Wavepower 2020-2023

Swim England Child Safeguarding Policies and Procedures

Child Protection in Sport Unit

NSPCC

Swim England

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Information sheet and emergency contact details

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

Club Welfare Officer
Name:
Tel:

County Welfare Officer
Name:
Tel:

Regional Welfare Officer
Name:
Tel:

Children's Social Care
Tel:

Out of hours / Emergency Duty Team
Tel:

Multi Agency Safeguarding Hub (MASH)
Tel:

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

National Governing Body (NGB)

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

01509 640 270
legal@swimming.org
swimming.org

Child Safeguarding Team

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

Keith Oddy, Independent Child Protection Officer (ICPO)

Jenni Dearman, National Child Safeguarding Manager (NCSM)

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

Disclosure and Barring Service Checks (DBS)

Samantha Massey, DBS Coordinator

01509 640 738

dbs@swimming.org

Safeguarding resources

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

Office of Judicial Administration (OJA)

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

Kerry Moss, Judicial Office Manager

0161 244 5345

kerry.moss@swimming.org

Swimline the Swim England/NSPCC Child Protection Helpline

0808 100 4001

Signposting Help Desk

signposting@swimming.org

NSPCC Child Protection in Sport Unit

0116 366 5580

cpsu@nspcc.org.uk

NSPCC Helpline

0808 800 5000

nspcc.org.uk

Childline

0800 1111

childline.org.uk

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

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Jane Nickerson

Chief Executive Officer – Swim England

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

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

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

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

Nick Slinn

Director – NSPCC Child Protection in Sport Unit

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

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

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

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

Introduction

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

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

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

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

The Welfare Officer, or the equivalent in each organisation, will be the person most likely to use the guidance in Wavepower and it is they who will be responsible for holding and maintaining the publication. They will be expected to make Wavepower available to all individuals who request to consult it and to pass it on to the new Welfare Officer whenever changes occur.

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

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

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

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

The Swim England Child Safeguarding Policy

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

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

Swim England is committed to ensuring that all children who participate in our activities are able to take part in an enjoyable and safe environment and be safeguarded from harm.
It is the staff, officers, volunteers, clubs, swim schools, counties and regions who will ensure safeguarding at a local level.

Responsibility to safeguard children

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

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

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

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

Safeguarding children is everyone's responsibility

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

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

A child-centred approach

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

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

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

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

Key principles

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

Responsibility for child safeguarding within Swim England

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

Chief Executive Officer

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

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

The Child Safeguarding Team

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

Director of Legal and Governance

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

National Child Safeguarding Officer (NCSO)

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

Independent Child Protection Officer (ICPO)

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

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

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

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

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

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

Club, County and Regional Welfare Officers

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

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

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

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

Swimline

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

Who will take the calls and what happens?

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

Other things you should know

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

You can call Swimline on 0808 100 4001.

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

Acknowledgements

Swim England has drawn on the work from a number of organisations during the production of Wavepower and would like to take this opportunity to thank them all for their support and their kind permission for the use and adaptation of materials:

Swim England Youth Advisory Panel

The NSPCC Child Protection in Sport Unit

The NSPCC

The Football Association

Kidscape

SelfharmUK

MIND

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

Key definitions

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

Safeguarding and promoting the welfare of children	Is defined for the purposes of this guidance as: • protecting children from maltreatment • preventing impairment of children's health or development • ensuring that children grow up in circumstances consistent with the provision of safe and effective care • taking action to enable all children to have the best outcomes.
Safeguarding partners	A safeguarding partner in relation to a local authority area in England is defined under the Children Act 2004 as: • the local authority • a clinical commissioning group for any area which falls within the local authority area • the Chief Police Officer for an area any part of which falls within the local authority area.

Glossary of other terms

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

SECTION 2

Toolbox

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SECTION 2.1

Abuse, duty of care and reporting process

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Using the toolbox

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

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

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

Duty of care

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

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

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

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

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

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

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

To meet a duty of care Swim England organisations must:

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

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

Reacting, recording and reporting concerns

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

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

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

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

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

Stage 2 – Record the relevant information.

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

Remember

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

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

In an emergency

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

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

When should you act?

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

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

Stage 1 – React

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

- Stay calm.
- Reassure the person reporting their concerns that they have done the right thing in telling you.
- Listen carefully to what is being said.
- Ensure you don't show upset, disgust or disbelief at what is being said.
- Be honest and explain that you cannot keep what they are saying a secret and never promise to do so.
- Keep an open mind and don't make assumptions or judgements.
- Ask open questions only if you need to clarify what is being said.
- Reassure the person you take their concerns seriously and tell them the actions that you will, or will not be taking.
- Write down what has been said as soon as possible after or during the conversation as appropriate. The Swim England referral form can be used to record the information.
- Sign and date the referral form and any other paperwork referring to the concern as this could be used at a later date in criminal or care proceedings.
- Report the concern to the Swim England Child Safeguarding Team.

Never

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

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

Examples of leading questions could be:

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

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

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

Stage 2 – Record

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

Your report should ideally include:

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

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

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

Stage 3 – Report

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

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

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

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

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

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

How will Swim England respond?

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

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

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

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

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

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

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

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

Safeguarding concerns for a child or children outside my organisation

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

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

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

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

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

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

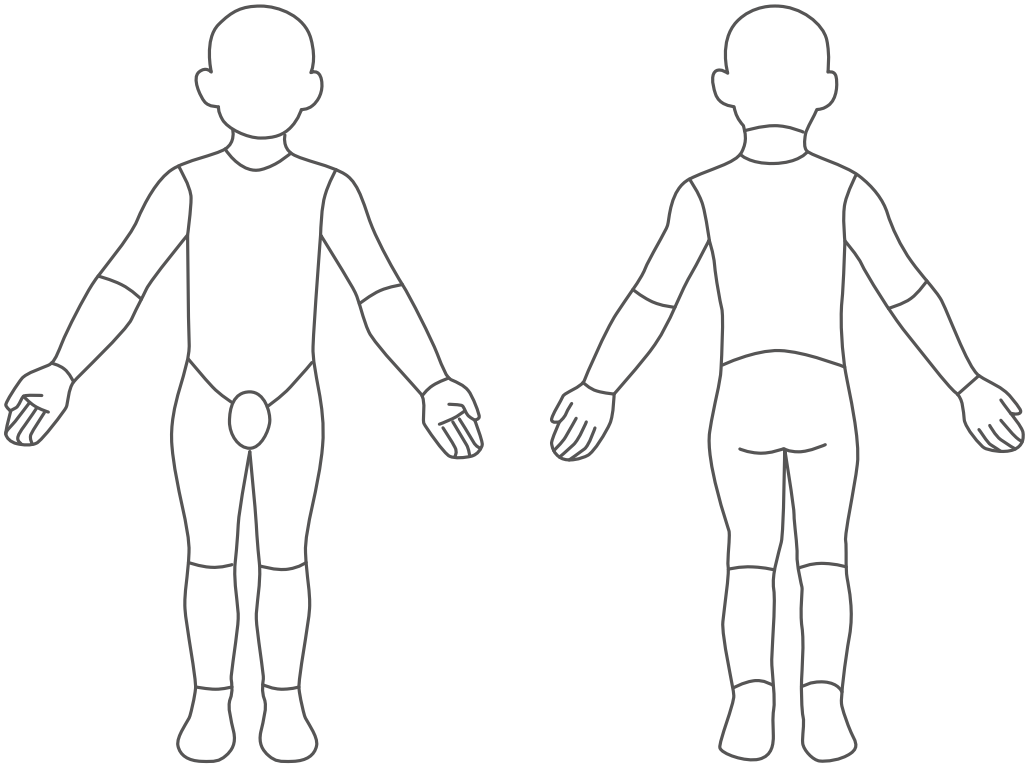
If concerns do not relate to an emergency child protection matter but you witness or have disclosed to you matters such as another organisations, alleged poor practice, safety, supervision or behaviour and discipline issues this should be reported to the facility/pool management. Make a formal record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

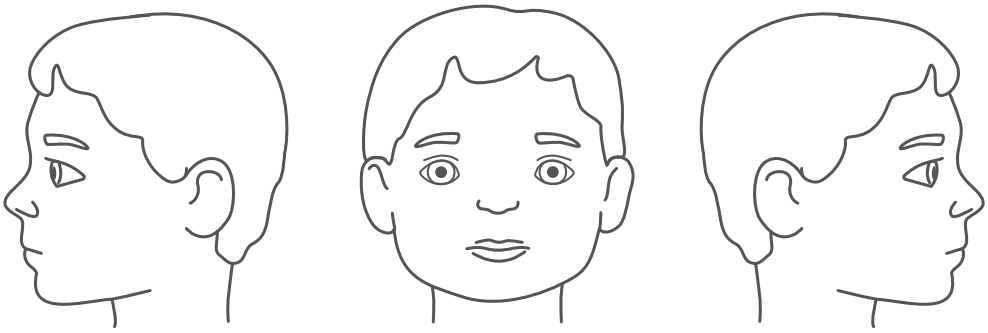
In some cases you may get to know the organisations that share your pool time and if this is the case you could report directly to their Welfare Officer or DO any concerns about their staff or members. Make a formal record of that action and who you reported it to.

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

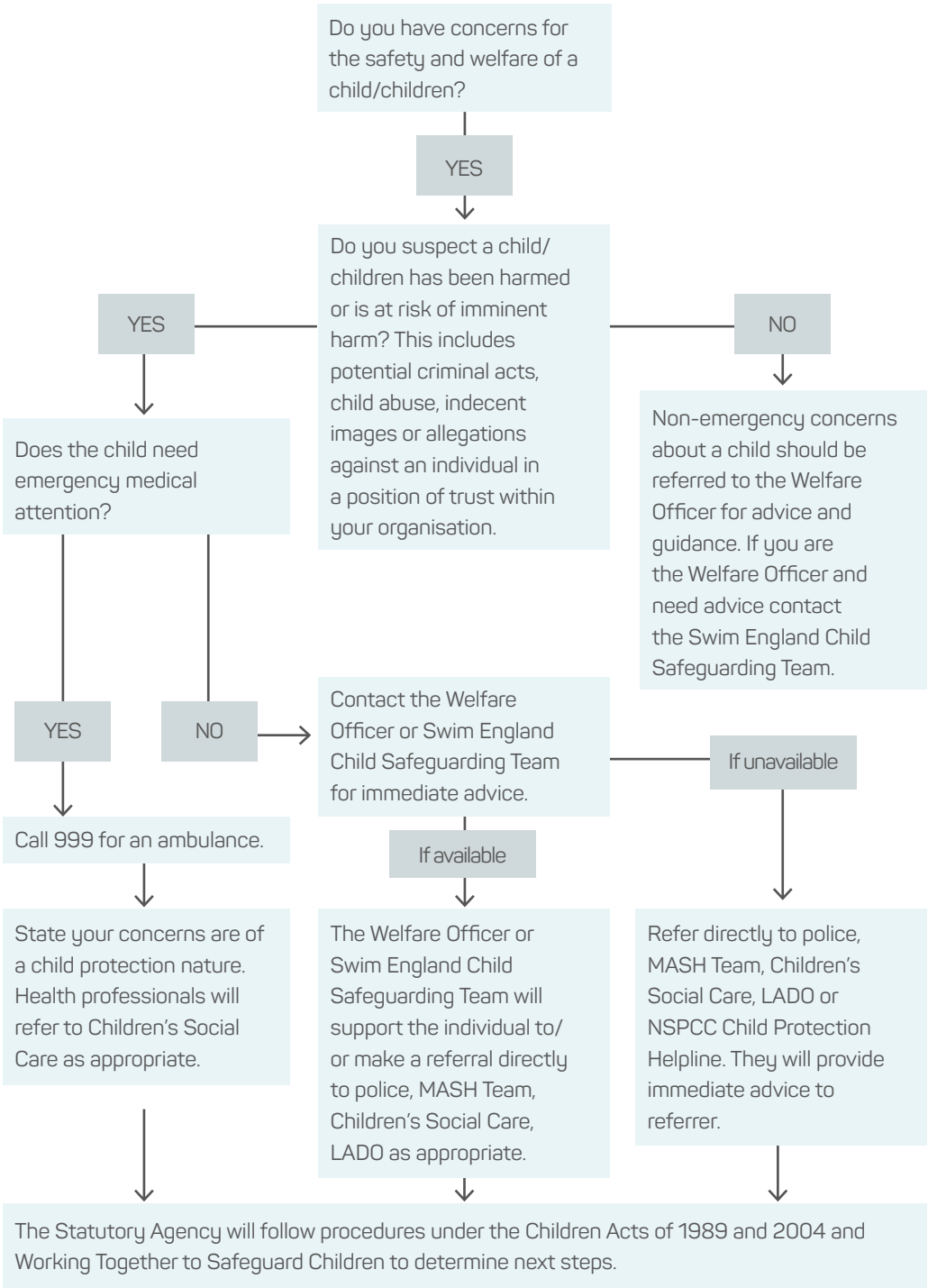
A flow chart of this process is provided on page 28.

