

# Swim Wales

Child Safeguarding Policies  
and Procedures (SWCSP)



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## Information sheet and emergency contact details

Please complete the information below as soon as you receive this document, and keep it at the front of Swim Wales Safeguarding Policy 2016-19 for reference. Please contact Swim Wales Child Safeguarding Team if you would like some assistance.

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### Swim Wales Disclosure and Barring Service

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E-mail: [welfare@swimming.org](mailto:welfare@swimming.org)

### Swimline ASA/NSPCC

Child Protection Helpline

Tel: 0808 100 4001

## Other Services

### NSPCC Child Protection in Sport Unit (CPSU)

Tel: 0116 366 5590

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### NSPCC Helpline

Tel: 0808 800 5000

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

### ChildLine

Tel: 0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

### Kidscape

Tel: 020 7730 3300

Website: [www.kidscape.org.uk](http://www.kidscape.org.uk)

### Other Important Contact Details

Name:

Position:

Tel/E-mail:

Name:

Position:

Tel/E-mail:

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Position:

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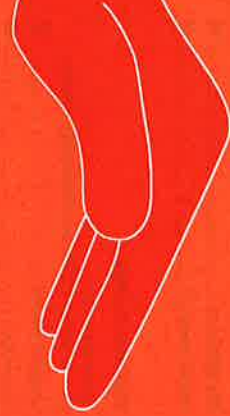


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## Swim Wales Child Safeguarding Policies and Procedures (SWCSP)

### Section 1: Introduction to SWCSP

- Forewords
- Introduction
- Swim Wales Child Safeguarding Policy
- Key definitions
- Key abbreviations



## Forewords

### Chief Executive Officer – Swim Wales

Swimming is a wonderful activity, especially for young people. It allows them the opportunity to have fun with their friends while learning new skills, staying healthy and achieving goals.

It is also a vital skill that saves lives. Swim Wales is committed to ensuring that all children and young people are able to enjoy aquatics – whether swimming, diving, water polo or synchronised swimming – in a safe and fun environment.

This updated version of SWCSP once again includes the valuable feedback from young people involved in our sport, via the excellent Swim England Youth Forum. It also includes a particular emphasis on the impact of new technology and the increasing use of social media, which is reflected in our guidance and policies. Everyone involved in sport has a responsibility to ensure that children and young people are able to enjoy themselves in a safe and non-threatening environment. Swim Wales Safeguarding Policy provides comprehensive guidance for coaches, teachers, parents, young people and all those involved in the running of clubs, but it is also important that we continue to listen to children and young people and act immediately on any concerns that are raised.

I would urge everyone involved in our sport to read the enclosed information and ensure they are aware of our policies so that together we continue to build a safe environment for our young people.

## Anne Tiivas

Director – NSPCC Child Protection in Sport Unit

SWCSP is an essential resource for everyone who is involved in providing a safe and enjoyable environment for young swimmers, divers, water polo players, synchronised swimmers, and for young volunteers in the sport. It helps everyone to understand their roles and responsibilities to safeguard and protect all our children and young people.

This new version takes account of changes in legislation, government guidance and learning from practice in swimming, in other sports and trends in the wider world of safeguarding children.

Child protection has been a constant focus of public attention in the last couple of years due to the high profile cases of abuse in institutions and by public figures. The NSPCC's How Safe are our Children report for 2014-2015 has shown a huge increase in referrals to statutory agencies and to our child and adult helplines. This reflects the rise in awareness of the extent and nature of abuse which our children and young people are exposed to. It is everybody's responsibility to ensure that our children are safe and able to reach their potential in life. Sports people play a key role in contributing to this.

The consistent message from inquiry reports into the abuse of children is that we need to listen more to children and young people and act on what they tell us. The role of Swim England's Youth Forum continues to be really important in this respect. However we

also need to ensure that everyone involved in clubs, swimming, all aquatic sports activities and competitions has the knowledge and confidence to be able to identify children who are experiencing difficulty within or outside of the aquatic environment and to respond appropriately. SWCSP is an essential toolkit which contributes to these aims. Swim Wales also invests in safeguarding training to support safeguards being put in place in practice.

We know that young people are experiencing new challenges in their daily lives. For instance, we are aware of the increase in reported mental health issues such as self-harm and eating disorders. Cases involving inappropriate use of technology by adults and young people are also increasing. Swim England has kindly provided new information in this resource to help staff and volunteers to respond appropriately to these concerns. The NSPCC Child Protection in Sport Unit commends Swim England for its work on this new version. It will help to provide confidence to parents and young participants that Swim Wales continues to demonstrate its commitment to providing safe and enjoyable swimming and aquatic environments.

## Introduction

Swim Wales Safeguarding Policy (SWCSP) 2016–19 is the new Swim Wales Child Safeguarding Policies and Procedures publication which replaces all previous versions.

Swim England has produced this version to assist in safeguarding and protecting all children in aquatics. Swim Wales have adopted this version to provide consistent best practices across all Aquatic sports for Child Safeguarding Policies and Procedures. The SWCSP must be adopted by all Swim Wales affiliated aquatics clubs and organisations.

Although SWCSP is primarily aimed at Swim Wales 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 Wales 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 a Swim Wales affiliated organisation, be that a club, swim school or other related organisation across all aquatic disciplines. For the avoidance of doubt, a 'young person' is anyone under the age of 18.

The aim of SWCSP is to safeguard all children in line with current child safeguarding legislation and guidance and is for use within any Swim Wales related organisation where children are present. SWCSP consistently emphasises that the responsibility for child safeguarding in our organisations belongs with all those involved in the sport and is not the sole responsibility of any one person at local, regional or national level.

Swim Wales Safeguarding Policy provides comprehensive information in one document for officers, members, members' parents and any other individual involved in aquatics. It is subdivided into specific sections to straightforward and easy to use. We will be updating the publication as and when required and we always welcome feedback from users.

The welfare officer, or the equivalent in each organisation, will be the person most likely to use the guidance in SWCSP and it is they who will be responsible for holding and maintaining the publication. They will be expected to make these policies and procedures available to all individuals who request to consult it and to pass it on to the new welfare officer should they resign their position.

The welfare officer or equivalent will find this publication helpful in guiding them to plan, prioritise and implement the various safeguarding activities that are necessary to protect children within aquatics. The aim of such a comprehensive publication is to enable everyone in aquatics to play their part in safeguarding children. It offers practical guidance for those who are directly involved in aquatics with children, providing information on mandatory requirements and good practice.

Swim Wales Safeguarding Policy is also relevant to our regional members and a copy will be made available to all regional welfare officers. This document will be fully updated in 2020, but when significant changes take place either in SWCSP policy and guidance or through statute or governmental guidance, the welfare officer will be sent additional or replacement pages. It is the responsibility of the welfare officer to keep the publication updated.

The information sheet and emergency contact details, which can be found at the front of SWCSP, contains the contact details for various child protection agencies which 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 Swim Wales Child Safeguarding Team if you are unsure of how to find any of these contact details and would like some assistance. Welfare officers and members may also contact Swim Wales Welfare if they have a problem or concern and are unsure on whom to ask for help.



## The Swim Wales Child Safeguarding Policy

The Swim Wales Vision for Swimming in Wales (2016) states that everyone should be able to enjoy, participate, learn and compete. Swimming is a crucial life skill and anyone of any age or ability can participate. This vision is based on the belief that swimming and aquatics is, and should remain, accessible to all, regardless of age, gender, faith or religion, culture, ethnicity, sexual orientation, background, economic position, disability or level of ability. As such, the Swim Wales Child Safeguarding Policy is applicable to anyone involved in aquatics, irrespective of their background.

### Safeguarding children in aquatics

Safeguarding in aquatics is based upon the provision of an appropriate environment that is tailored to the needs and requirements of all children.

Swim Wales believes that all children involved in its organisations have the right to stay safe and have fun. Sport develops physical skills, self-esteem and the ability to be a team player, as well as 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 sports 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 Wales is committed to ensuring that all children who participate in Welsh Aquatics 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) and the publication Working together to safeguard children (2015) from the Department for Education are clear that safeguarding children is the responsibility of all, including those who work with children in whatever capacity. It is the organisation's responsibility, through good recruitment practice, to ensure that those who are deemed to be unsuitable to work with children are not allowed to do so in our sport. The Disclosure and Barring Service (DBS) is an important, but not sole, part of safe recruitment.

Swim Wales 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 this document 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 (2015) are:

- **safeguarding is everyone's responsibility:** for services to be effective each professional 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 is everyone's responsibility

Everyone who works with children has a responsibility for keeping them safe; this includes teachers and coaches and all who are employed or volunteer to work with children in the sport sector.

No single individual 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 professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies.

- Any professional with a concern about a child's welfare should make a referral to Children's Services. Professionals should follow up their concerns if they are not satisfied with the response.
- Working together to safeguard children (2015) sets out the key roles for individual organisations and key elements of effective local arrangements for safeguarding. It is very important these arrangements are strongly led and promoted at a local level.

