The secondary point of contact is, Sean Dawson, the Scottish Swimming Safeguarding Manager who can be contacted on 07801 578967 or s.dawson@scottishswimming.com.

The two processes detailed are suggested processes for dealing with a safeguarding incident at an event and an accident at an event. New Scottish Swimming event accident and incident template forms are available.



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EVENT SAFEGUARDING INCIDENT MANAGEMENT PROCESS





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EVENT ACCIDENT MANAGEMENT PROCESS