Body map



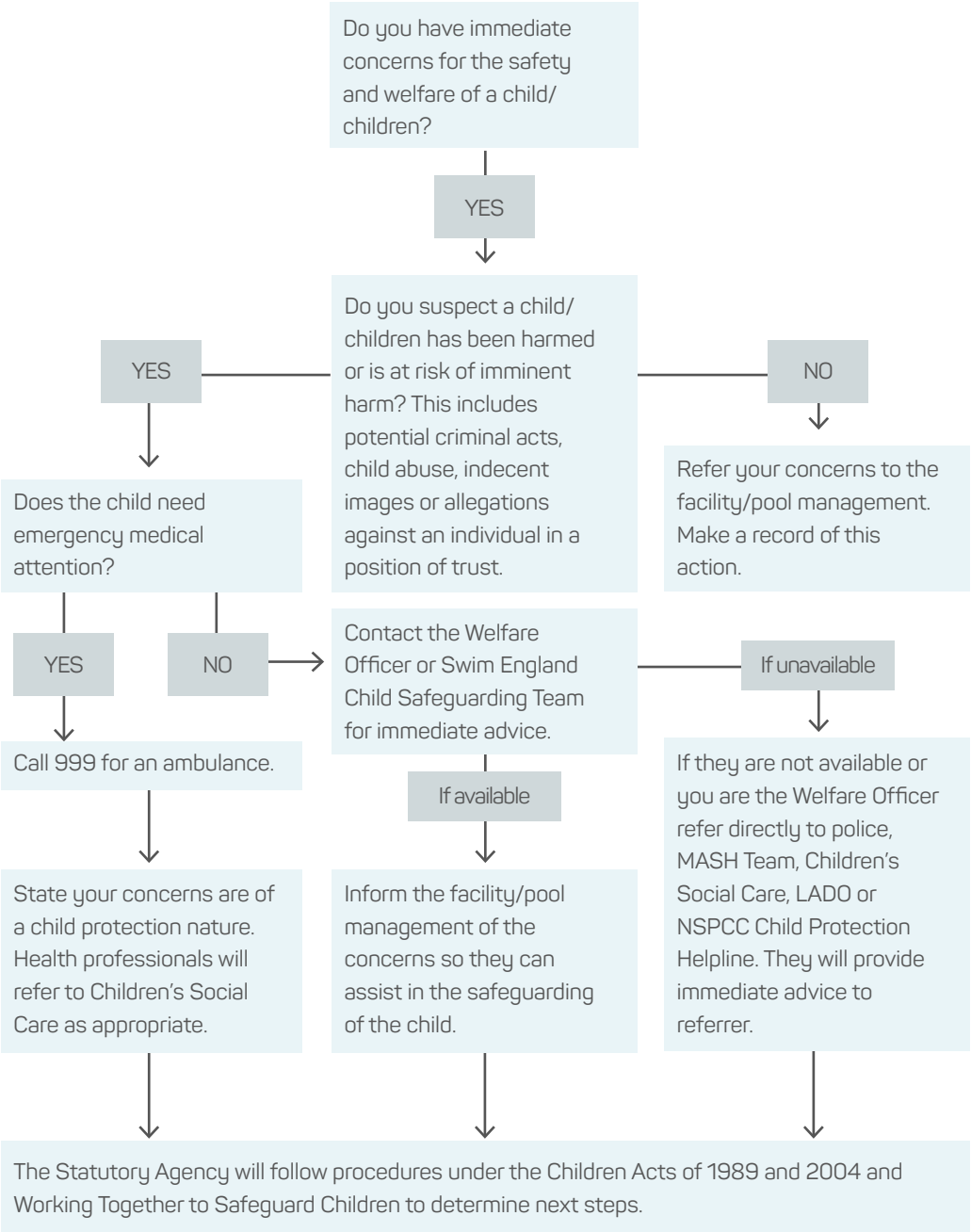


Concerns for a child who is a member of your organisation



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

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



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

Definitions of abuse

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

What is abuse and maltreatment of children?

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

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

Who could abuse a child?

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

Effect of abuse

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

Types of abuse

Physical abuse

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

Physical harm may also be caused when a parent/guardian, carer or other adult fabricates the symptoms of, or deliberately induces, illness in a child. An example of physical abuse may be the imposed use of performance enhancing drugs or persistent training, which is beyond the capacity of the individual leading to physical harm.

Emotional abuse

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

It may include:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- Not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children e.g. interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

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

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

Sexual abuse

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

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

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

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

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

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

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

Neglect

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

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

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

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

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

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

Bullying is defined by Kidscape as:
- **Verbal:** name calling, persistent teasing, mocking, taunting and threats.
- **Physical:** any degree of physical violence including hitting, kicking and pushing. Intimidating behaviour, theft or the intentional damage of possessions.
- **Emotional:** excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.
- **Cyber:** the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.
- **Racist:** bullying based on ethnicity, skin colour, and language, religious or cultural practices.
- **Homophobic and transphobic:** bullying based on sexuality or gender identity.
- **Disablist:** bullying children who have special educational needs and disabilities.
- **Sexual:** unwelcome sexual advances, comments that intended to cause offence, humiliation or intimidation.
- **Discriminative:** bullying based on any perceived weakness or difference. This could be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability. It could also be factors surrounding the way someone looks or the clothes they wear, their family and social situation, hobbies and interests.

Bullying can occur between:
- an adult and child
- children
- a parent/guardian and their own child.

The competitive nature of sport can create an environment which provides opportunities for bullying. Examples of bullying in our sports could be:
- a parent/guardian who pushes too hard
- a coach who adopts a win-at-all-costs philosophy
- a member who intimidates others inappropriately
- an official who places unfair pressure on a person.

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

Harassment

Defined as an act that is unwanted by the recipient. It may be through the provision of items or unwanted actions from another person but by definition it is the unwanted nature of the action or item that distinguishes the nature of the act as harassment. It is for any given individual to determine for themselves what is acceptable to them and what they regard as offensive, although any other individual affected by such conduct can also report the behaviour as harassment.

Harassment can be deemed to be a criminal offence in some circumstances and can lead to the use of a restraining order or criminal prosecution.

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

Grooming

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

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

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

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

Tactics a groomer may use are:

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

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

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

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

Non-recent/historic abuse

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

Allegations can be:

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

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

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

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

Indicators of abuse

Abuse is not always easy to identify. Children can be bruised in everyday life for example by falling off bikes and playing with friends. In adolescence, children can be moody and unpredictable in their behaviour. They can react to external circumstances by a change in behaviour such as bereavement or parental divorce/separation. However some signs may alert you to a view that a child may be being abused.

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

It is known that the majority of referrals to the statutory agencies are from adults who are expressing concerns for a child or children identified by them as a result of the child's behaviour or presentation.

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

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

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

- **Child sexual exploitation** – the request/demand/performing of any sexual act of an under 18-year-old, in exchange for any type of reward including a threat not to carry out an action (e.g. sending pictures of the child to others).

- **"Faith" or "Belief" abuse** – carried out on a child as a result, often, of a belief that it is a necessary act to perform on a child e.g. Witchcraft or Kindoki (predominant in central African countries) where a child might be physically harmed by cutting/beating/water treatments, to "release" the child from spirits. This could also include honour based violence.

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

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

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

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

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

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

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

- **Self-Harm** – self-inflicted cutting, scratching, injecting, or self-physical harming, including drug misuse (see page 75).

- **Gang/youth violence** – the recruitment of children into organised gangs usually based in a street culture, involving serious violence/drugs and higher level criminality.

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

- **Cyberbullying** – see Anti-Bullying Policy on page 70.

- **Racist or homophobic abuse** – commonly verbal, and ominous in its use.

Other concerns for children

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

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

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

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

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

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

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

2 If a club has an employment related dispute then contact should be made with the Legal Department at **legal@swimming.org**.

3 Concerns and queries relating to coaching techniques can be raised under the Coaches Referral Protocol. For further information please refer to **swimming.org/members/how-to-resolve-issues-with-your-club/**.

4 If a child has a medical condition/issue that is causing difficulty, concern or is affecting their ability to take part in one of our sports they can access the Medical Protocol. For further information please refer to **swimming.org/wavepower**.

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

Confidentiality and information sharing

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

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

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

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

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

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

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

The seven golden rules to sharing information are as follows:

1 Remember that the GDPR and Data Protection Act 2018 are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2 Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3 Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4 Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5 Consider safety and wellbeing: base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.

6 Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.

7 Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The full document can be accessed at **gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice**.

Whistleblowing Policy

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

This policy applies to all Swim England members.

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

Swim England is committed to:

1 Developing a culture that is safe.

2 Encouraging a culture of openness.

3 Protecting all members.

4 Upholding the reputation of the organisation.

5 Maintaining our sports' and the public's confidence.

"Whistleblower"

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

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

Reasons for whistleblowing

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

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

Making a disclosure

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

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

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

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

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

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

Why is it difficult to whistleblow?

You may feel worried that:

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

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

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

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

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

Referring the concern

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

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

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

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

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

When referring the concern, do not:

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

Also, do not assume that:

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

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

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

Feedback

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

SECTION 2.2

Training and recruitment

- Swim England Safe Recruitment Policy 44
- The Disclosure and Barring Service (DBS) 47
- Safeguarding and protecting children approved training and time to listen 53
- The role of the Club Welfare Officer 56

Swim England Safe Recruitment Policy

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

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

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

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

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

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

Role profile

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

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

Application form

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

Meeting and interviewing the applicant

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

In assessing the applicant's suitability you should:

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

References

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

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

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

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

The Disclosure and Barring Service (DBS) process

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

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

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

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

Recruitment decisions

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

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

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

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

Post-recruitment

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

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

The Disclosure and Barring Service (DBS)

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

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

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

Enhanced disclosure only check

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

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

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

Under the guidance provided by the DBS, positions eligible for enhanced disclosure are:
Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.

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

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

Enhanced disclosure with barred list check

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

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

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

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

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

What level of DBS check do I need?

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

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

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

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

DBS checks for someone from overseas

The application process for DBS checks or "Certificates of Good Character" for someone from overseas varies from country to country. You will have to apply in the country or to the relevant embassy in the UK.
Further guidance can be found at **gov.uk/government/publications/criminal-records-checks-for-overseas-applicants**.

Duty to refer to DBS

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

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

Condition 1

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

Condition 2

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

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

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

Update service

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

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

What level of DBS check do I need?

Health and personal care
Any form of health care by, or under the direction or supervision of a regulated health care professional.
Any form of personal care or physical help because the child needs it due to their age, illness or disability.

Unsupervised activities
Teaching, training or instructing children.
Caring for or supervising children.
Providing any form of advice or guidance wholly or mainly for children relating to their physical, emotional or educational wellbeing.
Transporting children.
Day-to-day management or supervision of a person carrying out regulated activity.

YES

It happens:
At any time on more than three days in any period of 30 days.

At any time between 2am and 6am with the opportunity for face-to-face contact with children.

YES

YES

NO

Regulated activity

DBS check **required**
Barred list check **required**

Not regulated activity

DBS check **required**
Barred list check **not required**

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

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

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

Safeguarding and protecting children approved training and time to listen

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

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

It should:

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

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

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

Approved training

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

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

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

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

Child safeguarding training should be completed every three years.

Refresher training

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

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

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

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

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

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

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

Time to Listen course

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

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

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

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

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

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

Child safeguarding training for members under 18 years

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

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

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

The role of the Club Welfare Officer

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

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

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

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

Welfare Officer core tasks

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

How does a club select a Welfare Officer?

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

The Welfare Officer should ideally be someone who:

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

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

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

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

The role of the County Welfare Officer

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

Core tasks

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

- To sit on, or be in attendance at as necessary, the county management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.
- To maintain an up-to-date list of Welfare Officers in the county.
- To ensure awareness of your role and contact details by Welfare Officers in your county.
- To be available to assist clubs in your county as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.

The role of the Regional Welfare Officer

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

Core tasks

- To raise awareness and assist the Club/County Welfare Officers in implementing Wavepower.
- To assist the club/county in putting plans in place for child safeguarding.
- To maintain contact with Club and County Welfare Officers to ensure that all relevant members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed by clubs and counties.
- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To assist and support clubs in the region to ensure Codes of Conduct are in place.
- To sit on, or be in attendance at as necessary, the regional management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.
- To maintain an up-to-date list of Welfare Officers in your region.
- To ensure awareness of your role and contact details by Welfare Officers in your region.
- To be available to assist clubs in your region as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.

Skills and qualities required for all Welfare Officers

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

Training required

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

SECTION 2.3

Codes of Conduct

- Code of Conduct for children 60
- Code of Conduct for parents/guardians 62
- Code of Conduct for coaches and teachers 64
- Code of Conduct for committee members, officials and volunteers 66

Code of Conduct for children

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

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

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

Essentials

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

Behaviour

1 Make our club and activity a fun, happy, friendly and welcoming place to be.

2 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.

3 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.

4 Not use any device to take photographs or footage of others in the changing rooms or cubicles.

5 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.

6 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.

7 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.

8 Treat other children with respect and appreciate that everyone has a different level of skill or talent.

9 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.

10 Respect the children and adults competing for other teams at competitions.

11 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.

12 Get involved in club decisions, it's your sport too.

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

Signature of the child

Signature of parent/guardian

Date

Sign your agreement at **swimming.org/wavepower**.
Digital and print versions are available.

Code of Conduct for parents/guardians

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

Essentials

1. Make sure your child has the right kit for training and competitions as well as enough food and drink.
2. Ensure your child arrives to sessions on time and is picked up promptly.
3. Inform us if you're running late to collect your child or if your child is going home with someone else.
4. Complete all consent, contact and medical forms and update us straight away if anything changes.
5. Maintain a good relationship with your child's coach or teacher.
6. Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
7. Not enter poolside or interrupt training or competitions unless in an emergency situation.

Behaviour

1 Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.

2 Behave positively as a spectator at training or competitions and treat others with respect.

3 Give encouragement to your child and tell them when they've done well and provide support when they are struggling.

4 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.

5 Respect the children and adults competing for other teams at competitions.

6 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.

7 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.

8 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.

9 Talk to your child and ensure they understand the rules of the club and the sport.

10 Ensure your child understands their Code of Conduct.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/guardians being asked not to attend the club, something we never want to do.

Signature of parent/guardian

Print name

Date

Sign your agreement at **swimming.org/wavepower**.
Digital and print versions are available.

Code of Conduct for coaches and teachers

As a coach or teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a coach or teacher at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.

- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.

Signature of the coach/teacher

Printed name

Position in the club

Date

Sign your agreement at **swimming.org/wavepower**.
Digital and print versions are available.

Code of Conduct for committee members, officials and volunteers

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.

- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Signature of the volunteer

Printed name

Position in the club

Date

Sign your agreement at **swimming.org/wavepower**.
Digital and print versions are available.

SECTION 2.4

Policies, Procedures and Guidance

- Swim England Equality and Diversity Policy 69
- Anti-Bullying Policy 70
- Concerns regarding a young person self-harming 75
- Contextual Safeguarding 79
- Changing Room Policy 80
- Guidance on indecent/child abuse images of children 82
- Swim England Photography Guidance 86
- Online contact and communication with children 89
- Guidance on the use of social networking 92
- Guidance on lane sharing between adults and children 96
- Guidance for children and adults training and competing together in water polo 98
- Missing Child Policy 100
- Late Collection of Children Policy 101
- Transport Policy 102
- Supervision of children when away from the organisation 103

Swim England Equality and Diversity Policy

The organisation is committed to treating everyone equally regardless of their age, level of ability or disability, gender (including gender reassignment), marital and civil partnership status, pregnancy or maternity, race, religion or belief, sexual orientation or any other relevant characteristic.