## The Swim Wales Child Safeguarding Policy

The Swim Wales Vision for Swimming in Wales (2016) states that everyone should be able to enjoy, participate, learn and compete. Swimming is a crucial life skill and anyone of any age or ability can participate. This vision is based on the belief that swimming and aquatics is, and should remain, accessible to all, regardless of age, gender, faith or religion, culture, ethnicity, sexual orientation, background, economic position, disability or level of ability. As such, the Swim Wales Child Safeguarding Policy is applicable to anyone involved in aquatics, irrespective of their background.

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### Responsibility to safeguard children

Legislation in England is as follows:

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- Working together to safeguard children (2015) sets out the key roles for individual organisations and key elements of effective local arrangements for safeguarding. It is very important 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 have said that they need:

- 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 and 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. For more information, please read the full document at: [www.gov.uk/government/publications/working-together-to-safeguardchildren](http://www.gov.uk/government/publications/working-together-to-safeguardchildren)—2

### Key principles

- Swim Wales is committed to ensuring that all children who take part in Aquatic 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 and young person'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 Wales recognises the responsibilities of the statutory agencies and is committed to complying with the Local Safeguarding Children Board (LSCB) procedures and the statutory guidance Working together to safeguard children (2015).
- 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 Wales will support all adults involved in the sport to understand their roles and responsibilities with regards to safeguarding and protecting children in the sport.

- Swim Wales will provide training and education to all adults involved in the sport to be aware of, and understand, what best practice is and how to manage any child welfare concerns they identify or are informed of.
- Parents, young individuals, and all participants involved in the sport can access advice and guidance on child welfare matters from Swim Wales Child Safeguarding team, the Swim England/NSPCC Swimline Child Protection helpline or from the statutory agencies.
- All Swim Wales organisations must adopt SWCSP and ensure that, when they receive new information, the publication is updated as appropriate.

### Legislation in Wales is as follows:

**Safeguarding children: working together under the Children Act 2004**

**All Wales child protection procedures**

Provides a common set of child protection procedures for every safeguarding board in Wales.

The Procedures are divided into 5 parts, covering:

- the context for child protection work
- what to do if it is suspected that a child is being abused or at risk of abuse
- the procedures to follow once a report of suspected abuse or neglect has been made
- the management of particular types of child abuse
- protocols developed by the All Wales Child Protection Procedures Review Group since 2002.

### Swim Wales commitment

Swim Wales is committed to working in partnership with the statutory agencies to enable them to carry out their duties to investigate each concern and protect all children from harm. To enable this to happen, Swim Wales is developing closer links with the LSCBs, Local Authority Designated Officers (LADOs – also known as DOs) and Multi Agency Safeguarding Hub (MASH) teams

Swim Wales is also committed to developing policies and procedures to assist organisations in Safeguarding children by linking with professional associations including the NSPCC Child Protection in Sport Unit (CPSU).

In addition to this, Swim Wales actively promotes the resources of Kidscape, the national anti-bullying charity, adapting the Kidscape anti-bullying policy to further strengthen our commitment to preventing and dealing with bullying in our clubs.

### Acknowledgements

Swim Wales wishes to acknowledge and thank Swim England who has drawn from the work of a number of organisations during the production of SWCSP 2016–19 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 Forum  
Swim England National Volunteer Forum  
The NSPCC Child Protection in Sport Unit  
The Football Association  
Members of the British Swimming  
World Class Operations  
British Swimming Coaches Association  
Kidscape  
selfharmUK  
Dr A Connor, County Welfare Officer

Swim England would also like to thank and acknowledge welfare officers, coaching staff, parents, members, volunteers and all those who work with children and young people in our clubs for their ideas and feedback on the content of Wavepower which has been mirrored for SWCSP.



### Key definitions

Key definitions and concepts shown below are taken from Working together to safeguard children (2015). This is a guide to inter-agency collaboration to safeguard and promote the welfare of children produced by the Department for Education.

<b>Abuse</b>	For definitions of the different types of abuse and some common indicators, please see pp. 28–31.
<b>Child</b>	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 his, or her, status or entitlement to services or protection under the Children Acts of 1989 and 2004.
<b>Child protection</b>	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.
<b>Children's Services</b>	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.
<b>Key concept: Who is responsible for safeguarding?</b>	This may also be known as Social Services or Children's Social Care Team (the name may vary around the country).
<b>Multi Agency Safeguarding Hub (MASH) team</b>	Working together to safeguard children (2015) 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 and protecting them from harm is everyone's responsibility. Anyone who comes into contact with children or families has a role to play.
	Usually a secure co-located information hub of Children's Services, 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.

### Key abbreviations

<b>SWCSP</b>	Swim Wales Safeguarding Policy
<b>BS</b>	British Swimming
<b>CPSU</b>	Child Protection in Sport Unit
<b>CRB</b>	Criminal Records Bureau
<b>DBS</b>	Disclosure and Barring Service
<b>ICPO</b>	Independent Child Protection Officer
<b>IoS</b>	Institute of Swimming
<b>ISA</b>	Independent Safeguarding Authority
<b>LAD</b>	Swim England Legal Affairs Department
<b>LADO (aka DO)</b>	Local Authority Designated Officer also known as a Designated Officer
<b>LSCB</b>	Local Safeguarding Children Board
<b>MASH</b>	Multi Agency Safeguarding Hub
<b>NSPCC</b>	National Society for the Prevention of Cruelty to Children



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## Swim Wales Child Safeguarding Policies and Procedures (SWCSP)

### Section 2: Toolbox

#### 2.1 Abuse, Duty of Care and Reporting Process

#### 2.2 Training and Recruitment

#### 2.3 Codes of Conduct

#### 2.4 Policies, Procedures and Guidance



## **Section 2: Toolbox**

### **Subsection 2.1: Abuse, Duty of Care and Reporting Process;**

- **Using the toolbox**
- **Duty of care**
- **Reacting to, recording and reporting concerns**
- **Definitions of abuse**
- **Indications of abuse**
- **Confidentiality and information sharing**
- **Whistleblowing**

## Using the toolbox

This section of SWCSP is designed to assist Swim Wales organisations and their members to meet their duty of care to safeguard all children who take part in aquatics. It will help identify what needs to be done in order to demonstrate a duty of care, with clear policies and guidance on how to make this possible.

Officers, coaches, teachers, staff, volunteers and committee members are all responsible for developing, maintaining and reviewing safeguarding policies, procedures and guidance within the organisation.

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 are responsible for child safeguarding; each individual will need to consider the content of this section 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 SWCSP if they do not currently have them in place.

Section 2 has been divided into subsections so that

relevant information can be obtained easily, with cross-references to other sections where appropriate. The toolbox 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 Wales Child Safeguarding Policy and as a guide to procedures when dealing with any issues raised. We recommend that the organisation informs members and their parents that SWCSP can be obtained from the welfare officer and is available to download from the Swim Wales website, [www.swimwales.org](http://www.swimwales.org)

Some organisations may also wish to put the full document on their own website.

If the organisation requires any assistance or advice, they can contact the Swim Wales Child Safeguarding Team or regional welfare officer.

## 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.

All organisations and individuals have a duty of care to safeguard children when they are participating in their activities, and should acknowledge this duty of care. The CPSU has published a Duty of Care (2009 – updated in 2014) briefing, written by the NSPCC. This document highlights that a duty of care may be imposed by law or statute, by contract or by acceptance of the individual. While the welfare officer has specific duties, including dealing with and raising concerns regarding children in the organisation, they do not have sole responsibility for safeguarding children or promoting good safeguarding practice. Swim Wales recognises that a duty of care exists for all adults in a position of trust, and for those including coaches, teachers, poolside helpers and officers. The guidance in SWCSP has been designed to assist all Swim Wales organisations and responsible individuals within them to meet that duty of care.

To demonstrate a duty of care through proper safeguarding, certain measures must be put in place to minimise the likelihood of 'foreseeable harm' arising and all Swim Wales organisations that have members under the age of 18 must adopt the Swim Wales child protection procedures as set down in the Swim Wales Model Club Constitution. SWCSP sets out the principles of the Swim Wales child protection procedures and organisations must ensure that these principles and practices are known and followed by everyone to safeguard children.

All Swim Wales organisations must act upon the guidance in SWCSP. The welfare officer is the lead person in an organisation from whom advice and guidance can be sought in safeguarding matters.

## Advice

Anyone involved in the sport can contact the Swim Wales Child Safeguarding Team for direct advice, including coaches, parents, volunteers, members and young people. If these services are unavailable for any reason, and the circumstances require immediate referral and to delay would fail to safeguard a child or place them at risk of harm, then immediate contact should be made with Children's Services, the police, the MASH team or the LSCB as appropriate.