The organisation will ensure that equality is incorporated in all aspects of its activities.

The organisation also seeks to fulfil Swim England's Equality and Diversity Policy objectives which state:

"Swim England and its subsidiaries are fully committed to the principles and practice of equality of opportunity in all its functions: as an employer, membership organisation, awarding body, in its training and development of teachers and coaches; involvement with officials and administrators; as an advisor to swimming pool designers and operators and as a facilitator of the aquatic disciplines by all its members. It is responsible for ensuring that no job applicant, employee, volunteer, member, service user or person within its jurisdiction (together 'Stakeholders') are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the 'Protected Characteristics under the Equality Act 2010') or any other irrelevant characteristic".

"Swim England considers the aquatic disciplines to provide 'sport for all'. They can and should be made accessible to everyone, to the greatest extent possible".

The organisation is committed to ensuring that everyone has the right to enjoy sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All members have a responsibility to challenge discriminatory behaviour and to promote equality of opportunity.

The organisation will deal with any incidents of discriminatory behaviour seriously, in accordance with the organisation's disciplinary procedures.

The full Swim England Equality and Diversity Policy along with further useful information can be found at **swimming.org/swimengland/equality-and-diversity/**.

Anti-Bullying Policy

Swim England is committed to providing a caring, friendly and safe environment for all our members so they can learn to swim or train in a relaxed and secure atmosphere. Bullying of any kind is unacceptable within our sports. If bullying does occur, all our members or parents/guardians should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **telling** organisation. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer, coach, teacher or another club officer.

Objectives of this policy

- All club members, coaches, teachers, officers of the club and parents/guardians should have an understanding of what bullying is.
- All club members, coaches, teachers, officers of the club and parents/guardians should know what the club policy is on bullying, and follow it when bullying is reported.
- As an organisation we take bullying seriously. Members and parents/guardians should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

What is bullying behaviour?

The Anti-Bullying Alliance defines bullying as "the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace".

Bullying can include:

Verbal: name calling, persistent teasing, mocking, taunting and threats.

Physical: any degree of physical violence including hitting, kicking and pushing. Intimidating behaviour, theft or the intentional damage of possessions.

Emotional: excluding, tormenting, ridiculing, humiliation, setting people up and spreading rumours.

Cyber: the misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.

Why are children bullied?

Children are most commonly bullied because of a real or perceived "difference". This difference can be anything but could be attributed to:

Racist: bullying based on ethnicity, skin colour, and language, religious or cultural practices.

Homophobic and transphobic: bullying based on sexuality or gender identity.

Disablist: bullying children who have special educational needs and disabilities.

Sexual: unwelcome sexual advances, comments that intended to cause offence, humiliation or intimidation.

Discriminative: Bullying based on any perceived weakness or difference. This could be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment, disability or ability. It could also be factors surrounding the way someone looks or the clothes they wear, their family and social situation, hobbies and interests.

Signs and indicators

A child may not always ask for help or tell you their concerns. There may be signs or behaviours that indicate they may be being bullied.

Adults should be aware of these signs and be prepared to investigate if a child is:

- Unwilling to go to club sessions.
- Becomes withdrawn, anxious, or lacking in confidence.
- Feels ill before or during training sessions or feigns sickness.
- Starts to drop in their level of training or competition.
- Doesn't want to travel with the club or attend club events.
- Comes home with clothing torn or training equipment damaged.
- Has possessions that go "missing".
- Has unexplained cuts and bruises.
- Asks for money or starts stealing money (to pay the bully).
- Is frightened to say what is wrong.
- Becomes aggressive, disruptive or unreasonable.
- Starts stammering.
- Cries themselves to sleep or has nightmares.
- Is bullying other children or siblings.
- Stops eating or poor appetite.
- Attempts or threatens suicide or runs away.
- Gives improbable excuses for any of the above.

This list is not exhaustive and could indicate other problems, but bullying should be considered a possibility and should be investigated.

Why is it important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying others need to learn different ways of behaving.

Most bullying incidents are not crimes. But some types of bullying are illegal and should be reported to the police. This includes bullying that involves violence, assault and theft; harassment or intimidation over a period of time including calling someone names or threatening them, making abusive phone calls and sending abusive emails or text messages (one incident is not normally enough to get a conviction); and anything involving hate crimes.

All Swim England affiliated organisations have a responsibility to respond promptly and effectively to issues of bullying.

Procedures

- Report bullying incidents to the Club Welfare Officer, coach, teacher or other officer at the club.
- The Club Welfare Officer should be informed if a report of bullying is received by another officer so that appropriate action is taken.

- The Club Welfare Officer will discuss the concerns with the Club Chair to decide whether the matter should be dealt with as an alleged breach of the club Code of Conduct (see pages 60-67) or whether the matter proceeds under the Anti-Bullying Policy.
- Advice can be sought at any time from the County or Regional Welfare Officer, Swim England Child Safeguarding Team or Swimline.
- If necessary and appropriate the police should be consulted.
- Parents/guardians should be informed and may be asked to come to a meeting to discuss the problem.
- Bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- If bullying is found appropriate action will be taken.
- Attempts will be made to help the bully to change their behaviour.
- If bullying is seen to continue despite best efforts to stop the behaviour the club may initiate disciplinary action under their club constitution.

Recommended club action

The Welfare Officer to be fully informed of any allegations involving bullying of a child or children at the club. The Welfare Officer to discuss the concerns with the Club Chair so a decision can be made as to whether it is appropriate for the club to deal with the situation as an alleged breach of the Code of Conduct or for the Welfare Officer to proceed with support from the club under the Anti-Bullying Policy. Agree who will lead the investigation, this will usually be the Welfare Officer but sometimes the children's coach or teacher may wish to take the lead with assistance from the Welfare Officer. This is sometimes a preferred option if the children are more familiar with their coach/teacher.

Remember advice can be sought from the County or Regional Welfare Officer or the Swim England Child Safeguarding Team at any time.

- Initially try to reconcile the parties by bringing them together. A genuine recognition of the effects of their behaviour and an apology may solve the situation.
- Ensure that parents/guardians are made aware of the concerns and the proposed club action of reconciliation as described above.
- Record the outcome of the reconciliation attempt and advise the parents/guardians of that outcome.

If reconciliation fails, is deemed inappropriate in the situation or parents/guardians don't agree to a reconciliation attempt then:

1. Set up a panel of three, this would normally be led by the Welfare Officer alongside either the Club Secretary, Chairman, committee member or coach/teacher.
2. The panel to meet with the child and their parent/guardian alleging the bullying. Allow the child to explain in their own words what has been happening so that full details of the allegation are known. The panel will need to know when and where this has been happening, by whom and whether they think anyone witnessed the behaviour.
3. Some children may not feel comfortable talking to the panel even with the support of their parent/guardian so the child should be allowed to give a written account in their own words. The child's parent/guardian to then provide this account to the panel.
4. If there were any witnesses the same panel to speak to them to determine what they saw and any other information they have. If the witness is a child the panel to make that contact via the parent/guardian. The advice at point 3 to be followed if required.

5 The panel to meet with the alleged bully and their parent/guardian to put the allegation to them and allow them the opportunity to respond to the allegation in their own words. The advice at point 3 to be followed if required.

6 If the bullying is admitted then the panel can make decisions immediately on appropriate actions.

7 If the bullying is denied the panel will need to consider and form a view on what is alleged on the balance of probabilities. This view will be formed on all the available information gained by the panel from all sides, previous concerns and knowledge of the parties involved.

8 At all stages minutes should be taken for clarity and agreed by all as a true account.

Potential club actions if bullying is found

- An apology from the bully and an agreement on future behaviour.
- A formal behaviour contract and ongoing monitoring to prevent repeated bullying.
- Disciplinary action such as a written warning, temporary suspension or permanent exclusion.
- Ensure all actions are recorded and that all parties are kept informed on what is happening and the outcomes.

Prevention

Everybody within the club has a responsibility to work together to stop bullying. It is mandatory for all Swim England clubs to have a written constitution and adhere to the Swim England Code of Ethics and accompanying Codes of Conduct. Wavepower provides Code of Conduct templates for clubs to use and adapt. We would recommend all club members sign a copy of the Code of Conduct when they join a club so they are aware and understand acceptable standards of behaviour.

Clubs should promote and implement the Codes of Conduct and Anti-Bullying Policy. Many organisations have free resources that clubs can access to help raise awareness and some useful links have been provided at the end of this policy for clubs to use.

We would urge clubs to encourage and facilitate children at the club playing an active part in developing and adapting the Code of Conduct for members.

Some clubs have a representative group of children, youth forums, club captains and young leaders that could assist the club in this role. Their views, feedback and input can help clubs put in place a Code of Conduct that is relevant to the age group and promotes positive relationships within the club and prevents bullying behaviour.

Some clubs through their youth forums, club captains, young leaders or other such groups promote a "buddy" system. This is where young people in the club act as a "buddy" to another child to help them feel supported, promote friendship and to help that child have a greater sense of belonging within the club. "Buddies" can be really helpful for children joining a club as well as for children who have had issues or struggle to interact and make friends.

Cyberbullying

Behaviour that is classed as cyberbullying can include:

- Abusive comments, rumours, gossip and threats over the internet or using other digital communications. This includes "trolling".
- Sharing pictures, videos or personal information without consent and with the intent to cause harm and/or humiliation.

- Hacking into someone's email, phone, or online profiles to extract and share personal information, or to send abusive or inappropriate content while posing as that person.
- Creating specific websites that negatively target an individual or a group.
- Blackmail or pressuring someone to do something online they do not want to do.

Some cyberbullying activities could be criminal offences under a range of different laws, including the Malicious Communications Act 1988 and the Protection from Harassment Act 1997.

Whilst our clubs and organisations can commit to ensure that club websites and club social networking sites are being used appropriately and deal with any bullying behaviour on these platforms it becomes more challenging when behaviour being reported is happening outside the environment of the club.

State Schools have powers under the Education Act 2002 to intervene in bullying incidents outside of the school grounds including on home to school transport, in the community and online. The same power does not extend to Swim England or our affiliated organisations to be able to investigate children allegedly using their personal social media sites to cyberbully or use their personal social media inappropriately towards others.

If children involved in alleged cyberbullying are members of the same club, parents/guardians can be assured that the club will ensure that behaviour within the club environment remains in accordance with the Code of Conduct and should any bullying behaviour be reported during club time then any necessary action will be taken.

Practical steps parents and guardians can take

- Many incidents of cyberbullying allow those experiencing it to keep evidence, for example, a screen shot, to show their parent/guardian or in serious cases the police.
- Make sure your child knows how to block anyone who posts hateful or abusive things. This can usually be found on the help or online safety area of the app or online service.
- Report anyone who is bullying your child to the platform that carried the offending comments, audio, image or video. Many online services and apps have a report now button that can be used.
- Advice can always be sought from the police.
- Refer parents/guardians to the links provided at the bottom of this policy where they can receive expert advice and guidance.

Further help can be found at:

Kidscape
kidscape.org.uk

Anti-Bullying Alliance
anti-bullyingalliance.org.uk

NSPCC Child Protection in Sport Unit
thecpsu.org.uk

Childline
childline.org.uk

Bullying UK
bullying.co.uk

Concerns regarding a young person self-harming

Swim England are grateful to the expertise of SelfharmUK, MIND and Dr Neil Martin in assisting with the following guidance.

What is self-harm?

Self-harm, also sometimes referred to as self-injury, is a term used to describe a wide range of behaviours where individuals intentionally hurt themselves; it is often seen as a physical response to an emotional pain. There are lots of different forms of self-harming. Some individuals may use the same method of self-harm all the time, whilst other individuals may use different ways at different times. Ways of self-harming can include but are not limited to:

- cutting
- rubbing/scraping the skin with sharp objects
- scratching, picking and pinching of skin
- biting yourself
- burning
- interfering with healing
- hair pulling (and then potentially hair eating)
- hitting objects, including punching and head banging
- abusing drugs and alcohol
- poisoning or overdosing
- eating disorders
- exercising excessively.

Who self-harms?

The World Health Organisation state one in five young people will self-harm by the age of 25. 13 per cent of young people have self-harmed by the time they sit their GCSEs.

The Good Childhood Report 2018 published by the Children's Society identified that of 11,000 14-year-olds surveyed, 16 per cent reported they had self-harmed in the last year. Based on these figures, nearly 110,000 children aged 14 may have self-harmed across the UK in the same 12 month period. This report also highlighted that girls are more than twice as likely to self-harm as boys, 22 per cent of girls, compared to 9 per cent of boys. Whilst the report suggests girls are more likely to self-harm, boys are more likely to engage in behaviours such as punching walls which isn't always recognised as self-harm.

Why does someone self-harm?

The trigger for someone to self-harm will be different for each individual. It can be used as a coping mechanism to deal with something that is either happening or has happened in the past, whilst for others, the reason may be less clear. Sometimes it may be a sign of an underlying mental health issue. There are many reasons why an individual may be self-harming, these could include but not limited to:

- being unhappy and/or experiencing low self esteem
- suffering from bullying or discrimination
- coming to terms with their sexual orientation
- having problems at school
- experiencing negative life events and family issues
- bereavement
- experiencing physical, sexual or emotional abuse or neglect
- undergoing other psychiatric and/or psychological factors.

Self-harm can be used as a way of punishing themselves for something they have done. It can also be used as a way to make the individual feel as though they are in control of something in their life.

The self-harm cycle

Self-harm is often used as a coping mechanism. The physical pain of self-harm might feel easier to deal with than the emotional pain that's behind it. When an individual self-harms, chemicals are released into the brain, which can become addictive, and provide the individual with a temporary relief. This relief is often short-lived and can very quickly be replaced by feelings of guilt and shame. The individual may be unable to deal with these emotions and therefore start the cycle over. This is how the cycle begins and can become the individual's "normal" way of dealing with their feelings.

Talking about self-harm

Whether someone tells you directly, or you suspect that an individual is self-harming, it can be extremely difficult to know what to say and how best to approach the situation.

- Try not to panic or overreact. The way you respond will have an impact on how much they open up to you now and in the future.
- Try to be non-judgemental.
- Let the individual know you are there for them.

It can be difficult for sufferers because they may feel scared, ashamed, think they will get in to trouble and may have difficulty in explaining to others how they feel and why they are self-harming. Parents/guardians of sufferers may equally find it difficult to talk about and deal with the emotions of what is happening to their child.

Support and guidance on how to deal with self-harm is available from the Swim England Child Safeguarding Team and in some cases a referral may be made to the Swim England Doctor under the Medical Protocol as required.

It is important to remember that club officers, coaching staff and the Swim England Child Safeguarding Team are not trained professionals in the field of self-harm and there is no expectation on individuals to provide counselling services to either the young person or their family. Self-harm is a highly complex area and requires appropriately qualified medical expertise to support the young person and their family.

Swim England Doctor and the Medical Protocol

In some cases the club may be concerned that a young person is unfit to be swimming due to the self-harm. In cases of this nature assistance can be sought from the Swim England Doctor under the Medical Protocol. Under this protocol the doctor can be asked to speak to the young person's doctor/consultant to discuss this further. The Swim England Doctor will require written consent from the parents/guardians of the young person concerned and the name and contact details of the medical professional charged with the young person's care. The Swim England Doctor may request further information from the parents/guardians or the club. Such requests will always be advised on a case-by-case basis.

Following this referral process the Swim England Doctor will be able to confirm, or otherwise, the fitness to swim and whether any additional support can be given by the club to enable the young person to continue in the sport. Swim England case history in this area shows that swimming is predominantly regarded as a very positive and enjoyable experience by the medical professionals

involved. In most cases medical advice has encouraged the continued involvement of the young person in the sport due to the positive impact it has.

What to do if you suspect someone is self-harming

If an individual has concerns, has noticed marks on an individual's body or has received a disclosure, it is important that these concerns are referred to the Welfare Officer and to the Swim England Child Safeguarding Team so appropriate advice can be provided.

In most cases the parents/guardians of the child would be informed of the concerns so the club can establish that the parents/guardians are aware and the young person is receiving appropriate professional support. Occasionally parents/guardians may be aware but don't know where to turn for help. Clubs can provide appropriate signposting to the professional help available as listed at the end of this guidance.

In cases where it is felt that the self-harm may be due to an issue at home and where it is felt that talking to the parents/guardians could make the situation worse for the young person concerned a referral can be made to Children's Social Care in order to take further advice.

In all cases the Swim England Child Safeguarding Team will support and provide guidance to any club or individual with a concern of this nature.

Who can help?

In most cases individuals may find help and support through their GP. The GP may refer the young person to specialist mental health services depending on availability. The GP may refer the young person to the Child and Adolescent Mental Health Services (CAMHS). CAMHS provide specialist NHS children and young people's mental health services. Referrals to CAMHS can also be accessed through the young person's school. If the family is receiving support through the Local Authority Children's Social Care Team they may also be able to access CAMHS through their family worker.

Help can also be accessed through private clinical psychologists and psychotherapists who may offer specialist support but these can be costly and the families would need to ensure that the practitioner is recognised by a professional body.

In addition, there are a number of organisations that can provide advice and support and these are shown at the end of this guidance.

As mentioned, discovering that someone is self-harming and supporting them can be extremely difficult and upsetting. Research suggests that children exposed to others' self-harm may be more likely to begin harming themselves, so it's important that siblings, friends and those around the individual self-harming receive support as much as the person affected.

Will the self-harm continue?

It is important to understand that self-harm may not stop when you approach a young person to discuss what you have seen or because they have felt able to tell you that they are self-harming. Some individuals will find self-harming addictive and some may become dependent on it. Telling somebody to stop is unlikely to work and could push the young person to self-harm secretively.

Recovery can often be a long process and professional support will often provide young people with the opportunity to talk about how they feel and to look at new ways of coping.

Organisations that support and provide advice on self-harm

This is not an exhaustive list, families can also speak to their GP and child's school to enquire about local advice and help services that may be available.

YoungMinds

YoungMinds is the UK's leading charity committed to improving the emotional wellbeing and mental health of children and young people. They have a parent/guardian helpline on:

0808 802 5544
youngminds.org.uk

SelfharmUK

SelfharmUK is a project dedicated to supporting young people impacted by self-harm, providing a safe space to talk, ask any questions and be honest about what's going on in your life. SelfharmUK is a registered UK charity that's been working to support young people aged 11 to 19.

selfharm.co.uk

Harmless

Harmless was established at the beginning of October 2007. It is a national voluntary organisation for people who self-harm, their friends, families and professionals.

harmless.org.uk

Childline

Childline is a private and confidential service for children and young people up to 19 years of age. Contact can be made with a Childline counsellor about anything. Calls are free on:

0800 1111
childline.org.uk/info-advice/your-feelings/self-harm

NSPCC

Calls can be made to the NSPCC Helpline on 0808 800 5000. Trained counsellors are used to dealing with the effects of self-harm and calls can be made anonymously.

0808 800 5000
nspcc.org.uk/keeping-children-safe/childrens-mental-health/self-harm

Kooth.com

Free online support for young people. Kooth is a service from Xenzone, leaders of online counselling.

kooth.com

Mind

Provide advice and support to empower anyone experiencing a mental health problem. They campaign to improve services, raise awareness and promote understanding.

0300 123 3393
(Monday-Friday, 9am-6pm)
mind.org.uk

Samaritans

Confidential support for people experiencing feelings of distress or despair.

116 123 (24-hour helpline)
samaritans.org.uk

NHS Information on Self-Harm

nhs.uk/conditions/self-harm

The links provided are owned and operated by third parties. These links are provided for your information only. Swim England has no control over the contents of any of the links and is not responsible for these links, content or availability.

Contextual Safeguarding

Contextual Safeguarding has been integrated into Working Together to Safeguard Children 2018 and Keeping Children Safe in Education.

It is an approach to understanding, and responding to, children's experiences of significant harm beyond their families. It recognises that the different relationships children form in their neighbourhoods, schools and online can feature violence and abuse. It requires all who work with children to have consideration for their needs in the wider non-family context and an understanding that environmental factors around children and their activities including sporting and communication are highly relevant to ensuring children are kept safe.

Children may be vulnerable to abuse or exploitation from within peer groups, those in a position of trust, or from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including direct or online abuse and sexual exploitation.

Within our sports we recognise there are certain environments or contexts where children may be vulnerable, and a need to ensure all members take action to prevent risk. In this context, specific risks are in changing rooms and villages, often with the use of cameras, phones and devices capable of taking/sending images, and from unmonitored direct communication with children, be it from their peers or those in a position of trust.

On that basis, the following policies should be adopted by all affiliated organisations, reducing the threat to the safety and welfare of children who may be subject to the same environmental/contextual factors.

Policies are split essentially between:

- changing room, images and photography
- online contact and communication with children.

Changing Room Policy

Swim England case records show that incidents of sexual assault and the taking of indecent (child abuse) images have occurred in changing rooms.

It is imperative all members of the organisation, including employees and volunteers, understand the individually harmful and legal consequences of a child being sexually assaulted, or having indecent images of them taken. We reinforce that such behaviour is illegal and will not be tolerated in any form. All such incidents should be acted on in accordance with specific guidance on pages 21-23.

Anyone (including other children) sexually assaulting others, or taking indecent images of children, including over/under adjoining cubicles, for example, renders themselves liable to arrest, prosecution and registration as a Sex Offender. (See Guidance on indecent images of children on pages 82-85.)

We strongly recommend that clubs engage locally with pool providers to create simple barrier systems, or make use of natural barriers between cubicles (e.g. lockers) to enable mixed "changing villages" to be used only as separate changing areas for either sex. Children of different sexes should change in separate areas, never in the same cubicle, or adjoining cubicles. This is likely to help prevent crimes involving covert use of cameras or phones. This is particularly applicable in squads comprising secondary school age children. The reinforcement of clear facility signage about mobile phones or devices being taken into changing rooms is also recommended.

Responsibility

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms. This does not mean that parents/guardians have no responsibility, but parents/guardians are often not in the pool complex at the time when children are swimming and training to exercise their duty of care. For this reason, clubs must be clear to parents/guardians under what circumstances they require parents/guardians to remain at the pool throughout a session. For example, children who require assistance with changing, or for those children with a disability who may require additional help that the club is unable to provide.

Responsibility during a club session

While a child is training or being taught, they remain under the responsibility and duty of care of the person who is teaching or coaching them at that time. If a member goes out of the pool area, the coach or teacher should be aware of this. If the child fails to return within a reasonable time, or appears to be upset upon leaving the poolside, the coach/teacher should request a suitable official to check on them. It is best practice for two persons to look for the member (the second person could be a senior member or a parent/guardian). See Missing Child Policy on page 100.

If a complaint is received about an incident that has occurred in the changing room between a member of the club and any other person, the club has a duty to act upon that concern as appropriate, following the guidance on pages 21-23. If the incident involved possible risk to children, it is advisable also to make pool management aware.

If the incident involves a person not associated with the club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing. Swim England continues its work with the Child Protection in Sport Unit (CPSU), Sport England, Swim England Facilities Team and commercial facility providers to encourage pool providers across the nation to separate the sexes of school-age children in mixed

changing villages. Clubs should check with facility providers to determine whether they have adopted Swim England policy in this area.

Information for parents/guardians regarding changing facilities

- Ensure that parents/guardians are made aware that changing facilities at venues may be shared by both club members and members of the general public.
- Ensure parents/guardians are made aware of the type of changing room in use, i.e. separate for male and female or mixed changing villages (and what segregation measures are in place).
- Ensure that the behaviour of members in changing rooms is part of the member's Code of Conduct and any behaviour contracts, where appropriate. Masters (adult) members should be encouraged to use their own area wherever possible, when changing at the same time as children. Where this is not possible adults are to be reminded to change in an appropriate fashion, and to be mindful that they are changing with children.
- Ensure parents/guardians are aware that they should not be alone in the changing room whilst children are changing, unless their child is of an age where help is required from parents/guardians or if the child requires additional specific assistance. This is generally at an age that is stipulated by the pool hirer, usually seven or eight years of age. In such circumstances, the parent/guardian must be the same gender as the child, unless the facility has family changing facilities or is a mixed changing village.
- When organising an event where other clubs or schools are involved, ensure that parents/guardians and competitors are advised (via the event information) whether or not the facilities are likely to be open to the general public at any time during the event.

Swim England does not advise that adults supervise changing facilities as that places them and the children at risk of harm and allegation. Clubs may however place an officer or appointed poolside helper on the outside of the doors in and out of the changing rooms to allow children to call for assistance if required. This approach has proved helpful to many clubs when children have reported incidents of bullying or general behaviour issues between members in the changing rooms.

Responsibility after a session is completed

The view of Swim England is that each affiliated club has a reasonable duty of care to their members, which extends to an awareness on the part of the club that their junior members have been collected, in so far as is possible, at the conclusion of a session, i.e. that a member is not left unsupervised if a parent/guardian is late. This has to be age appropriate, i.e. a 17-year-old is capable of getting themselves home, but a 12-year-old is not.

However, if a club uses changing rooms that are also accessible to non-club members for public swimming lanes, it would be extreme to expect a club to search the changing areas in case a junior club member was there. Best practice would be for a club to make all junior members and their parents/guardians aware that if children are not collected by a parent/guardian, then they should make that known to the Welfare Officer, coach or whoever the club deems to be appropriate, and for the nominated individual to ensure that the member is supervised appropriately until a parent/guardian arrives or they communicate alternative arrangements.

If a parent/guardian fails to collect a child, the club should follow the procedure outlined in the Swim England Late Collection of Children Policy on page 101.

If a child's whereabouts cannot be accounted for, while under a club activity, then members should invoke the Missing Child Policy (page 100).

Guidance on indecent/child abuse images of children

Risks

Some children have tried and succeeded in taking images (video and still photographs) of other children in the process of changing, in changing villages or under/over changing cubicles. Some children, only known to each other through the sport have shared these indecent images with others. Indecent is not defined in legislation but can include an image of a child in a state of undress in the changing room.

These images can be used to isolate and embarrass a child amongst their peer groups, exploit them and in serious cases make demands of children to carry out acts against their wishes. Any use of these child abuse images, or indeed the threat of such, can have devastating consequences for any child. It can significantly affect the mental health and social interactions of children, including trust amongst a peer group. Once the image is in the public domain, it is difficult to control, to know who has seen it and what they have done with it. This can lead to feelings of paranoia and isolation at a time when teenagers in particular need to build up their self-esteem during a crucial stage of their development. The risks to victims, bystanders and perpetrators are different but all three contain a degree of risk that can leave a child in a vulnerable state and can significantly affect their future. It is vital that children understand the legal implications and the impact on others.

Swim England's evidence is consistent with earlier NSPCC research that girls are more adversely affected by the risks than boys – it is not a gender neutral practice.

Criminal Acts

Under the Protection of Children Act 1978 and Criminal Justice Act 1988 it is a criminal offence to take, make, distribute (send), upload and/or possess any indecent image of a child (including those taken/possessed by other under 18-year-olds). It is also an offence to request a child to take, make, distribute or upload such an image, or encourage another to commit an offence.

"Making" includes opening, accessing, downloading and storing online content. "Sharing" includes sending on an email, offering on a file share platform, uploading to a site that other people can access and possession with a view to distribute the image(s).

Under Section 67 of the Sexual Offences Act 2003 an offence of "voyeurism" is committed if a person for the purposes of their sexual gratification observes or films another without their consent.

Under the Malicious Communications Act 1988 it is an offence to send a message which is threatening, indecent, grossly offensive or false with intent to cause distress or anxiety.

Under the Voyeurism (Offences) Act 2019 the offence of "upskirting" refers to an individual whom without consent operates equipment or records an image beneath a person's clothing to observe their genitalia or buttocks, whether covered or uncovered by underwear garments.

The National Police Chiefs' Council (NPCC) does not support prosecutions of children for taking indecent images of themselves due to the detrimental effect this can have on them especially if they are convicted. The label sex offender would be applied to a child convicted of such offences and could be detrimental to their future heath, wellbeing and affect their future employment. The NPCC position differs if a child takes indecent images of others.