To assist all organisations to meet their duty of care, SWCSP clearly identifies the policies and procedures that must be followed to provide proper safeguarding, the actions that must be taken when a concern is identified and details on the support that is available to all concerned.

**There are several actions that are required in order for organisations and individuals to meet their duty of care.**

### Organisations:

- Must adopt SWCSP 2016–19 in full
- Should promote to all members that a safe environment is paramount.
- Should promote SWCSP and make it available to all members, parents, employees and volunteers as required.
- Should advise staff and volunteers that failures in safeguarding will be acted upon in line with the policy.
- Must follow the whistleblowing guidance on p. 33, and ensure that they promote an environment where legitimate concerns can be raised without fear of reprimand or victimisation.
- Must designate a person in the organisation who is responsible to ensure all appropriate DBS checks are completed.
- Must provide an open-door environment.
- Must ensure that they are following the most up-to-date CPSU Duty of Care document: [www.thecpsu.org.uk/resource-library/2013/duty-of-care](http://www.thecpsu.org.uk/resource-library/2013/duty-of-care).
- Should promote and follow good practice in terms of recruitment of staff and volunteers.
  - Follow the Swim Wales Safe Recruitment Policy for staff that work with children.
  - Appoint and train one or more welfare officer(s) in line with SWCSP recommendations.
  - Ensure staff and volunteers who have access to children at the organisation are DBS checked in accordance with Swim Wales policy.
  - Ensure individuals have training as required for the role undertaken.
- Ensure all relevant individuals who work directly with children attend an approved safeguarding children in sport course.
- Must have a Code of Conduct for all teachers, coaches, poolside helpers, members and parents (templates are provided on pp. 48–51) and must follow Swim Wales Code of Ethics.
- Must ensure equal opportunities for all.
- Adopt Swim Wales good practice in terms of children and their parents:
  - Provide parents and members with a welcome/information pack including updated information about child safeguarding at the organisation.
  - The organisation, its staff and volunteers should recognise and adhere to the needs of children with a disability or special needs.

## Reacting to, recording and reporting concerns

Swim Wales is committed to ensuring that any child who attends a Swim Wales organisation, event or activity will be safeguarded from harm.

To make this possible, Swim Wales has developed a comprehensive and unambiguous set of policies and procedures to be adopted and acted upon if a matter regarding a child's safety or welfare is raised. This section of the toolbox gives clear guidance on the steps to be taken and the procedures that must be followed.

### When you should act

There are several reasons why you might take action, which includes responding to:

- What a child has said.
- Signs or suspicions of abuse or potential abuse (see Definitions of Abuse on p. 28).
- Significant and/or unexplained changes in the child's demeanour or behaviour, including self-harm.
- Concerns about the inappropriate behaviour of a child or adult.
- Allegations made against another member of the organisation, a member of staff, a teacher, coach or a volunteer.
- Allegations made about a parent, carer or someone not involved with the sport.
- Allegations or observations of bullying
- A breach of code of conduct or an incident of poor practice.

Please note that this is not a definitive list.

**In an emergency when a child may be at immediate risk of harm and you are unable to contact the welfare officer or Swim Wales Child Safeguarding Team, you should**

- Ensure the child is safeguarded at all times
- Without delay, refer the concern directly to Children's Services, the MASH team or the Police Child Protection Investigation Team and inform the welfare officer at the earliest opportunity of the concern and any action taken. If none of these services or agencies are available, then contact the Out of Hours/Emergency Duty Team for Children's Services, or the police using 999 or 101 as appropriate without delay
- Take the name and contact details of the person spoken to and relay that information to Swim Wales Safeguarding Officer
- Contact the parents of the child but only if they are not implicated in the concern.

- The organisation should regularly communicate with parents and members concerning child welfare and safeguarding matters.
- The organisation should ensure that the Swim Wales Equality and Diversity Policy on p. 54 is adopted and adhered to appropriately
- The organisation should adopt, publicise and follow Swim Wales Anti-bullying Policy on p. 55.
- The organisation should follow Swim Wales guidance on supervising children within the pool and changing room, and at events and competitions (see Changing Room Policy on p. 61).
- The organisation should adopt the guidance on the use of social networking on p. 65.
- Provide appropriate guidance to teachers and coaches:
  - Ensure that no child (unless they are directly related) is put in a position where they are left on a one-to-one basis, except in an emergency when to abandon the child or young person would place them at risk of harm.
  - Ensure that all training sessions have at least two appropriate adults present: as failure to do so puts all concerned at risk of allegation.
  - Ensure that all trips away follow the guidance on the supervision of members when away from the organisation on p. 75 and also the CPSU Safe sport events, activities and competitions (2013) document
  - Ensure the provision of written consent, up-to-date health and contact details on each individual member and agreement to act in loco parentis if the parent is not accompanying the child
  - The organisation should adopt the Missing Child Policy on p. 74.
  - The organisation should adopt the Late Collection of Children Policy on p. 73.
  - Ensure that the Photography Guidance (p. 69) and guidance on child abuse images/ indecent images of children (p. 62), use of electronic communication (p. 64), and use of social networking (p. 65) are adopted by the organisation.
- Act upon any concerns appropriately.
  - The organisation must deal with all complaints in line with the rules on confidentiality and information sharing, and comply with the Judicial Rules and Regulations.
  - The organisation must keep a written record of every concern or allegation of poor practice or child welfare related incidents and accidents, together with full details of the action taken. These records must be kept in a secure manner and copies should be sent to the Swim Wales Child Safeguarding Team as appropriate. See the guidance on reacting, recording and reporting on pp. 21–27 for more information.
  - Offer support to any individual who raises a concern or allegation.
  - Use the services of Swim Wales Child Safeguarding Team to advise, guide and take direct action as required.
  - Know how to contact the statutory agencies.

The view of Swim Wales is that the protection and safeguarding of all children is paramount and that safeguarding should be based on prevention and best practice. The adoption of safeguarding policies and procedures by Swim Wales organisations has minimised and will continue to minimise, the opportunity for acts of child abuse or harm to children to take place.

Swim Wales recognises that all possible risk cannot be removed and concerns will continue to be raised regarding child safeguarding or welfare, both as part of, and outside of, any Swim Wales organisation.

Swim Wales has therefore:

- Created the following concise guidance of action to take for any person involved in aquatics who may have a concern, observe a concern or have concerns raised to them about a child's wellbeing.
- Developed a child safeguarding management team from whom advice and guidance can be sought, and who will take the required actions and decisions in matters regarding child safeguarding.

This team consists of:

1. Swim Wales Safeguarding Officer
2. Swim Wales Lead Officer for Safeguarding (CEO)
3. Regional Welfare Officer
4. When appropriate—Swim England's Independent Child Protection Officer (ICPO).

Each of these departments or individuals is assisted locally by the welfare officer, or the regional or county welfare officer.



## How should you respond appropriately?

Swim England Child Safeguarding Team have developed three stages of action which Swim Wales have adopted. Record, Report and Refer.

- **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). This process is appropriate in all cases, including where it is an emergency.

### Stage 1 – React

If a concern in respect of a child safeguarding issue is disclosed to you, you should:

- Always stay calm and listen patiently
- Never show that you are upset or disgusted or that you disbelieve what you are hearing

#### If a child reports a concern to you:

- Ensure that the child is safe and feels safe.
- Keep an open mind
- Do not ask any questions unless you need to clarify what is being said (e.g. when the incident occurred). It is important never to ask leading questions or to make comments or suggestions. Please see further guidance below.
- Do not make judgements or assumptions.
- Always take what they have to say seriously.
- It is important to be honest and explain that you cannot keep what they are saying secret and never promise to do so.
- Try to reassure them by explaining the actions that you will, or will not, be taking.
- Try to get another person to listen, if to do so would not stop the child disclosing the concern.
- Write down what they have said as soon as possible after the conversation, or during the conversation with the child's agreement.

#### If an adult reports a concern to you:

- Listen to what they are reporting and consider what action you will need to take.
- Ask them if they have written down what they have observed in accordance to the guidance in the 'Recording' section on p. 23, or with the use of the referral form (pp. 95–97).
- Ensure they understand the need for confidentiality

### Leading questions

A question that is considered to be a 'leading question' is one which may prompt the respondent to answer in a particular way. Leading questions often result in false or distorted information. A leading question also creates an opportunity for bias as the question will be suggestive of what answer should be given. Children are particularly susceptible to leading questions.

A leading question might sound similar to:

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

Instead, questions should be asked in an objective way to encourage a more accurate response:

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

### The need to share information vs. the need for confidentiality:

- Disclose what you have been told only to those who 'need to know'.
  - Maintain confidentiality at all times and ensure those you need to share the information with understand why confidentiality is required.
  - If the parents are not implicated in the concern, ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.
  - Consider which method of communication is best in respect of each situation. Some forms of communication are better than others from a confidentiality perspective (e.g. private meetings are more appropriate than phone calls in open areas or the use of group emails).
  - Be mindful of your environment (e.g. who else is around you? Is it possible that someone may overhear what you are saying?).
  - Follow guidance on whom to share with in an appropriate and proper manner.
- Never**
- Confront the alleged abuser.
  - Promise to keep a secret.
  - Take any action yourself other than to share the information appropriately.
  - Act alone.