Types of criminal acts and course of action

All use of images as detailed above are criminal offences, and, if deemed to be an **"experimental"** act, then Children's Social Care, the Multi Agency Safeguarding Hub (MASH) Team and Swim England Child Safeguarding Team should be advised. If the act is deemed to be **"aggravated"** then it must be reported to the police, Children's Social Care and Swim England Child Safeguarding Team.

Experimental

If the concern relates to a member of the organisation aged 13 or above who has voluntarily (with no suggestion of coercion/exploitation/threats, etc.) taken an indecent image of themselves, and then shared this with another individual they are in a relationship with, we will determine whether the act may be seen as experimental (e.g. for teenagers within a relationship this might not be seen as unusual behaviour).

In this case, parents/guardians should be informed that Swim England will not be referring the concern direct to police (in line with Child Exploitation and Online Protection Command (CEOP)/NPCC guidance), but will refer the matter to the relevant Children's Social Care or the MASH Team, for assessment by them. This may be done without parental consent (for example, if it is a criminal offence which may lead to significant harm). This is to ensure that the professionals involved can make a suitable decision around supporting and guiding each child, based on any background information which will not be known to Swim England and to help parents/guardians manage that behaviour. Where both parties (sender/recipient) are at the same organisation, the Welfare Officers and other staff can also work with parents/guardians to monitor the children's behaviour, to prevent recurrence, in the environment of the organisation.

The **request** to send an indecent image (child abuse image) is also an offence. If, however, a child aged 13 or over asks another child of the same age within a relationship context for such an image, without any of the following aggravating factors, then the matter will be referred in accordance with the previous paragraph.

Aggravated

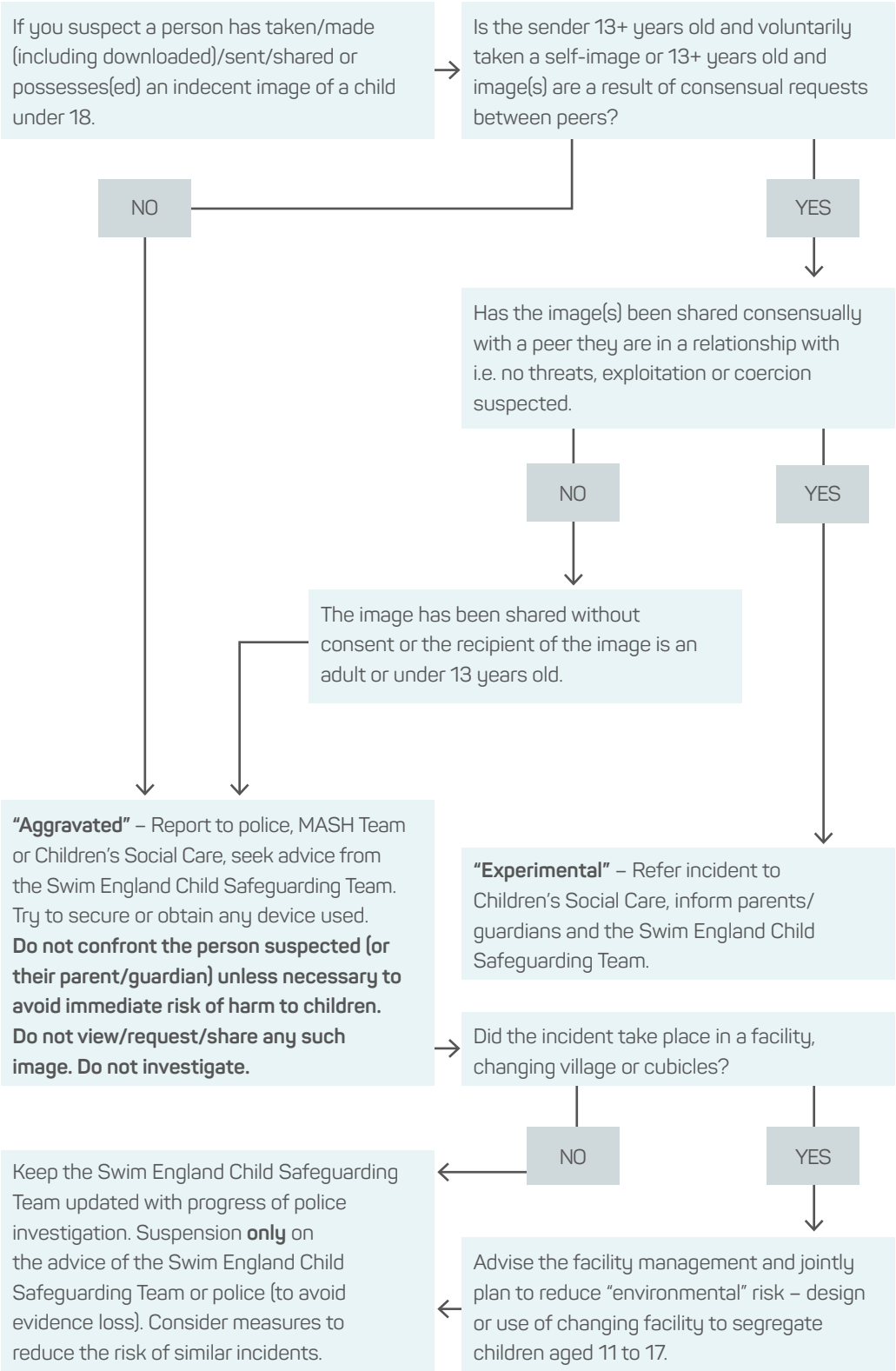
This term may be applied to any other situation not detailed above, such as incidents which include adult involvement and abusive or criminal behaviour by under 18s such as sexual abuse, extortion, threats or malicious conduct arising from personal conflicts. **It also includes the creation, showing or sharing of images without the knowledge, or against the will, of the individual who is pictured (e.g. taking images under/over cubicles).**

Aggravating factors to be considered also include:

- The age of the child (or children) involved.
- The circulation of images to peers, or with others they are not in a relationship with.
- The coercion or exploitation of a child by the use of rewards or threats to send/share the image.
- The number of "victims" or repeat behaviour by any party.
- The wording or language which accompanies the image.
- The explicit or depraved nature of images beyond "the norm".
- Any other background information that may increase the risk of harm.

A **request** for an image under any of these circumstances can also be considered to be an **aggravated** act. In the case of an aggravated incident, the matter will be referred to police and the MASH Team or Children's Social Care, by Welfare Officers or the Swim England Child Safeguarding Team, according to local arrangement.

Indecent/child abuse images



Action to be taken by the club

Safeguarding children is paramount, if there is a strong suspicion that a device may contain an indecent image of a child then we recommend:

Do not directly confront/inform the person who is suspected of taking/possessing an image, or, if a child, their parent/guardian without seeking advice. The exception is if a child may be at risk of immediate harm, and confronting/informing the person would reduce that risk.

Where the device is available, retain and secure the device, and follow the reporting procedures on pages 21-23. This includes reporting the act immediately to the police, if necessary, in order to secure evidence and/or protect a child from harm. You should also inform the Welfare Officer or Swim England Child Safeguarding Team.

Never view, or show the image to another unless there is a clear reason to do so (e.g. police request), or send, print, share, move or save the image anywhere, or allow a child to view, send or share the image. Such action may amount to a criminal offence.

If, for example, a child denies they have any such image on their device or refuses to hand over the device and you are confronting them shortly after the incident has allegedly taken place, they can be asked to produce the device ideally with two appropriate adults present. It is vital they do not get the opportunity to delete any images or data themselves.

Where the device is not available, or where an incident comes to light after the event, then an immediate referral should be made to the Welfare Officer and Swim England Child Safeguarding Team. If the incident takes place "out of hours", and there are concerns that the image has been, or will be shared, you should contact the police.

Keep any information limited to those who "need to know". Advise the Leisure Centre Duty Manager of the incident (if appropriate), if you are still at the location and the concern falls under the "aggravated" category above, you should contact the police.

Please note, a "device" can include mobile phones, tablets, laptops, desktop computers, any type of camera or video camera, or any type of technology capable of taking, sharing or storing images or video footage.

Please remember that it is not the responsibility of members of the organisation to make decisions about the seriousness of the matter, nor to investigate this crime.

Prevention of incidents

There are several ways that an organisation can work to reduce the risk of an incident occurring, as detailed above and in the Changing Room Policy on pages 80-81.

The basis of this being clubs should try to segregate between children that are most likely to be at risk of offending; statistically teenage squads using village changing facilities, where use of devices cannot be monitored or easily observed.

Organisations will find excellent resources from the National Crime Agency's Child Exploitation and Online Protection Command (CEOP) (formerly the Child Exploitation and Online Protection Centre) and the NSPCC Share Aware Campaign. Further advice and club presentations can be sought from Swim England Child Safeguarding Team.

Further guidance is referenced at **gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people**.

Swim England Photography Guidance

This guidance applies to all images and videos, which are not suspected of falling under the guidance on indecent/child abuse images of children, taken on any type of camera or recording device (including mobile/smart phones). It applies to all training sessions, activities and events run by a Swim England affiliated organisation.

It should be acknowledged that although the majority of images taken are appropriate and in good faith, images can be misused and children can be put at risk if common sense procedures are not observed.

Aims

This guidance aims to help organisations avoid three often unintended and unforeseen potential sources of child abuse:

- The use, adaptation, sharing or copying of images for child abuse purposes, either electronically or in print.
- The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being "groomed".
- The identification and locating of children where there are safeguarding concerns; such cases would include, for example, children who could be compromised by an image because:
  1. They have been removed from their family for their own safety.
  2. There are restrictions on their contact with one parent/guardian following a parental separation.
  3. They are a witness in criminal proceedings.

Recommended best practice

The publishing of a photograph of a member under 18, either on a noticeboard or in a published article or video recording (including video streaming) of a competition ("publication") should only be done with parental consent and in line with Swim England guidelines.

A parent or guardian has a right to refuse to have their child photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a competition. Therefore, any photo that may go to press or on a noticeboard, be it through a member of the organisation or an official photographer, should receive parental consent before being published or displayed, preferably in writing. A suggested template allowing parents/guardians to indicate refusal of consent is provided online.

In the case of any event or competition where the host organisation has an official photographer, or for example intends to stream the event or competition online, all parents/guardians or members who are attending should be made aware of this in the event details. If photos are to be published anywhere, each individual parent/guardian should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

Swim England guidelines state that all photographs for publication must observe generally accepted standards of decency, particularly:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should be above the waist only in a swimming costume. Full length shots are permitted if the children are fully clothed.

- Photographs should not be taken from behind the starting blocks or that show children climbing in and out of the pool.

Published photographs may identify the individual by name and organisation but should not state the member's place of residence or school attended. Swim England does not wish to stop parents/guardians photographing their child if they wish, but all organisations must ensure they do all they can to safeguard every child's wellbeing, helping parents/guardians understand why they should refrain from including other individual children in such shots.

The official photographer

In some cases, the organisation will ask a member or officer to act as an official photographer for an event and in some cases they may employ a specialist photographer. Their role is to take appropriate photos that celebrate and promote one of our sports. When taking any image, they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals, if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of children participating in one of our sports.
- Organisations should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training and information on the organisation's child safeguarding policies and procedures.
- The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, from the organisation at an early stage.
- The organisation should provide them with a copy of this guidance and a clear brief about what is appropriate in terms of content.
- Images should not be allowed to be taken outside the activity being covered.
- The organisation should determine who will hold the images recorded and what is to be done with them after they have served their purpose.

Guidance on filming children during training sessions

Filming during training sessions is not recommended unless there is a legitimate need or purpose for the filming. For example wishing to film children to assist in their stroke technique.

If there is a legitimate need or purpose parents/guardians must be provided with full information such as when the filming is proposed, its purpose, who is filming, how the film will be used or published and an agreement on what will happen once the film has served its purpose. This allows parents/guardians to provide informed consent or otherwise. Written consent to the filming should be requested from the parents/guardians. Invite parents/guardians to be present at the filming; if this is impractical allow them to view the film before publication.

Mobile/smart phones

Members must be made aware that while Swim England does not support the banning of phones, as children may need them to keep in touch with parents/guardians, particularly in emergencies, we do support the requirement that phones should emit a "noticeable sound" if the camera facility is used.

Clubs should also remind members that any photos taken should fall within our guidelines and that if devices are taken into changing rooms, the facility to take photos must not be used. See Changing Room Policy on page 80.

It is vital that any suspected misuse of mobile/smart phone devices is reported in accordance with Wavepower guidance.

Should photographs or footage of children be posted on an organisation's website or social media platform?

It is recommended that photographs or footage of individual children should not be kept on an organisation's website or social media platform if the site is publically "open for the world to see", particularly images of a child with their name displayed, that could lead to that child being identified, approached and placed in a vulnerable position. The same could apply to printed materials such as an organisations' annual report or kit.

Many organisations have member only areas on their website or have privacy settings on social media platforms to allow and control access so that only members and their families can see the content.

It is recommended that children are not fully identified on such sites. Many organisations use just a first name, a surname or a nickname or simply just refer to the squad name. If an organisation wishes to publish a child's name this should only be done with the consent of the parent/guardian.

Parental consent may be withdrawn at any time and the organisation should take all reasonable steps to respect the wishes of the parent/guardian.

Online contact and communication with children

When an adult communicates with children they must do so in an appropriate and safe manner whether that is in person, by phone or text, online or via a social networking/messaging website.

Wavepower provides guidance on how to react to a child if they disclose concerns or abuse to you in person. However, you may find a member uses other forms of communication to do so, even if you have followed Swim England guidance and not shared your phone, email address or social networking details with that person. Should that happen, we do not want you to stop that communication, but you should advise the Welfare Officer of the contact immediately and follow the guidance in Wavepower as to how to deal with any disclosure or concern raised.

Generally speaking, if you do not share your contact information with members, they will not find your phone number, email or social network site details. However, if this should happen and they are not disclosing concerns as outlined above, it is important you make them aware that you will not be communicating with them on this medium and inform the Welfare Officer immediately. The Welfare Officer will take action as required, ensuring contact by the member is not repeated.

Electronic messaging

Mobile phones, text messaging, email and other forms of electronic communication have become a regular feature of the sporting landscape and there is a need to define what is and what is not permissible when communication is required between adults and children.

Peers and those in a position of trust

The purpose of this guidance is to provide a recommendation of best practice, maintaining a professional standard for swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming teachers, coaches and those in a position of trust regarding:

- The use of mobile phones whilst having responsibility for the supervision and safety of children.
- Direct communication between coaches or teachers and children of the organisation via mobile phone, email and social media messaging.