## Stage 2 – Record

Your records may be passed to the LADO, the police, Children's Services or MASH team and therefore it is important that all information is recorded as soon as possible and is factual. If you cannot remember a particular detail, leave it out or state that you are summarising what you understand was said or done.

Some of the information you require will be available at the organisation if you do not already have it to hand, such as parents' contact details. This information must only be obtained while ensuring confidentiality is maintained.

### Incident form or book

Written details of all incidents and accidents, together with details of any treatment given or actions taken, must be kept in the incident book. This differs from the confidential records of child safeguarding matters that must be kept by welfare officers.

### Referral Form

Use the referral form template for you to use to record any information that is disclosed to you. This can be found on pp. 95–97 and we recommend that you keep copies of it in an easily accessible place. If you do not have a form to hand when needed, you are permitted to create your own report. However, the following information will need to be included. Please ensure you complete as many of the details as possible from the information you have, but do not allow a search for the information to delay sharing the report with relevant agencies.

Your report should ideally contain as much of the following information as possible:

- Full details of the child concerned including age or date of birth, full name, gender, race, ethnic origin and address.
  - Parent(s), carer(s) or guardian(s) details including names, addresses, contact details and any details of the concern that has been shared with them, if any.
  - Full details of the concern that has been raised.
  - Full details of the person about whom the concern/allegation is about, including full name, date of birth, address, relationship with the child concerned and position held at the organisation, if any.
  - Details of any marks, injuries or bruising on the child that is visible to you, if applicable. If yes, note them down and if possible, create an outline drawing of where they were seen on the child's body.
  - Full details of the child's account, as accurately as possible to what the child actually said.
  - Details of any witnesses.
  - Any other relevant information including, but not solely, any other incidents and the dates on which they occurred, if possible.
  - Any information which has been passed to you as hearsay, second-hand information or opinion, clearly noting it as such.
- Sign and date your report and give a phone number at which you can be contacted.



### Stage 3 – Report

Remember, it is the duty of everyone involved in the sport 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.

If the concern is regarding a child who is or may be at risk of harm, do not hesitate. Contact Children's Services, the MASH team or the Police Child Protection Investigation Team and inform the welfare officer of the action taken. Inform Swim Wales Child Safeguarding Team of your actions by submission of the Referral Form (pp. 95–97) as soon as possible.

The concern may relate to an incident from within the organisation, or it could relate to an incident that is external to the sport, such as at home, or in a public place.

If the child is not considered to be at immediate risk of harm, please contact the welfare officer or Swim Wales Child Safeguarding Team with details of the concern at the earliest possible opportunity.

Swim Wales expects all concerns to be referred to the relevant person or organisation so that the appropriate action can be taken.

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

#### Concern for an Swim Wales member who is your responsibility

A Swim Wales member is considered to be your responsibility if they are a member of the organisation you work or volunteer for.

The welfare officer has the primary responsibility to receive and manage child safeguarding issues for your organisation. If they are not available and you have a safeguarding concern you need to disclose, speak to another volunteer or staff member as long as they are not implicated in the concern.

The welfare officer can involve the county or regional welfare officer for guidance.

#### Referrals

- At a county or regional event refer safeguarding concerns to the county or regional welfare officer or, if they are not available, the Meet Manager.
- At national level competitions e.g. School Games or the Youth Championships, contact the welfare officer/Event Manager; designated for that event, who will refer the matter to Swim Wales Safeguarding Officer.
- Swimline: Any person involved in aquatics can refer a matter directly to Swimline by calling their number. The person calling needs to be prepared to leave a

contact number at which they can be called that day or the following day by either the Swim Wales Child Safeguarding Team or a Swimline.

- Swim Wales Child Safeguarding Team: The welfare officer, a member of staff or any parent or member of Swim Wales can refer a concern appropriately.

If you are concerned about the behaviour of an adult to a child who is a member of your organisation, follow the guidance above even if the concerns are taking place outside of a sports activity, e.g. you suspect abuse may be taking place at home.

Following the report of an incident involving a member of Swim Wales, the appropriate welfare officer will take action and follow the policy and procedures in this document.

When a concern is referred to Swim Wales, Swim Wales Child Safeguarding Team will:

- Note the concern for information only.
- Advise the organisation of any further action to take.
- Deal with the matter directly, keeping the welfare officer informed and involved where possible.
- Refer the matter to Children's Services, the MASH team or the Police Child Protection Investigation Team.
- Refer the matter to the LADO.
- Refer the matter to the Judicial Commissioner.
- Refer the matter to the regional welfare officer who will be advised on action to take.
- Refer the matter to Swimline for action.

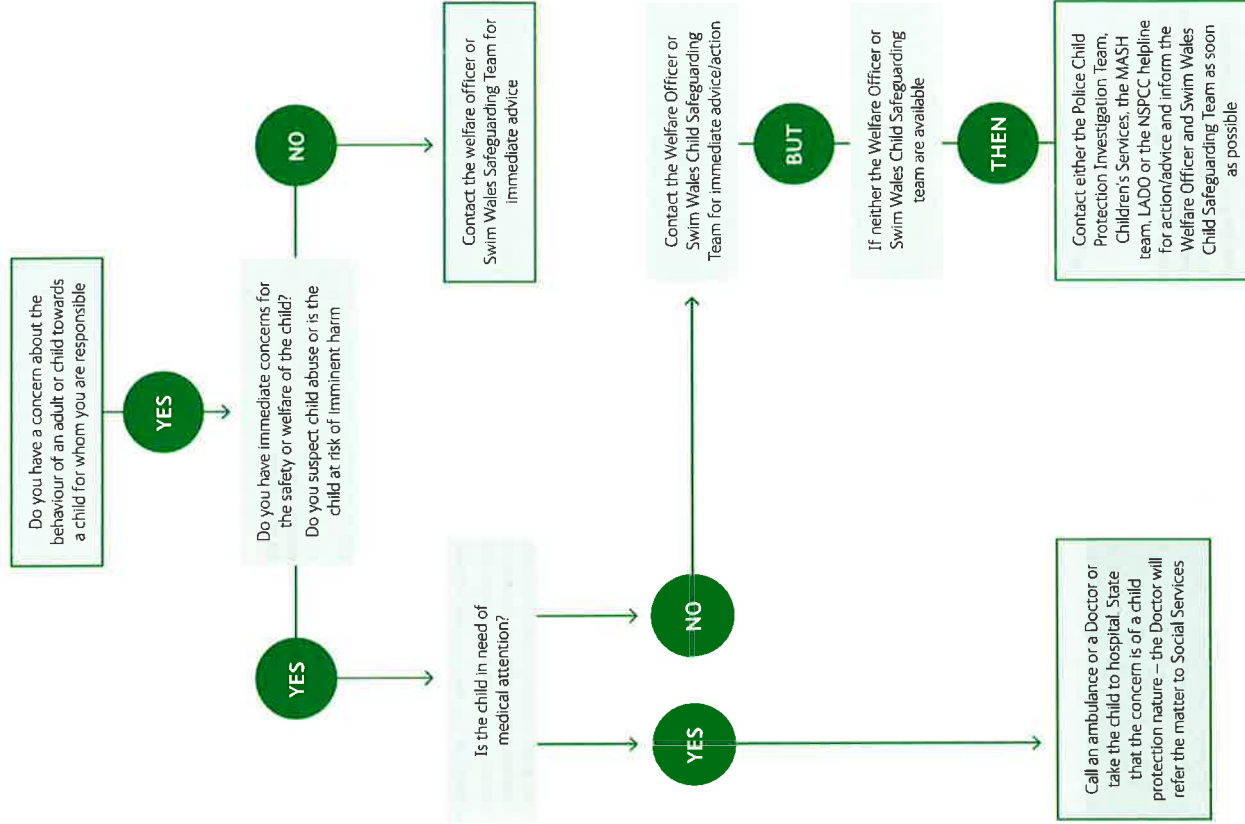
You may not necessarily be informed of the outcome of the matter. This is to maintain confidentiality and is in no way a comment on your action. In other circumstances, where it is in the child's interest to remain at the organisation during a police or Children's Services' investigation, the organisation may be requested for additional support to enable this to happen.

#### Temporary or specified-term suspension

If an individual is considered unsuitable to work with or have unsupervised access to children, or who may pose a risk of harm to children within aquatics, Swim Wales Chief Executive Officer may impose a temporary or specified-term suspension. This action will usually be taken following a recommendation by a statutory authority to Swim Wales Child Safeguarding Team.

Swim Wales holds a record of each concern raised to them. It may be significant if concerns have been raised previously regarding the same individual. **Swim Wales Child Safeguarding Team must always be informed of an incident or concern, regardless of the situation.**

If you have a concern for a child who is your responsibility, please follow the actions below.



## Concern for a Swim Wales member who is not your responsibility, or for a child who is not a Swim Wales member

You may encounter a child protection incident that involves a child who is not a member of your organisation. This could include a child who is still a member of Swim Wales but who attends a different organisation or who has attended an event where many other Swim Wales organisations are present. Alternatively, the child could be a member of the public who is using the same pool, but is unconnected to a Swim Wales activity or organisation. You still have a responsibility to safeguard this child from harm, wherever possible.

A concern could involve abuse, failure to safeguard, poor parenting or possibly an inappropriate act by a member of the public.

If the child is potentially or actually considered to be at risk of harm, you should refer the concern directly to Children's Services, the MASH team or the Police Child Protection Investigation Team and inform the welfare officer of the action taken. Ensure you take the name and contact details of the person you have spoken to and relay that information to the Swim Wales Child Safeguarding Team and inform the welfare officer of the action you have taken.

### If you are concerned about:

**A child in a school swimming programme:**  
You must inform the designated teacher, who will follow the Local Authority Referral Procedures.

**A child in a Local Authority swim programme:**  
You must inform the Sports Development Officer or nominated person, who will follow the Local Authority Referral Procedures.

**The behaviour of a parent or child who is a member of the public:**

Report the concern directly to the Pool/Facility Manager. You can call Swim Wales Child Safeguarding Team at any time to request advice if you are unsure how to proceed or who to report your concern to.

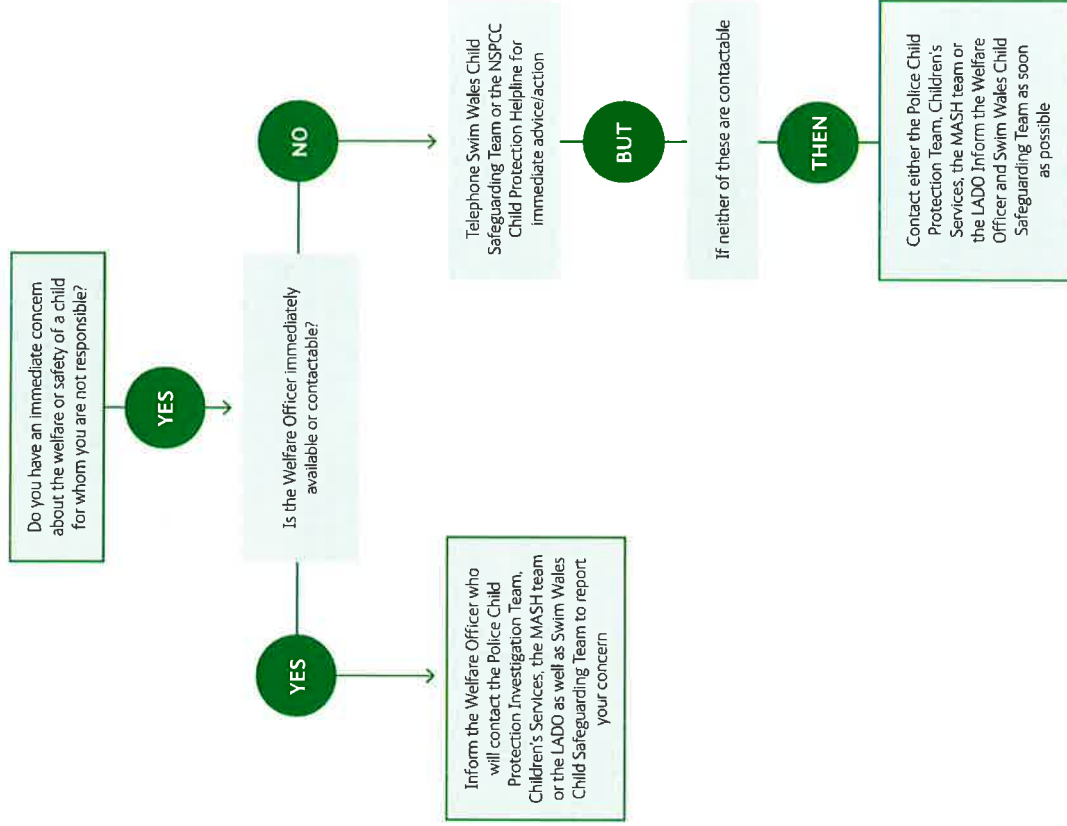
It is likely that, for reasons of confidentiality, while Children's Services, the MASH team and/or the police will look at the issues you have raised, in most cases they will not report back to you on any action taken.

**Make a factual record of events using the Referral Form or by writing a report following our guidance at Stage 2 – Recording a concern (p. 23).**

Forward a copy of the completed form or report, including any action taken or additional information, to the Swim Wales Child Safeguarding Team who will take appropriate action. [welfare@swimming.org](mailto:welfare@swimming.org)

In cases where Children's Services become involved, it is likely they will require no further action by Swim Wales or the organisation.

If you have a concern about a child who is not your responsibility, please follow the actions below.



## Definitions of abuse

It is important that all welfare officers are aware of the definitions of abuse, and that they in turn share these definitions with individuals who hold a position of trust in their organisation.

### Defining abuse

- Any person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.
- The abuser may be a member of the child's family, a stranger, an acquaintance, or an institution.
- The abuser may be an adult or a child; recent reports show that peer abuse is increasing, specifically in the area of bullying.

### Effects of abuse

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

### Maltreatment of children

All incidents of abuse or neglect are forms of maltreatment. Abuse can be:

- When someone inflicts harm or fails to prevent harm to a child.
- When a child is sexually abused by a person in the family, community or institution, often by someone known to them but could also be by a stranger.
- Committed by an adult or another child.
- Committed by a male or a female.

## Types of abuse

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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 and therefore leads to physical harm.

### Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child causing severe adverse effects on the child's emotional 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, overprotection and/or limitation of exploration and learning, or preventing the child from 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.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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

### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. It could:

- Involve physical contact, including penetrative acts (e.g. rape; intentionally penetrating the vagina, anus or mouth of another person with a penis with or without consent, or serious sexual assault; intentionally penetrating the vagina or anus of another person with a part of the body or anything else, with or without consent) or non-penetrative acts (e.g. intentionally touching another person sexually with or without consent).
- Include non-contact activities, such as involving children in looking at, being sent, being asked to send or be in any way involved in the production of graphic, sexual or otherwise indecent images of themselves or others, watching graphic, sexual or otherwise indecent activities, or encouraging children to behave in sexually inappropriate ways.
- Be perpetrated by children as well as adults, and women as well as men.
- Be perpetrated by individuals of any professional, racial or religious background.
- Be perpetrated by a family member, someone known to the child such as a family friend or by a stranger.
- Be perpetrated by an individual who targets voluntary organisations, including sporting organisations, which allows access to children specifically to commit acts of sexual abuse.
- Involve perpetrators who act alone or as part of an organised group.

The abuser will often:

- Put the child under great pressure not to tell anyone about the abuse after the event.
- Go to great lengths to get close to a child and win their trust.
- Try to gain acceptance by a family or organisation by being helpful and willing to assist.
- Exploit a child by demanding that they perform certain acts in exchange for any type of reward, e.g. money, drugs, gifts, or by not sending the images to peers, etc.

Sexual abuse has previously been identified within aquatics. Coaches and officers of the organisation are in a position to form trusting relationships with young members and sexual abuse often occurs when that trust is exploited.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs and can be intentional or unintentional. This is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve the parent or carer failing to:

- Provide adequate food, clothing or shelter (including abandonment or exclusion from the home).
- Protect a child from physical and/or emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers).
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or responsiveness to, a child's basic emotional needs.

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

## Bullying

Bullying may be defined as deliberate action or hurtful behaviour by one or more people that is repeated over a period of time and which is difficult for the bullied person to defend themselves from.

The bullying causes hurt to an individual or group and the damage inflicted by bullying is frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, in extreme cases, causes them significant harm (including self-harm and/or suicide see pp. 58–60).

The main types of bullying as defined by Kidscape are:

- **Verbal:** Name calling, persistent teasing, mocking, taunting and threats.
- **Physical:** Any form of physical violence, intimidating behaviour, theft or the intentional damage of possessions. This includes hitting, kicking and pushing.
- **Emotional:** Excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.
- **Cyber:** Cyber-bullying is 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, language, religious or cultural practices.
- **Homophobic:** Discrimination based on sexuality and/or gender identity.
- **Sexual:** Unwelcome sexual advances or remarks that are intended to cause offence, humiliation or intimidation. This could include pressure to send images of a sexual nature.