The guidance on the use of social networking found on page 92 applies to phones as well as tablets, laptops, desktop computers or other applicable devices.

Phoning, texting, emailing or messaging a child

Coaches and teachers should not personally hold the mobile phone numbers or email addresses belonging to children. This includes apps such as WhatsApp where a child's number is displayed and visible to a group. This is particularly important where any coach/teacher may hold a position of trust over a child.

Coaches can hold the phone numbers and email addresses of members' parents/guardians with their consent, in order to get messages to members. It is then the responsibility of the parent/guardian to inform the child.

There are a number of team communication systems used by Swim England clubs (for example Team Unify), which allow a "non position of trust" administrator(s) to ensure messages to children are copied in to parents/guardians, or are openly visible on a team feed, which allows instant messaging. They also include "push notifications" for immediate attention of a recipient. Systems such as this can prevent direct messaging from a person in a position of trust, preventing suggestions of misconduct.

In limited circumstances, it may be necessary for coaches, team managers or chaperones to have mobile phone contact details of the members, e.g. at an away camp for safeguarding reasons. In such circumstances, the individual holding the contact details must be Disclosure and Barring Service (DBS) checked, have undertaken appropriate safeguarding training and have the consent of each member's parent/guardian to temporarily hold that information for the purpose of the event. The members' phone numbers should then be deleted after the event.

Organisations and/or coaches may wish to have the ability to contact members on a group basis. This may be required in order to inform members of changes to training or lesson times, for example. It is recommended that organisations develop a secure page on their website, or similar system for this purpose, which is open for members to view and is accessible through a variety of devices such as mobile phones, tablets and laptops. This page could be accessed by either the member themselves, or by their parent/guardian if preferred, as no direct one-to-one contact is available to individual members.

Coaches of elite athletes under 18 but over 16 may, with the consent of the athlete's parent/guardian, use text messaging or email to communicate with the athlete for training and competition purposes only. It is recommended that such communications are also copied to a parent/guardian to safeguard the member and the coach, or a system as described above is used.

Apps or social media messaging which are not capable of storing messages, such as Snapchat is NOT recommended in order to communicate with children, as they have limited safety functionality. Nor indeed are platforms that reveal children's numbers and online identities such as WhatsApp and Instagram.

Those adults not in a position of trust with children

Chairs, Club Secretaries, Membership Secretaries or those involved in other administative roles are not deemed to be in a position of trust with children. As such, they generally have a lessened position of power and trust over a child, which is recognised under the DBS and Swim England's interpretation of a position of trust.

It is recognised that there may be a necessity for individuals performing these roles to contact children, and they are best advised to use a platform such as Team Unify on the basis that any messaging is unlikely to be urgent. A system is recommended where any messaging to under 16s is copied to parents/guardians, and for 16-17-year olds it is also copied to parents/guardians. There are other systems available.

If the 16/17-year-old also has a club or employment role, such as teacher or lifeguard, then best practice would be to ensure any message is also copied to another adult club member such as Club Secretary or Membership Secretary.

Use of a mobile phone by coaches and teachers

- Coaches and teachers should not take or make calls whilst supervising children in a teaching or training session. It is permissible for a coach to make or take a call during an event, providing they are not the sole supervisor of the members and are not actively engaged in supervising children at the time of the call.
- Coaches who have mobile phones with camera facilities must fulfil the obligations set out in Swim England Photography Guidance.
- Coaches and teachers should not be entering changing facilities with any mobile phone turned on.
- The publishing of a photograph of a member under 18 years should only be done with the parent's/guardian's consent and it should be noted that parents/guardians have the right to refuse to have their child photographed.

If a photograph is taken for publication, it should adhere to the guidance provided in Swim England Photography Guidance. Details that identify the individual in the photograph, such as full name, place of residence or school attended, should not be given alongside the photograph.

In the event of a member showing a teacher or coach a text message or image that is considered to be inappropriate for a child to have, the teacher/coach must advise the nominated person at the organisation, most likely the Welfare Officer.

Coaches aged 18 to 21

Swim England recognises that many young coaches aged 18 to 21 will have been members themselves before becoming a coach, and will be friends with their fellow members, some of whom will still be between the ages of 16 and 17. It is therefore plausible that they will have the personal contact details for those members. Swim England accepts it would be inappropriate to require young coaches to remove the details of those members from their contact lists.

Therefore, in such cases:

- If a coach aged 18 to 21 had phone and/or email details for members who were/are aged between 16 and 17 prior to undertaking the role of coach, Swim England does not expect them to remove those members from their contact list.
- However, the coach is advised to inform the Welfare Officer and the Head Coach.
- The Head Coach should make every effort to ensure the coach is not the primary coach for those children except on an occasional basis.

Guidance on the use of social networking

There is a growing awareness of the increasing communication between adults and children and indeed their peers on social networking sites. There are risks associated with these developments and Swim England has identified a number of issues that have led to both disciplinary and safeguarding concerns stemming from the improper or inappropriate use of such sites by its members.

Swim England recognises that the use of social networking sites such as Facebook, Twitter and Instagram, and instant messaging tools such as WhatsApp, TikTok and Snapchat, continue to grow rapidly and are increasingly being used as the communication tools of choice by children.

Increasingly, many sites provide a platform for uploading and viewing video clips, which with the latest cameras and mobile phones, becomes ever easier and can be instantaneous. More recent apps, such as Periscope, allow mobile phone users to stream content directly from their phones, bypassing some of the steps required in uploading videos to YouTube or to social networks such as Facebook.

Whilst the ever developing technologies provide exciting opportunities for our members, they are accompanied by dangers and negative consequences if abused by users.

It is important to note that misuse/abuse conducted on social media may result in a criminal investigation and members are encouraged to directly refer criminal activity to police. This also includes action between members while engaged in a Swim England activity and in those circumstances such action may also breach the Codes of Conduct or Codes of Ethics and result in disciplinary action.

If "out of sport" inappropriate social media activity emerges, members are encouraged to report this directly to the social media platform provider.

Guidance for coaches, teachers and other staff

As a coach, teacher or other employee or volunteer of the organisation, you should not be in contact with children through social networking sites if they are a member of the organisation you work for.

Should a child in your organisation request to become "friends" via your personal social networking site, you should decline if:

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

Social networks should never be used as a medium by which to abuse or criticise members or Swim England organisations and to do so may be in breach of Swim England Regulations.

The publishing of a photograph or video footage on any social networking site is governed by the same requirements as those contained in Swim England Photography Guidance on page 86.

Coaches, teachers and other staff who are under 18

Swim England recognises that social networking sites can be a useful tool for teachers, coaches and other staff within the organisation to share information with other teachers, coaches or staff. If, however, the teacher, coach or staff member is under the age of 16, while they may be a colleague, the requirements on page 92 under guidance for coaches, teachers and other staff must still be adhered to.

If the coach/teacher/staff member is aged 16 or 17, it is the view of Swim England that to restrict the ability to share professional information with them from other coaches, teachers or staff may be detrimental in their professional development of their role in Swim England.

Therefore, if a parent/guardian of a child in a position of responsibility and they themselves request to have contact with an adult member of staff for the purposes of sharing professional information relevant to their role, the organisation should:

- Gain written consent from the parent/guardian and young person to have such contact, naming the individual adult and social networking site concerned.
- Ensure the named adult signs an agreement to keep contact with the child to the discussion of matters relevant to the child's role in the club.
- Ensure all such communications are shared with an identified third person (e.g. the child's parent/guardian or Club Welfare Officer).
- Ensure that if the child or the adult is found to breach the above agreement, action must be taken by the club to address the concern and/or ensure that the breach is referred to Swim England or the statutory agencies if appropriate.

Coaches aged between 18 and 21

Swim England recognises that many young coaches aged between 18 and 21 will have been members themselves before becoming a coach and have been friends with their fellow members, some of whom will be between the ages of 16 and 17. It is therefore plausible they will have contact details for those members and be friends with them on social networking sites, and be able to communicate via other methods of electronic communication.

In this circumstance, Swim England accepts it would be inappropriate to require such friends to be removed from their social networking sites.

Therefore, in such cases:

- If a coach aged between 18 and 21 had friends on their social networking site that were/are members aged 16 or 17 prior to undertaking the role of coach, Swim England does not expect them to remove those members from their listed friends.
- In such circumstances the coach is advised to inform the Welfare Officer and Head Coach.
- The Head Coach should make every effort to ensure the coach is not the primary coach for those specified young persons except on an occasional basis.

Guidance to members of the organisation under the age of 18

- Do not ask your coach or teacher to be your friend on any social networking site – they will refuse as that would breach good practice.
- Use the internet positively and do not place yourself at risk. Have a look at **thinkuknow.co.uk** for some useful tips.
- Consider who you are inviting to be your friend and follow the good advice of the social networking sites to make sure you are talking to the person you believe you are talking to.
- Always remember that any communication, comments, photos and video clips posted on a social networking site may be shared with more people than you originally intended.
- Never share pictures of yourself or your friends that you wouldn't be happy for your family to see. Also, never post or send any photographs, videos or make comments that:
  - May be hurtful, untrue or upsetting or that you may regret sharing later on.
  - May be used by other people in a way you did not intend or want.
  - Other people may find inappropriate.
- Do not upload images of other members taking part in your organisation's training, activities or events as you may breach Swim England Photography Guidance on page 86. If you do wish to upload such content, you must first seek the advice and consent of your parents/guardians, the consent of the other child and their parents/guardians, and an officer of the organisation before taking any action. This will not prevent you having images of your friends from the organisation on your personal social networking site, as long as they were taken outside of the sporting arena. Even so, it is still a good idea to check that any person in the image, and their parents/guardians, are happy for you to upload the image.
- Always be aware that social networking websites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. The delivery of social networking content is instantaneous and this can sometimes result in users reacting in the "heat of the moment", and your content/comments may spread far from that of your own social network of friends. This is a major difference between the present and the past in which you would have written a letter which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say out loud to someone. To do so may breach Swim England Policy and the Code of Conduct.

Parents/guardians of members under the age of 18

There have been occasions where parents/guardians of members have used social networking sites to criticise or verbally abuse an organisation, its officers, officials, coaches, teachers, and/or members in an inappropriate and unacceptable manner. This has, in some cases, led the person who is the subject of the abuse to take action through statutory agencies or statutory legislation to address the comments made.

It is recommended that parents/guardians actively monitor their children's online activity, in line with Child Exploitation and Online Protection Command (CEOP) advice, which is proven to help prevent the risks of harm children may face online from peers and others they may know from a club environment.

Swim England has a parent's/guardian's Code of Conduct which can be found online. This includes expectations of behaviour in club activity online, and as a spectator at all training sessions, events and activities, in treating members, coaches, committee members and parents/guardians of other members of any of our sports' organisations, be that your child's organisation or not, with due respect.

Parents/guardians should be aware that posting any content on a social networking site that breaches the above requirements may breach the parent's/guardian's Code of Conduct.

Parents/guardians who work at the same organisation attended by their children

Many parents/guardians are becoming "friends" with their children on social networking profiles for security reasons, to ensure the wellbeing of their own child by being able to view their child's profile. This may then give the parent/guardian access to the profiles of other children listed as "friends" of their child. It would not be appropriate for Swim England to prevent a parent/guardian who is also an employee at the organisation where their child is a member from using this form of protection for their child's online activities.

Therefore, in such cases:

- The parent/guardian concerned should not have direct contact with members through the social networking website.
- Where the parent/guardian has access to their child's social networking website (i.e. knows the user name and password) they must not contact any other children under the pretence of being their child.
- The parent/guardian should not accept their child's friends as friends on their own social networking website.
- The parent/guardian should inform the Welfare Officer of this arrangement.

What to do if you have concerns

As a user of a social networking website, whether you are a child or an adult, you may have a concern about what you are seeing or being told by another user. Swim England has drawn up a list of agencies that you can contact, anonymously if you wish, where you can raise such concerns.

O2 and NSPCC Online Safety website
o2.co.uk/help/nspcc

NSPCC Share Aware Resources
nspcc.org.uk/keeping-children-safe/online-safety

Childline
childline.org.uk/get-involved/childline-social-media

Child Exploitation and Online Protection Command
ceop.police.uk/safety-centre

Thinkuknow
thinkuknow.co.uk

Our Safety Centre
oursafetycentre.co.uk

NSPCC Child Protection in Sport Unit
thecpsu.org.uk/help-advice/topics/online-safety

Internet matters
internetmatters.org

Childnet International
childnet.com

HM Government advice on keeping children safe online
www.gov.uk/government/publications/child-safety-online-a-practical-guide-for-parents-and-carers/child-safety-online-a-practical-guide-for-parents-and-carers-whose-children-are-using-social-media

Guidance on lane sharing between adults and children

Swimming is a physical sport and like many physical activities there are inherent risks in taking part. Swim England is committed to ensuring that any risks to all participants are kept to an absolute minimum.

Swim England recognise that children and adults may train together if they are of a similar standard. However, it is necessary to consider the implications of children and adults sharing lanes in order to safeguard children in our sports.

Unfortunately, whilst incidents within training sessions are rare, Swim England has identified some problems arising from training activities and warm ups where adults and children swim in the same lane. This includes allegations of sexual and physical assault, both intentional and accidental. Such situations have caused considerable concern and distress for the children and sometimes also for the adults involved. Swim England has a duty of care to all Swim England members alongside a duty to safeguard members under the age of 18.

Clubs may believe that the best solution would be to have adults training separately to children. However, Swim England recognise that, in some situations, it is neither appropriate nor possible for swimmers of different ages to train separately. This could include the development need of older children to train alongside adults, where training together can greatly enhance the experience for both parties, or at times where lane availability is limited. We recognise that an increase of participants in masters swimming creates added pressure on pool availability.

Safeguarding can even be made more effective by allowing an appropriate mix of masters swimmers and older children, which can actively prevent bullying and sexual advances between older children themselves. Co-training can also aid the vital transition between juniors and masters swimming. Swim England considers that in such situations, club officers and coaches must consider the risk involved and put procedures in place to ensure training activities are organised and concluded in as safe an environment as possible, minimising both the health and safety risks and any child welfare risks that these situations may pose.