## Indications of abuse

All individuals involved in sport have a responsibility to be able to recognise and respond to signs and indications of abuse and malpractice.

It is important to acknowledge that the majority of children do not find it easy to disclose their concerns and that some groups in society will find it harder than others, specifically children from ethnic minority groups and children with disabilities. It is known that the majority of referrals to the statutory agencies are from adults who are expressing concerns for a child or children identified by them as a result of the child's behaviour or presentation.

### Abuse is not always easy to identify

Children and young people can be bruised in everyday life by normal activities such as falling off bikes or playing with friends. In adolescence, children can be moody and unpredictable in their behaviour.

Children can react to external circumstances by a change in behaviour such as bereavement or parental divorce/separation. However, some signs may alert you to the possibility that a child may be being abused.

### Some indications of abuse include:

- Unexplained or concerning injuries such as burns, cuts, or bruises situated in areas of the child's body which are not normally prone to injury through play.
- Physical injury where the explanation given is inconsistent.
- Physical appearance is unkempt.
- The child or young person discloses a concern and describes what may be an abusive act.
- Another person raising a concern about the wellbeing of a child or young person.
- Engaging in sexually explicit behaviour and/or inappropriate sexual awareness.
- A distrust or fear of adults.
- An excessive fear of making mistakes.
- Difficulty making friends, or is stopped from socialising or making friends.
- Shows a tendency to have variations in his or her eating pattern or sudden loss or gain of weight which may possibly indicate an eating disorder.

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

- **Child sexual exploitation:** the request/demand/performance of any sexual act of an under 18 year old, in exchange for any type of reward, monetary or otherwise, including a threat not to carry out an action (e.g. sending pictures of the child to others). Larger police services have specific units to deal with these concerns.
- **Faith or 'belief' abuse:** carried out, often as a result of a belief that it is a necessary act to perform on the child (e.g. witchcraft/kindok (predominant in central African countries) where a child might be physically harmed by cutting/beating/water treatments, to 'release' the child from spirits).
- **Female genital mutilation:** the mutilation of a child through a belief the harm is appropriate.
- **Forced marriage:** more common within Asian cultures, often involving children, subsequently being forced into non-consensual acts.
- **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 into terrorist organisations, potentially with extremist behaviour.
- **Self-harm:** self-inflicted cutting, scratching, injecting, or other types of self-physical harm, including drug misuse (see the guidance on self-harm concerns on pp. 58–60).
- **Gang/young violence:** the recruitment of children into organised gangs usually based in a street culture, involving serious violence/drugs and higher level criminality.
- **Cyberbullying:** term used for acts of bullying (even criminality) carried out in a child's virtual world, via text, phone, internet or social networking sites (see Anti-bullying policy pp. 55–57).
- **Racist or homophobic abuse:** commonly verbal, and threatening in its use.

This is not an exhaustive list of indications and cannot be seen to provide definitive proof that a child or young person is being abused.



## Confidentiality and information sharing

The government initiative, Every Child Matters (2003), states that information sharing is important in order to:

- Enable early intervention to help children, young people and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
- Safeguard and promote the welfare of children and young people.

Swim Wales recognises and supports that issues involving child safeguarding must be kept confidential. All paperwork relating to a concern regarding a child must be kept in a safe and secure manner. However, confidentiality must never prevent an individual from sharing information with appropriate and relevant persons when to not do so may prevent appropriate safeguarding and place a child or children at risk of harm. It is for this reason Swim Wales policy states that no person being made aware of a child safeguarding concern should promise to keep such information secret.

Research and experience has demonstrated that to keep children safe from harm, it is essential that all who work with children maximise the potential for safe partnership with parent(s) and share relevant information appropriately.

Often, it is only when information from a number of sources has been shared, collected and analysed, that it becomes clear a child is suffering, or is likely to suffer, significant harm.

The key factor in deciding whether or not to disclose confidential information is 'proportionality', i.e. is the proposed disclosure a proportionate response to the need to protect a child's welfare? The amount of confidential information disclosed and the number of people to whom it is disclosed should be no more than is necessary in protecting the health and wellbeing of any child.

The approach to confidential information should be the same whether any proposed disclosure is internal to the organisation, or with an external statutory agency, e.g. to the police.

The government document, *Information Sharing: Guidance for practitioners and managers (2015)* outlines seven golden rules for information sharing:

1. Remember that the Data Protection Act 1998 and human rights law 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.

## Whistleblowing

The concept of whistleblowing is important in any organisation that is committed to maintaining appropriate levels of safeguarding and good practice. Whistleblowing allows individuals to raise the alarm on any potential incident of poor practice or misconduct by members and employees.

Swim Wales is committed to developing a culture that is safe and encourages all those involved in aquatics to raise concerns of poor and/or unacceptable practice, breaches in safeguarding and/or incidents of abuse. 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 Wales believes it is necessary to develop a culture in all organisations and counties, regionally and nationally, where concerned individuals can raise the alarm about unacceptable practice and misconduct in a safe and supportive environment.

### When is it necessary to whistleblow?

A member or employee may witness or be told about a situation of poor practice, a failure to safeguard or even an incident of abuse within the sport, in which a colleague is implicated.

While you may be the first person to become aware of an issue, it is not always easy to raise a concern as to do so may appear to be disloyal to your colleague(s) and you may be fearful that you will be victimised or disadvantaged as a result of taking such action. That is an understandable fear, but you must remember that all children have a right to be protected and that 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 aquatics has a responsibility to raise concerns appropriately to individuals who can act upon them whether that is the welfare officer, Swim Wales Child Safeguarding Team or the statutory agencies.

Swim Wales acknowledges 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, Swim Wales Child Safeguarding Team and/or the statutory agencies will take action as deemed appropriate.

### Reasons for whistleblowing

Every member, member's parent(s), employee and volunteer in Swim Wales 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.
- Prevent becoming a party to the concern by lack of appropriate action.

### 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 gotten 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 Wales assures all those involved in aquatics that they will be treated fairly and all concerns will be properly considered.

If you act in good faith in reporting a concern, 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 Swim Wales complaints and disciplinary processes.



### Referring the concern

- If you are a member of a Swim Wales organisation, or the parent of a member, and your concerns regarding another member or the parent of a member, you must refer the matter to the welfare officer, the county or regional welfare officer, Swim Wales Child Safeguarding Team or the statutory agencies
- If you receive a concern from a third party regarding a member of a Swim Wales organisation, or the parent of a member, 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/poor practice is happening.
  - How they became aware of the concern.

The information should then be referred to the welfare officer, or the regional welfare officer if appropriate. Swim Wales Child Safeguarding Team or the statutory agencies who will consider what action to take.

- If you are an employee rather than a member or officer of the organisation, you should report the concern to your line manager or you can contact Public Concern at Work on 0203 117 2520 or via [whistle@pcaw.org.uk](mailto:whistle@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 concerns.

### 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.
- Your welfare officer, regional welfare officer and Swim Wales have 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 to not have occurred, 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 Wales will ensure you have notice while the matter is ongoing and when it has been concluded.

## Section 2: Toolbox

### Subsection 2.2: Training and Recruitment

- Swim Wales Safe Recruitment Policy
- The Disclosure and Barring Service (DBS)
- Roles and their DBS requirements
- Safeguarding and protecting children: workshops and courses
- The role of the welfare officer

## Safe Recruitment Policy

Safe recruitment policy applies to both voluntary and paid staff and states that all staff and volunteers for any Swim Wales organisation should go through an appropriate vetting process prior to 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 Wales 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 Wales 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 Wales 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 for individuals who would work with children but can be used for all recruitment purposes, including for 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. The role specification must include that a DBS check will be required if applicable. For examples of role profiles, see the Swim Wales website.

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 suitable 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, as well as be asked for examples of how they would manage some hypothetical situations.

In assessing the applicant's suitability you should:

- Consider their relevant qualifications and experience.
- Ascertain if they have previously undertaken a role in either a Swim Wales organisation, other sports organisation, club or any other role that involved working directly with children.
- Consider their previous experience (if any) of working with children both inside and outside of the aquatic environment.
- Consider their attitudes and commitment to child safeguarding.
- Give the applicant a hypothetical child safeguarding scenario such as a child not being collected after a swimming session, and ask what they would do in that circumstance.
- 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, e.g. a parent, carer or guardian of a member.

- 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. If the applicant is not employed a professional reference should be sought including past employer.
- If the current employer for either employed or volunteer role is not a Swim Wales affiliated organisation or similar, then a reference must be obtained from the current or most recent sports organisation or club in which the applicant has been employed by or volunteered at.
- If the applicant has not previously volunteered or been employed in a sports organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, and if possible, 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 prior to any offer of appointment being made.

## The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (previously known as the Criminal Records Bureau – CRB) enables ASA organisations to make more informed recruitment decisions for vacant positions. Any individual who wishes to work with children or adults at risk are required to undertake a Barred List check and/or Enhanced DBS Disclosure, if appropriate.

### Types of Criminal Record Check

There are three different levels of criminal record checks: Standard Disclosure, Enhanced Disclosure only and Enhanced Disclosure with Barred List check.

As a Swim Wales organisation, the minimum level of DBS check required, where applicable, is the Enhanced Disclosure only check. However, for many roles within aquatics, the more thorough level, Enhanced Disclosure with Barred List check, would be required.

### Enhanced Disclosure with Barred List check

An Enhanced Disclosure with Barred List check is the highest level of check available. It is a legal requirement for any individual applying for a position which is categorised as a 'regulated activity'. The list of regulated activities differs, depending on whether the applicant would be working with children or with adults. This check will show whether or not the applicant 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 definition of regulated activity is important and it is vital that organisations understand what this definition is, in order to comply with the law.

The DBS application process via Swim Wales will not allow you to request an Enhanced Disclosure with Barred List check for a role that is not considered to involve regulated activity. However, you can use the chart below to help you understand what kinds of activities are considered to be regulated activities.

### Enhanced Disclosure only

An Enhanced Disclosure is a record of all warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

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 only checks includes:

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

This change in eligibility means that there are some positions that no longer require an Enhanced Disclosure only check.

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.

Here are some scenarios to illustrate when an Enhanced Disclosure only check may or may not be required:

- A committee member, in addition to their Committee role, acts as a supervised chaperone for the organisation once a week, or overnight on away trips. In this situation, the individual would require an Enhanced Disclosure only check, for the eligible role of chaperone rather than for their committee role. (If they are chaperoning on an unsupervised basis, they would need an Enhanced Disclosure with Barred List check rather than an Enhanced Disclosure only check)
- A poolside assistant who is only on poolside to hand out equipment and secure lane ropes would not require an Enhanced Disclosure only check, despite being on poolside and in contact with children. However, if they are acting in a training or supervisory capacity, assisting the qualified coaching team, then they would require an Enhanced Disclosure only check as a poolside helper.

- A photographer taking photographs of the children at an event would not require an Enhanced Disclosure only check. If the photographer were left in sole charge of the child/children they are photographing, then they would require an Enhanced Disclosure only check.
- An individual in charge of administering and managing the organisation's website would not require an Enhanced Disclosure only check for that particular role.

In each case, you are assessing 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.

### Which 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'. If the role is categorised as a regulated activity, you will need an Enhanced Disclosure with Barred List check.

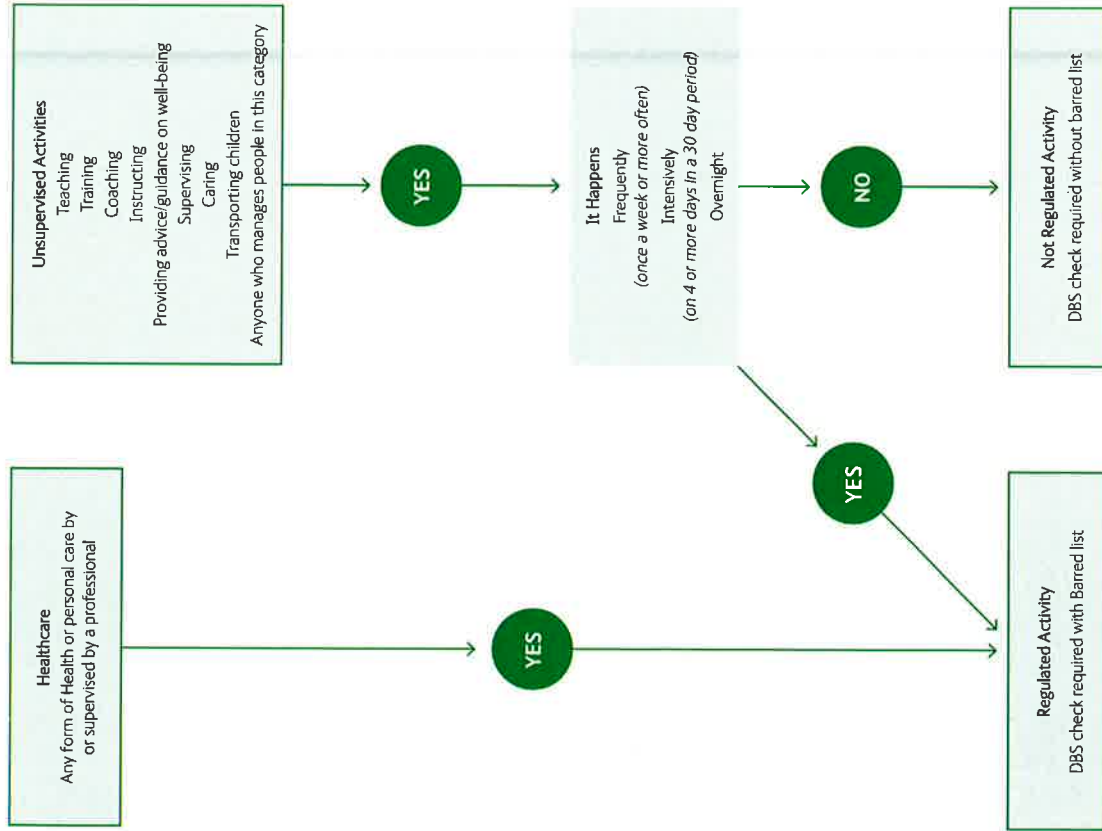
If the role is not categorised as a regulated activity, you may still need to request an Enhanced Disclosure only check, for applicants applying for a position which involves regularly caring for, training, supervising or being solely in charge of children.

To assist you with the above, Swim Wales 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 under 'Roles and their DBS requirements' on p. 41.

### The DBS process

The person with the role of welfare officer will be 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, please contact Swim Wales.

Further enquiries can be made to Welsh Sports Association. As soon as an applicant has been DBS cleared Swim Wales will update the member's record for reference.



## 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:

- Have a contract, sign up to and abide by:
  - Swim Wales Terms of Employment and/or the Swim Wales Code of Conduct
  - Equality and Diversity Policy
  - SWCSP 2016–19
- Be registered as members of the organisation and Swim Wales.

## Post-recruitment

- The recruit should be formally made aware of, and be asked to sign up to SWCSP. All new coaches, teachers and poolside helpers should be given a copy of Section 4 of SWCSP (pp. 83–91) which can be downloaded from [www.swimwales.org](http://www.swimwales.org)
- The expectations, role and responsibilities of the post should be clarified and put in writing to the new recruit
- If they have not yet attended a recognised Swim Wales Child Safeguarding course or have not attended one in the last three years (they will have an attendance certificate to show when they last attended) then the club should ensure they attend a relevant course within six 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.

## Roles and their DBS requirements

Role	Enhanced Disclosure with Banned List Check	Enhanced Disclosure without Banned List
Coach	Yes	No
Assistant Coach	Yes	No
Teacher	Yes	No
Assistant Teacher	Yes	No
Club Welfare Officer	Yes	No
Regional Welfare Officer	Yes	No
Chaperone	Yes	No
Team Manager	Yes	No
Medical Staff (Dr or Nurse)	Yes	No
Sports Psychologist	Yes	No
Tutor to children under 18 years	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 qualified coaching or teaching staff in a training or supervised capacity)	No	Yes
Poolside Assistant (General assistant tidying up after sessions, handing out floats, securing ropes)	No	No
Membership Secretary	No	No
Chairperson	No	No
Website Officer/Administrator	No	No
Photographer or Filming Children	No	No
Host family/parent/Carer (Individuals who have responsibility for a child other than their own. If this is a private arrangement between parents a DBS check would not be required)	No	No

Please note this list is subject to change in accordance with government legislation or further guidance.

Please contact Swim Wales if you are unsure whether a role in your organisation would require either Enhanced Disclosure or Enhanced/Banned List.

## Safeguarding and protecting children: workshops and courses

There is a vast range of child safeguarding training courses that have become available in recent years. Some of these courses provide an introduction to child safeguarding and some are at a more advanced level.

### Basic awareness or introductory Training

This level of training is usually designed for staff or volunteers who have infrequent contact with children and young people. They will usually cover the following points:

- Safeguarding is everybody's responsibility.
- Categories, signs and symptoms of abuse.
- What to do if there are concerns about a child and how to respond.
- How to create a safe environment for young people.
- Signposting for further information and support.

Basic awareness or introductory training could be delivered in a short face-to-face training format, e-learning format or in other formats, such as websites, leaflets, webinars, apps or podcasts.

Individuals who are not in regular contact with children or young people and who are not required by Swim Wales to have attended child safeguarding training for their role may still access this type of training if they choose to do so, particularly if they will be involved in case management. It is not mandatory but Swim Wales is aware that some individuals do wish to have an overview or a basic understanding of child safeguarding. There are many organisations that offer such courses but Swim Wales would advise undertaking the training being offered by the NSPCC or the LSCB as these courses have the advantage of being quality assured.