When lane sharing between children and adults is unavoidable, coaches and clubs are required to conduct a thorough risk assessment. Particular attention should be given to the mix of swimmers in each lane and the following factors should be taken into consideration:

- Suitability of lane supervision at club sessions involving under 18s.
- The ages and sex of the swimmers.
- The relative sizes and abilities of the swimmers.
- The swimmers' lane discipline and precision of strokes.
- Any lane etiquette guides e.g. overtaking.
- The presence of lifeguards.
- The width of each training lane.
- The number of swimmers in each lane.
- Whether the session is open to spectators.
- Whether they have ensured that the club has an identified and publicised process by which concerns can be raised with an identified child Welfare Officer.

The list on page 96 is not exhaustive but is intended to provide clubs with a starting point for evaluating the risks to swimmers, and highlights certain factors they should be considering to ensure their training sessions are incident free.

Swim England's statement on adults and children sharing lanes in training

Swim England suggests that training sessions with both children and adults should not automatically be ruled out.

Swim England recognises that children and adults may train together in the same lane if they are of a like standard and physical size, but additional consideration to child safeguarding must be undertaken by the club.

Where separate lanes are impractical, it is vital that the club adopts a critical appraisal of the swimmers in the water and completes a careful risk assessment to ensure that the sessions are incident free.

During competition warm ups that involve both children and adult swimmers, promoters should consider providing opportunities for groups of different abilities and physical sizes, or masters groups, to warm up at different times, or within separate lanes.

For clarity, masters who are training with younger swimmers do not require a Disclosure and Barring Service (DBS) check, unless they are also taking part in an eligible role (see DBS guidance on pages 47-52). When using changing facilities together please refer to the advice provided in the Changing Room Policy on page 80.

Guidance for children and adults training and competing together in water polo

Swim England recognise that during water polo training sessions and competitions, it is likely that children and adults, male and female players, may take part in activities together. For this reason, specific guidance below has been collaboratively developed by the Independent Child Protection Officer (ICPO), the Swim England Safeguarding and Legal Department and advisors with water polo experience to assist in maintaining proper safeguarding for all Swim England members.

Often, senior water polo players will teach the junior players how to deal with certain situations in the sport. This is a commonly accepted way of passing on knowledge and skills. The junior players benefit from this approach as they learn from the older players, and their skills improve due to the experience of training at a higher level. The training of adults and children in the same session can be seen as contrary to child safeguarding recommendations. It is therefore necessary to have good practice guidelines in place to both prevent and deal with any concerns that arise.

It is also acknowledged that water polo is a contact sport and, as such, not all risks can be removed in terms of physical contact or allegations. However, best practice can minimise the risks and ensure the sport is safe for all.

In training sessions, games and competitions referees or those responsible for the water polo activity must report any violent or sexual behaviour towards a child, deemed to be a potential criminal assault, outside of the rules governing the sport to police. They should advise the Child Safeguarding Team of the incident using the Swim England referral form as soon as possible.

Those responsible for the water polo activity must take appropriate, proportionate and necessary action at the time to prevent a risk of significant harm to any child. For the purposes of this guidance, junior players are aged under 18 and senior players are aged over 18.

Training sessions

- All teachers, coaches, referees and chaperones should be Disclosure and Barring Service (DBS) checked in line with the guidance provided in Wavepower.
- Any senior player who has water-based contact with any junior player should also be DBS checked if they are acting in a coaching capacity. Advice on what constitutes a coaching capacity, based on how often that role is fulfilled, can be obtained from the DBS guidance on pages 47-52.
- In all sessions where junior and senior players are training together, it is best practice to minimise risk to have a chaperone on poolside, whose only duty is to ensure the safety of the junior players by providing extra supervision. This person(s) should not have any other duties. They should not have any direct access to the junior players and should report any concerns to the coach. Smaller clubs must have a lifeguard able to fulfil this function if no other solution is available.
- The coach is responsible for ensuring all sessions are planned and well organised.
- In all sessions where male and female players train together, it is best practice to minimise risk to have a chaperone on poolside as described above.

- Junior players and senior players should not train together when there is a substantial age difference, unless the situation is unavoidable due to time, space, competition rules which cover the situation and/or acceptable training practices. If they do train together, the coach must be aware of the heightened risks and should address those risks accordingly.
- The session should be appropriate for the ages and abilities of all participants.
- All coaches, junior and senior players must be made aware of, and adhere to, the Codes of Conduct in training at all times.
- During sessions, the coach may add to or vary the standard rules of a game for the purposes of training, to benefit all participants or to meet a duty of care.
- The coach should make appropriate considerations when planning drills to ensure minimum contact between junior and senior players. If possible, all contact drills should be undertaken by same gender juniors with seniors completing the drills separately.

Games and competitions

- The coach has a duty of care to take all factors into account when selecting a team, including, but not exclusively, the age, gender, physical capability and skills of all players in the team and of the opposition's team.
- Where junior males and females play together the coach must be aware of the heightened risk that this may present. To minimise any risk it would be best practice to have a chaperone on poolside whose only duty is to ensure the safety of the junior players by providing extra supervision.
- Junior players should not play competitively with senior players when there is a substantial age difference between them, unless the situation is unavoidable due to time, space or competition rules which cover the situation. If they do play together, the coach must be aware of the heightened risks and address those risks accordingly.
- The rules of water polo should be strictly adhered to when seniors and juniors play competitive matches together.
- If a referee has concerns about a junior player's ability to compete, these should be raised with team managers and coaches prior to the start of the game. Referees should be aware of their duty of care to each junior player, e.g. if a player is significantly younger and/or smaller than the remaining squad members, that may leave them open to unacceptable risk.
- Referees should be aware of best practice in that they are in total charge of any game and that they have a duty of care to the players in their charge.
- Referees and coaches should not tolerate any inappropriate activities between players.

Missing Child Policy

It is hoped that no child will ever go missing from a sport activity. If they do, remember most children are found within a few minutes of their disappearance. This policy should be followed if any child leaves a training session where the coach, teacher or those responsible for the activity do not know their location during the times the session is due to have run and where it is not confirmed that their parent or guardian is aware of their location.

If a child for whom your organisation has responsibility goes missing, the following actions should be taken.

- Ensure other young people are looked after appropriately while you organise a search for the missing young person.
- Inform the young person's parents/guardians if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them that you are doing all you can to locate their child, asking for any information they may have.
- Either the parent/guardian or the club should try and contact the child on their mobile phone.
- Divide up available responsible adults to search specific areas. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing, including changing rooms, toilets, public and private areas and the facility's grounds.
- Request that all those searching report back to you or to a nominated adult at a specific location and time. Record who searched which areas.
- This nominated person should also be making a note of the events, including a physical description of the young person including approximate height, build, eye colour, hair colour and style as well as the colour, brand and type of clothing they were wearing, and where they were last seen, as this will be required by the police.
- If the search is unsuccessful you should then report the concern to the police.

A report should go to the police no later than 30 minutes after the child's disappearance is noted, even if the search is not yet complete.

- The police may recommend further action to be taken before they get involved; you should follow any guidance they provide.
- If the police decide to act upon the concern, follow their guidance in respect of further actions to take, if any.
- At any stage of the investigation, if the young person is located, ensure that you inform all adults involved including the parents/guardians, searchers and police if by then they are already involved.
- Refer the concern as soon as possible to the Swim England Child Safeguarding Team.

Late Collection of Children Policy

Swim England understand that occasionally there are times when the late collection of children is unavoidable, parents/guardians may be delayed or unable to collect their child from training or after an event on time. Parents/guardians should inform the appropriate officer of the organisation if they are going to be delayed and come to an agreement with the club on the best appropriate action e.g. how long they are going to be or provide details of alternative arrangements for their child to be transported home.

If a parent/guardian arrives to collect a child and the officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs) the organisation should gain advice from the police or Children's Social Care.

Emergency procedures

In the event that a child has not been collected at the expected time and no contact has been made by the parent/guardian.

The organisation should:

1 Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.

2 If there is no answer from those contacts ask the child if they have contact numbers for any other family members who may be able to help.

3 If there is no reply or response from the above and after 20 minutes you are unable to contact anyone else the organisation can seek advice from police or Children's Social Care or Multi Agency Safeguarding Hub (MASH).

4 If following either points 2 or 3 the child has to be transported to a place of safety by an adult club officer or coach in an emergency situation it is recommended that two Disclosure and Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.

5 The officers must never leave a child alone, unless they are over 16 and parents/guardians have agreed with the club previously that their child can make their own way to and from training.

6 Until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers (ideally who hold a DBS check) or parents/guardians must remain with the child.

You should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle.
- Waiting with the child at the organisation on your own.
- Sending the child home with another person without permission.

Repeated incidents

Parents/guardians who repeatedly fail to collect a child on time or who have not arrived after a reasonable period of time, and have given no prior notice or informed the organisation that they are going to be delayed, may be failing in their duty of care to their child. The Welfare Officer and another officer should arrange to meet with the parent/guardian and discuss the matter. It may be that the parent/guardian can be assisted in arriving promptly. For example making arrangements with another parent/guardian.

If over the next few weeks there is no change, the Welfare Officer should either contact the Swim England Child Safeguarding Team, Children's Social Care or MASH Team for further advice.

Transport Policy

This advice should be read in conjunction with the NSPCC Child Protection in Sport Unit document "Safe sport events, activities and competitions" (2013).

Swim England recommends that getting to and from the organisation is agreed with parents/guardians when a child joins a club.

- Parents/guardians are responsible for ensuring appropriate transport arrangements to and from any training session or competitive event, except when the organisation is providing transport for the team.
- Arrangements made between parents/guardians to transport the children of other members are at the sole discretion of the parents/guardians concerned.
- The driver is responsible for ensuring that a child has and uses a seat belt. You should not use vehicles without seat belts or exceed the recommended number of passengers for the vehicle.

Swim England recognises that some children are capable of taking themselves home alone. Each situation should be assessed as they arise in an appropriate manner, and parental consent must be given. When considering if it is appropriate for a child to take themselves home on their own several factors should be considered by the parent/guardian and the organisation, for example how far they have to travel, are there any busy roads or unlit/dangerous routes.

The NSPCC provide useful guidance around assessing if a child is ready to do this which can be found at **learning.nspcc.org.uk/research-resources/leaflets/out-alone/**.

- It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for members to and/or from any training session, event or gala. If a child is not collected on time please refer to the Late Collection of Children Policy (page 101).
- When transport is provided by the organisation e.g. by minibus or coach, the organisation should ensure written consent is obtained by each parent/guardian.
- Contact details for the parents/guardians should be checked to make sure they are up to date.

Where the organisation has agreed to transport the team to an event, the team manager will provide parents/guardians with written details of:

- The type of transport being provided, e.g. coach, minibus, etc.
- The departure time and the expected time of arrival back.
- The venue for members to meet the coach, and if different, the venue from which they can be collected upon their return.
- The contact number of a nominated officer at the event for emergency use only.

Coaches and officers unrelated to a member under 18 years of age should not in non-emergency situations transport members alone in a car or other transport. In an emergency situation the child's welfare is paramount and where a failure to act may place them at risk of harm transporting a child may be necessary. In such an emergency situation it is recommended that two Disclosure and Barring Service (DBS) checked adults from the club transport the child. In all cases the child should be seated in the back seat.

If possible consent from parents/guardians should be obtained in advance.

Supervision of children when away from the organisation

Swim England organisations have a duty of care to safeguard children for whom they are responsible. This requires appropriate supervision when training at home and at away events. Some members may attend galas and meets on a regular basis, some of which will be a few hours, a day or events requiring overnight stays.

The NSPCC Child Protection in Sport Unit has produced "Safe sport events, activities and competitions". This document helps organisations to ensure they meet their safeguarding responsibilities for an event and take appropriate steps to promote the wellbeing of all participants and other children involved, including volunteers and officials.

It is recommended that organisations download this document, keep it with Wavepower and use it every time they are planning an event. The Child Protection in Sport Unit (CPSU) has also made the document available as an interactive planning tool on its website at: **thecpsu.org.uk/event-management/**.

In addition to the guidance below the requirements of the Safe Recruitment Policy (pages 44-46), Transport Policy (page 102) and the Codes of Conduct must be adhered to.

Trips away without an overnight stay

Regardless of whether an event is a league gala, county meet or a national competition it is important that the same level of care and safeguarding is made available to all members. If the event requires transport then organisations must follow the Transport Policy.

Some parents/guardians choose not to attend events even when they are at, or local to, the home organisation. It is best practice to collect the parents'/guardians' contact details and the member's medical form prior to the event, so should they be required quickly they are easily available to the event team staff. In addition ensure parents/guardians are aware of the names and an emergency contact for the event team who will have responsibility for the care of their child.

Parents/guardians who do attend may choose to leave the venue, it is therefore important to agree with parents/guardians that they should:

- Inform a member of the event team staff if they are leaving the venue.
- Ensure they return to the venue at an agreed time when their child's participation at the event is over.
- Ensure that should their child need to leave an event before it ends, for any reason, that a member of the event team staff is made aware of this to ensure the whereabouts of the child are known.
- Alongside the organisation, ensure their child is aware that whilst at the event should they wish to leave poolside for any reason e.g. to go to the toilet, they understand they must tell a member of the event team staff.

Trips away with an overnight stay

The event team is responsible for the wellbeing and safeguarding of members under 18 years of age at the event, from the moment of handover by the parent/guardian to the moment of return to the parent/guardian. When parents/guardians do not attend, this will include the care of the children day and night at the event venue, transport and accommodation.

The following are key members of the event team:

- Event Welfare Officer
- Team Manager
- Chaperone
- Coach

In addition we recommend the event team appoints a contact from the home organisation who will not be attending the event itself. This person can contact parents/guardians, statutory authorities or assist the event team in an emergency or with any other required contact.

Event Welfare Officer

The person appointed for this role at the event may not be the Welfare Officer for the home organisation but they should still meet the requirements of the Welfare Officer role as set out in Wavepower. They should have attended safeguarding training and we would recommend they have completed the CPSU Time to Listen course. The Welfare Officer should hold a copy and be familiar with Wavepower and the Safe sport events, activities and competitions document. They should:

- Ensure that all on the trip are aware of who they are, their role and to refer any child safeguarding concerns to them.
- Obtain and hold securely the contact details of parents and guardians whose children are attending the trip.
- Obtain and hold securely the personal and medical information completed for each child in attendance on the trip.
- Take action should any child safeguarding concern be raised to them on the trip or after returning home.
- Refer any child safeguarding concerns to the organisation's Welfare Officer (if this person is not the acting Welfare Officer on the trip).
- If assistance is required refer to the Swim England Child Safeguarding Team or statutory agencies as appropriate.

Team Manager

Swim England conduct Team Manager training and it is a requirement of the sport that all persons regularly acting in this role should undertake this training. The advice below is a summary of the learning obtained from the course. It is not a substitute for attendance on a course. The role includes regularly communicating with parents/guardians, verbally and in writing, to ensure they are aware of:

- The purpose of the event.
- Any required qualifying times to attend.
- Where the event is to be held.
- The meeting points and arrival information if parents/guardians are expected to transport their own children.
- The meeting points for departure and arrival if the parents/guardians are not expected to transport their own children.
- The mode of transport that is to be used.
- The staffing arrangements for the event with details and role descriptions of staff and volunteers attending.
- The cost including arrangements for members to have money to spend while away.
- Kit requirements.
- The overnight venue and accommodation arrangements.
- The event Code of Conduct that members and parents/guardians of members under 18 must sign.
- Any arrangements for food and drinks, including specific dietary requirements for each member.
- The name and phone number of a contact at the organisation and details of their role.

Chaperone

The role of the chaperone, together with the Event Welfare Officer is to:

- Take on the role of a responsible parent/ guardian for a member under 18 years of age.
- Ensure the general care and wellbeing of a member whilst on the trip and to monitor their adherence to the event Code of Conduct.
- Discuss any child safeguarding issues with the designated Welfare Officer and assist the Event Welfare Officer as and when required in matters involving child safeguarding and welfare.

In addition to the above, chaperones:

- Must be familiar and adhere to Wavepower and the Safe sport events, activities and competitions document.
- Should not be in a coaching or team manager role at the same time as being the nominated chaperone.
- Must have completed approved child safeguarding training in accordance with Wavepower.
- Must hold a current Disclosure and Barring Service (DBS) certificate issued through Swim England within the last three years.
- Must understand the purpose and requirements of their role on the trip.
- Together with the Event Welfare Officer must be aware of any medical or special needs relating to any child they chaperone on the trip.

General guidance around supervision ratios

In all cases organisations should follow the detailed guidance provided in the Safe sport events, activities and competitions document. The document provides factors for the organisation to consider in their risk assessment to ensure they have a sufficient ratio of event staff to children attending the trip.

A ratio of 1:10 coaches should be considered as a minimum requirement for children aged 11 or over. For younger children or for children with disabilities or other special needs the ratio should be increased depending on the requirements and the activities being undertaken. Swim England recommend that for children aged 10 or younger there should be a minimum ratio of 1:8 coaches.

Ratios are difficult to prescribe as they will vary according to the activity, ages involved, location and efficient use of resources. Organisations must ensure they have enough people to be able to deal with an emergency situation. For example, event staff illness, a sick child or an accident.

Event team staff

All members of the event team should work together, regardless of their role in the planning of the trip and for the duration of the trip. The event team and home organisation will be responsible for:

- Identifying suitable venues for any overnight stays and risk assessing the venue prior to the event either in person or by obtaining required information from the venue.
- Following the detailed guidance in Safe sport events, activities and competitions about considerations for accommodation.

- Meeting with parents and guardians and ensuring they have been provided with all relevant information for the trip. This could include:
  - Itinerary of the trip.
  - Transport arrangements.
  - Details of the event venue.
  - Details of room allocations for the children. Ideally the team will all be on one floor.
  - Details of event staff room allocations and where their room is in relation to the children. Ideally event staff will be nearby on the same floor.
  - How to contact event staff in an emergency.
  - Knowledge of the insurance provision for the trip.
  - Details of the Code of Conduct for the trip.
  - Agreements around spending money, parental contact whilst away and free time.
- Ensuring all members on the trip have:
  - Details of where staff are located and how to contact them at any time during the trip.
  - Details of emergency procedures to include fire, accident, illness or other incidents.
  - Code of Conduct and team rules for the trip.
  - Room rules and curfew if not included in the Code of Conduct.
  - Itinerary and maps.
  - Orientation of the venue.
  - On arrival their rooms checked by event staff to ensure rooms can be locked from the inside, no obvious issues or risks in the room and that telephones work.
  - Details of meals.
  - Knowledge of where medication is kept and the staff member(s) responsible.

Emergency plan

In the event of an emergency, the event team must:

- Establish what the emergency is and obtain the details of those involved.
- Establish if anyone is hurt and call for medical assistance if required.
- Establish what action needs to be taken to manage the emergency, ensuring the wellbeing of all members attending the event.
- If emergency services are present ensure all instructions from them are followed.
- If a member requires medical treatment or to attend another venue such as a police station ensure a member of the event team will chaperone them.
- Ensure all other members are safe and supervised by event staff.
- If necessary contact the organisation's nominated home contact and ask them to notify parents/guardians of any relevant information.
- If necessary contact the Swim England Child Safeguarding Team for advice and guidance.
- Ensure a written record is recorded as soon as possible of what has happened and the actions taken.

SECTION 3

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for coaches, teachers and poolside helpers

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Guidance for coaches, teachers and poolside helpers

Swim England recognises the commitment of all those who work directly with children in our sports, whether paid or unpaid.

Coaches and teachers are often "chosen" by children as a safe and trusted adult to whom they can confide in to disclose concerns about abuse, in the knowledge that the trusted person will help get that concern addressed in a proper and confidential manner. The Swim England Child Safeguarding Team wishes to acknowledge the importance of the role undertaken by our coaches and teachers over and above that expected of them to safeguard children, and the important role that they, and all staff, play in putting Swim England Child Safeguarding Policies and Procedures into practice.

The Swim England Code of Ethics applies to all those involved in our sports and can be found in the Swim England Handbook **swimming.org/swimengland/swim-england-handbook/**.

The Code of Ethics should be read in conjunction with the Swim England Codes of Conduct. The Codes of Conduct for members under the age of 18, parents/guardians, coaches, teachers, poolside helpers, officials and all those who work with children can be found on the website at **swimming.org/wavepower**.

All those who work directly with children must adhere to Wavepower to ensure they safeguard children at all times.

This section has been written with the help of the British Swimming Coaches Association (BSCA) and a representative group of coaches and teachers, to provide clear and specific guidance to enable best practice to be implemented by all. Information on the BSCA can be found at **gbswimcoaches.co.uk**.

Safeguarding members

All those who work directly with children must ensure that:

- Children are treated with dignity and respect.
- Good practice is promoted, in order to reduce the possibility of abusive situations occurring.
- They, along with every coach, volunteer, official and member of staff continually reflect upon their own coaching, supervisory style, philosophy and practices to ensure the safety and wellbeing of children at all times.
- They always work appropriately and openly with children in the organisation.
- They are an excellent role model, which includes not smoking or drinking alcohol in the company of children.
- They always put the welfare of the child first, before winning or achieving goals.
- They build a balanced relationship based on mutual trust, which empowers children to share in the decision-making process.
- They refer and deal with concerns regarding child safeguarding appropriately.

Coaches and teachers should:

- Keep up to date with their technical skills and qualifications.
- Complete a Disclosure and Barring Service (DBS) check upon commencing a new post and update that check every three years.
- Complete a Swim England approved Safeguarding and Protecting Children in Sport course upon commencement as a coach and attend a refresher course every three years.
- Know and understand Swim England Child Safeguarding Policies and Procedures contained in Wavepower.
- Ensure parents/guardians and members obtain appropriate information regarding training and competitions.
- Work in partnership with officers and event organiser(s).
- Not exceed the level of their competence and qualifications.
- Have open and regular communication with parents/guardians.
- Ensure that activities are appropriate for the child's age, maturity, experience and ability.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
- Promote honesty, teamwork and a good sporting environment.
- Follow Swim England guidance on coaching children. All coaches should follow the guidance from their awarding body relating to coaching/teaching children.
- Report any concerns they may have in relation to children following reporting procedures laid down in Wavepower.
- Recognise the expectations on members to undertake other activities outside of the sport including the demands of school sports and school examinations.

Swim England coaches, teachers, officials and helpers should not:

- Take children to their home or other secluded places where they will be alone.
- Engage in rough, physical or sexually provocative games.
- Ever use physical force on a child for example hitting or slapping a child.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to children.
- Reduce a child to tears as a form of control.
- Use physical exercises as a form of humiliation or punishment to a child for example making a child perform sit ups or press ups poolside in front of their peers.
- Allow children to use inappropriate language or behaviour unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Leave the pool venue before all members have been collected or are continuing to be supervised by appropriate officers.
- Abuse their position of power or trust with children or adults.
- Resort to bullying tactics or verbal abuse.
- Cause a child to lose self-esteem by embarrassing, humiliating or undermining the individual.
- Spend excessive amounts of time with one member to the detriment of the squad/team.
- Do things of a personal nature for children that they can do for themselves.
- Smoke or consume alcohol while working with children.
- Engage in a sexual relationship with a child aged 17 or under.

Relationships with members aged 17 and under

The relationship between coaches, teachers or members of staff who hold a position of trust and responsibility and members of the organisation under 18 must be professional and appropriate at all times. In some situations, legislation may reflect this requirement.

However, the importance of the relationship between a coach and a member must never be forgotten. Not only does it develop a child's sporting potential and self-esteem, but it also allows them to develop an appropriate and trusting relationship with a responsible adult. Research of child safeguarding cases in our sports has shown that it is this relationship that has enabled many children to disclose their concerns.

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

Coaches may develop stronger relationships with some children than with others. It would be unrealistic not to acknowledge that it is possible to like one person more than another. However, the professional nature of the coach's position requires them to never favour one member or group of members over another. If one member requires more attention for reasons identified by the coach (e.g. the member is preparing for a national level event) then that is totally acceptable, but such preferential treatment or extra attention must be justifiable as being necessary for a member's professional development, and should not be to the detriment of other members.

Some coaches have considered it acceptable to give rewards to members who do well, and it is acknowledged that in the vast majority of cases, gifts were given with no ulterior motive other than to reward success or improvement.

However, as outlined in Section 2.1 on grooming (pages 32-33), the giving of gifts or favours can be identified or misconstrued as part of the grooming process. Our clear advice to coaches is to not give members gifts in any form. It is recommended that if a coach feels that a member has attained a level of achievement that should be rewarded, then it is the organisation that should recognise that, on the coach's recommendation, and that any reward, gift or recognition given is then from the organisation and not one individual.

Where a coach does wish to carry out a rewards system, they should inform the relevant personnel within the organisation to make them aware of this, and provide details of the infrastructure around it. This may protect the coach from potential allegations of favouritism or grooming. In all cases, the reasoning behind creating the rewards system, and the justification for awarding a reward to an individual should be done on an open and transparent basis, for the sake of all concerned.

It is important that coaches adhere to the Swim England Code of Ethics and follow good practice as outlined in the accompanying coaches Code of Conduct, to ensure their behaviour towards their members is appropriate. All coaches are in a position of trust over children and must act professionally at all times. If an action you take could be deemed to be unprofessional and inappropriate, then do not take that course of action.

Relationship of trust

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

This does not currently apply in law to swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming teachers or coaches (though this may change following lobbying) but Swim England has adopted this policy into Swim England's Codes of Conduct and the Swim England Code of Ethics, and any relationship of this nature may result in disciplinary action.

Swim England adopt the Home Office guidelines which recommend the principle that people in positions of trust and authority should not have sexual relationships with under 18-year-olds in their care. The power and influence a coach or teacher has in a professional relationship with a child cannot be underestimated. In addition to this, the child's success or failure and team selection may be dependent on the coach. It is vital for all coaches and teachers, as well as other volunteers, to recognise the responsibility they have and ensure that they do not abuse that position of power and trust.

Therefore, the position of Swim England is that no sexual relationship should exist between members under 18 years of age and their coach or teacher, and that the relationship between coach and member must be appropriate at all times.

Please note that children aged 16/17 years can legally consent to some types of sexual activity. However, in almost all provisions of legislation (under the Children Act 1989) they are still classified as children.

Managing challenging behaviour

Individuals who deliver sports activities to children may, on occasions, be required to deal with challenging behaviour.

Advice and guidance can be found on the following links:

- Child Protection in Sport Unit briefing paper on Managing Challenging Behaviour **thecpsu.org.uk/resource-library/best-practice/managing-challenging-behaviour**
- UK Coaching provide an e-learning module to help coaches and teachers develop skills to manage disruptive behaviour at **ukcoaching.org/courses/learn-at-home/inspiring-positive-behaviour-in-sport**
- Connected Coaches is an initiative by UK Coaching, a charity established in 1984, to drive the development of sports coaching in the UK. They provide resources on how to inspire good behaviour in sessions at **connectedcoaches.org**
- Mencap provide advice and guidance for parents/guardians and professionals for challenging behaviour at **mencap.org.uk/learning-disability-explained/conditions/challenging-behaviour**
- The Challenging Behaviour Foundation are a charity providing advice and guidance to professionals for individuals with a severe learning disability at **challengingbehaviour.org.uk/supporting-you/for-professionals/for-professionals.html**

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Useful links to other non-child safeguarding resources for clubs and members

Swim England Handbook
swimming.org/swimengland/swim-england-handbook

Club Constitution
swimming.org/swimengland/becoming-a-members-club

Club Management Hub
swimming.org/swimengland/clubs-home

Swim Mark resources
swimming.org/swimengland/tag/swimmark

Safe Supervision in Pools
swimming.org/swimengland/worker-health-and-safety

Institute of Swimming (IoS) for Swim England qualifications, CPD and skills development
swimming.org/ios

Swim School Membership
swimming.org/swimengland/swim-england-swim-school

Masters Swimming Hub
swimming.org/masters

Teaching Resources
swimming.org/swimengland/teaching-swimming

Coaching Resources
swimming.org/sport/coaching-swimming

Parents Resources
swimming.org/sport/swim-parents-advice

Swim England Insurance
asa.howden-sites.co.uk

Volunteering
swimming.org/careers/volunteering

Safeguarding Adults in Sport
anncrafttrust.org/safeguarding-adults-sport-activity

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