All individuals who are required to have a DBS check for their role in a Swim Wales organisation must complete approved child safeguarding training within a reasonable timescale of taking up the position. Reasonable is considered as 3 months. Individuals who require a DBS check are those involved with our sport who have regular responsibility for children and young people. Please see 'The Disclosure and Barring Service' on p. 37 for more in-depth advice about who would require a DBS check.

### Advanced training

Child safeguarding training for those with regular responsibility for children and young people will cover:

- All the areas of a basic awareness or introductory child safeguarding course.

- The practical implications of the issues highlighted within a sports context.
- The legislative context of child safeguarding.
- Skill development in relation to identifying, responding to and reporting child safeguarding concerns.
- Signposting to further information.

This training should be delivered in a face-to-face format the first time an individual attends the training, and typically takes three hours or more to complete.

Face-to-face training ensures a full discussion around this sensitive area and enables questions to be asked in a safe environment, facilitated by a qualified child safeguarding tutor.

Trainees also have the opportunity to discuss specific safeguarding issues during this course. Following the face-to-face training, refresher training can be taken online if the training provider has made this available.

### Sports Coach UK Safeguarding and Protecting Children Workshop

Swim Wales follows the recommendations made by the NSPCC Child Protection in Sport Unit (CPSU). The recommended training is Sports Coach UK Safeguarding and Protecting Children Workshop, sometimes referred to as S&PC1. This course uses swimming-specific examples and refers to SWCSP throughout. We would encourage everyone to attend this particular course because of the additional information it provides relating to our sport. Also, Sports Coach UK now offer an online refresher course for those who have completed the initial Safeguarding and Protecting Children (S&PC1) training.

Sports Coach UK also run a generic Safeguarding and Protecting Children Workshop, although this course is usually delivered as part of county Sport Partnership's education programmes. Further information on the generic course can be found on the scUK website: [www.sportscoachuk.org](http://www.sportscoachuk.org)

### Time to Listen

Time to Listen training is only available for those undertaking the role of welfare officer. Please see p. 44 for more information.

### Other courses

Quality-assured child safeguarding training that has been delivered or accredited by an LSCB and/or the National Health Service (NHS) is also approved by Swim Wales.

Trainees will have to repeat the course every three years. Refresher courses are available on line through Welsh Sports Association. Certificates must be registered with Swim Wales on completion of course.

A small number of members may have attended child safeguarding training delivered by the Football Association or the England and Wales Cricket Board. This training is also approved by Swim Wales.

### Coaches, teachers and swim school providers

In the case of coaches and teachers that undertake child safeguarding training within their professional training they will be required to provide evidence of the course(s) they have attended.

Attendance of a safeguarding workshop is also a criteria of Swim Wales accreditation scheme.

Following the guidance in the government document Working together to safeguard children (2015), child safeguarding training should be refreshed every three years.

Further details and information on courses running in your area can be obtained from the Swim Wales website at [www.swimwales.org](http://www.swimwales.org) or contact the Swim Wales Education team.



## The role of the welfare officer

### The role of the welfare officer For Swim Wales organisations

#### Core tasks:

- To assist the club in implementing SWCSP.
- To assist the club to put plans in place for child safeguarding.
- To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are correctly referred and reported in accordance with SWCSP.
- To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- To ensure that SWCSP procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of, the LSCB, the police, the LADO, the MASH team and Swim Wales Child Safeguarding Team.
- To ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

#### Skills and qualities required:

- Have a child-centred approach.
  - Have basic administration and record maintenance skills.
  - Have excellent communication skills.
  - Have confidence when referring cases externally.
  - Have the ability to ensure policies and procedures are effectively implemented.
- Swim England has a *Good Club Guide for a Welfare Officer (2015)* which can be accessed through the website [www.swimming.org/volunteering](http://www.swimming.org/volunteering). This guide was written by welfare officers to assist others who take on the role. It contains details of:
- The role and duties of the welfare officer.
  - The purpose of the Swim Wales Child Safeguarding Policy.
  - Tips for the welfare officer in setting up their role once appointed.

### Core skills for regional welfare officers:

- Have a child-centred approach.
- Have basic administration and record maintenance skills.
- Have excellent communication skills.
- Have confidence when referring cases externally.
- Have the ability to ensure policies and procedures are effectively implemented.

#### Training required:

- The scUK Safeguarding and Protecting Children Workshop or approved LSCB equivalent.
- The regional welfare officer training, which is run once or twice a year by Swim Wales Child Safeguarding Team.

#### Additional/courses available:

- The NSPCC CPSU 'Time to Listen' child safeguarding training is available for designated persons. Please refer to Welsh Sports Association for course venues/dates running in your area.

#### Guidance on appointing a welfare officer

Every club should have a welfare officer and every swim21 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.

#### How does a club select a welfare officer?

- The club should follow the safe recruitment guidance in Swim Wales Safeguarding Policy
- The position of the welfare officer is one that requires an Enhanced Disclosure DBS check.
- The welfare officer should be an appropriate person willing and able to fulfil the role.

### Who is an appropriate person?

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 or the core tasks
- Can satisfy the requirements, core skills and knowledge areas needed for the role.
- Is prepared to undergo the training required.

The above 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 standby as and when required to deal with the concern. The standby could be someone else within the club able to meet the requirements of the role or by agreement with the regional welfare officer.

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 welfare officer can be:

- A person with a qualification or experience in child safeguarding.
- A person currently working with children.
- A person who no longer has children currently training (possibly a former parent or parent of a senior swimmer).
- Male or female.

## **Section 2: Toolbox**

### **Subsection 2.3: Codes of Conduct**

- **Member's Code of Conduct**
- **Parent's Code of Conduct**
- **Code of Conduct for coaches and teachers**
- **Code of Conduct for committee members, officials and volunteers**

## Member's Code of Conduct

### General behaviour

1. I will treat all members of, and persons associated with, Swim Wales with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with Swim Wales on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of changing facilities.

### Training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
3. I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool.
5. I will ensure that I have all of my equipment with me, e.g. paddles, kick boards, hats, goggles, etc.
6. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
7. I will listen to what my coach is telling me at all times and obey any instructions given.
8. I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
9. I will not stop and stand in the lane, or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other members.
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

## Parent's Code of Conduct

1. I will complete and return the Medical Information Form as requested by the organisation and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.
2. I will deliver and collect my child punctually to and from training sessions/events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/ events including all mandatory equipment, e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child's organisation and any other organisation with due respect. In accordance with Swim Wales commitment to equality and diversity, I will not use inappropriate language within the organisation environment.
8. I will show appreciation and support my child and all the team members.
9. I will ensure my child's needs are met in terms of nutrition and I will listen to advice given from the coach/nutritionist.
10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

### The organisation will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.

### You have a right to:

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with Swim Wales/organisation rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the Swim Wales Office of Judicial Administration.

Signed:

Date:

## Code of Conduct for coaches and teachers

1. Put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to Swim Wales Code of Ethics, Rules and Laws.
3. At all times, adhere to SWCSP
4. At all times, adhere to Swim Wales Equality and Diversity Policy.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Develop an appropriate working relationship with members based on mutual trust and respect.
8. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
9. Always identify and meet the needs of the individual member as well the needs of the team/squad.
10. Be fair and equal in team and training squad selection.
11. Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete, member or someone close to them.
12. Encourage and guide members to accept responsibility for their own behaviour and performance.
13. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
14. Complete a child safeguarding training course every three years in line with the guidance in SWCSP.
15. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
16. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the member.
18. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
19. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
20. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
21. Refer all child safeguarding concerns in accordance with the procedures detailed in SWCSP.

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

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

This code is an extension to Swim Wales Code of Ethics. Both should be followed.

## Code of Conduct for committee members, officials and volunteers

1. At all times, adhere to Swim Wales Code of Ethics, Rules and Laws.
2. At all times, adhere to SWCSP.
3. At all times, adhere to the Swim Wales Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the organisation and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in SWCSP 2016-19.

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

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

This code is an extension to Swim Wales Code of Ethics. Both should be followed.

## Section 2: Toolbox

### Subsection 2.4: Policies, Procedures and Guidance

- Swim Wales Equality and Diversity Policy
- Swim Wales Anti-bullying Policy
- Guidance on self-harm concerns
- Swim Wales Changing Room Policy
- Guidance on child abuse images/indecent images of children
- Guidance on the use of electronic communication
- Guidance on the use of social networking
- Guidance on communicating with children and young people
- Swim Wales Photography Guidance
- Guidance on lane sharing between adults and children
- Guidance for young people and adults training and competing together in water polo
- Late Collection of Children Policy
- Missing Child Policy
- Transport Policy
- Guidance on the supervision of members when away from the organisation