

## **SAFEGUARDING POLICY (POLICY NO. COVSS/005/V1)**

	<b>NAME</b>	<b>ROLE</b>	<b>DATE</b>
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<b>PREVIOUS POLICY NUMBER</b>	n/a new policy	n/a new policy	n/a new policy
<b>NEXT REVIEW DATE</b>			09/04/2026

This document supersedes any previous Safeguarding Policy documents. It is always available electronically via request from the Swim School Manager or Head of Operations or on Teams. Any other electronic or paper versions of this document sourced from any other network drive, email or other sources should be checked against the current Teams version prior to use.

<b>EXPECTED USERS</b>	<p>This policy is applicable to all individuals employed by the swim school, regardless of their employment status or role. This is also applicable to all customers of the swim school. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Swim School customers</li> <li>• Full-time employees</li> <li>• Part-time employees</li> <li>• Self Employed teachers</li> <li>• Temporary or seasonal staff</li> <li>• Fixed-term contract employees</li> <li>• Apprentices and interns</li> <li>• Additionally, this policy extends to volunteers and any other individuals working under the direction of the Club, ensuring a comprehensive and uniform approach to discipline within our organisation.</li> </ul> <p>It is crucial for all customers and members of our staff to be aware of and understand this the policy is designed to ensure fair treatment for all employees and customers by providing clear guidelines.</p>
<b>DESCRIPTION</b>	This policy is established to ensure that all employees and customers of the swim school have a clear understanding of the safeguarding procedures in place at Coventry Swim School.
<b>ACTION REQUIRED</b>	This Policy will be stored on Teams and shared with all concerned. It will be available on request for all to see and action to agree to abide by the policy. It will also be supplied to new starters beginning employment or any customers as part of their contract agreement.

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## 1. Introduction

- The Coventry Swim School Safeguarding Policy is an addendum to the Swim England Child Safeguarding Policy and Procedures – Wavepower 2024.
- Safeguarding is everyone's responsibility and all Coaches, Teachers (both paid and voluntary) & volunteers, during the course of their responsibilities have direct or indirect contact with children and families and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.
- A member who has not yet reached their 18th birthday is classed as a child under the Children Act 1989.
- A child who is 16 or over living independently or in further education does not change his/her right of entitlement to services or protection under the Children Act 1989.
- There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Government guidance makes it clear that it is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise.
- Coventry Swim School has committed to develop the policies and guidelines within its current safeguarding structure to ensure that all children and vulnerable adults have a safe environment in which to learn and develop to the best of their ability.

## 2. Aim of the policy

- Coventry Swim School aims to ensure that no act or omission on the part of the organisation, or that of its staff, or partner organisations puts a child, young person or vulnerable adult inadvertently at risk; and that rigorous systems are in place to proactively safeguard and promote the welfare of children, young people and vulnerable adults and support staff in fulfilling their obligations.
- The aim of this policy is to ensure all Teachers, Coaches & volunteers work in partnership to establish best practice guidelines to safeguard children and adults at risk of abuse and neglect.

This policy is our commitment to the following principles:

- That members using Coventry Swim School services are safe and protected from harm.
- That everyone has the right to live their life free from violence, fear and abuse. That all learners and members have the right to be protected from harm and exploitation.
- That all learners and members will be treated with dignity and respect, protected from mistreatment and abuse.

## 3. Requirements of staff/volunteers working with children / vulnerable adults

- All Teachers & Coaches are required to have an up-to-date DBS check through Swim England, which will be renewed every 3 years.
- All Teachers & Coaches will also have access to safeguarding training at least every three years which can be part of the ongoing support from the Coventry Swim School.

- Coventry Swim School will, as part of the induction process, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed Teachers & Coaches.
- Attendance of respective Teaching & Coaching Meetings to touch base with Safeguarding Officer who will also be in attendance and chance to ask any questions.
- All Teachers & Coaches will be provided with any updates to safeguarding policies & procedures via meetings, emails and on Teams. Teachers & Coaches will be asked to confirm they have read and understand the updates in order to continue working in the Coventry Swim School.

#### 4. Duty of Care

- It is the duty of everyone involved to report cases of concern and abuse to protect children, but it is for the professionals to consider and decide the actions required to investigate the concerns raised.

#### 5. When and why, you should react

- There could be a number of reasons why you would find it necessary to report a concern, some examples include:
  - As a response to signs or concerns about potential abuse.
  - As a response to something a child/member says to you.
  - As a response to a significant and unexplained change in the child's/member demeanour or behaviour.
  - As a response to a concern raised by a third party e.g. another swimmer/colleague/parent.
  - As a response to poor practice.
  - As a response to concerns about the inappropriate behaviour of a child or adult.
  - As a response to a report of possible self-harm by a child/member.
- Coventry Swim School expects all concerns to be referred appropriately for action. You do not have to decide that an issue raised is child abuse or a failure to safeguard, but you do have a responsibility to refer the concern to the appropriate person to make that decision.

#### 6. Reporting and Recording concerns

- If anyone has a concern regarding a child, contact in the first instance should be through the Swim Schools Welfare team, who are Lucy Minett, Kevin Smith, Nikki Symons and Sarah Ruckwood [welfare@coventry-swimming.org.uk](mailto:welfare@coventry-swimming.org.uk)
- Should people not be able to contact the Swim Schools Welfare team, The NSPCC Child Protection Helpline can be used on 0808 800 5000.
  - If calling out of hours, choose the NSPCC option, and this will automatically transfer to the NSPCC Child Protection Helpline.
- Anyone reporting a concern will be offered advice and guidance on any action required in child safeguarding and welfare issues. Concerns may be escalated to the Swim England Safeguarding Department.

- Further information and guidance on reacting to, reporting and recording concerns is available in Wavepower, Swim England Child Safeguarding Policy and Procedures which can be found at <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs>
- It is not your responsibility to decide that abuse or maltreatment is/has occurred but it is your responsibility to act on the concern.
- Coventry Swim School expects all concerns to be referred appropriately for action. You do not have to decide that an issue raised is child abuse or a failure to safeguard, but you do have a responsibility to refer the concern to the appropriate person to make that decision.

## 7. How to respond

### **Stage 1 - React to any disclosure/concern/poor practice allegation made**

If you have a concern regarding child safeguarding or abuse raised to you, you should:

- Always stay calm and listen.
- Do not show that you are either upset, disgusted or disbelieve what you are hearing.

If a member reports a concern directly to you:

- Ensure that they are safe and feel safe.
- Keep an open mind.
- Do not ask questions unless to clarify what is being said. It is important not to ask leading questions or make suggestions or comments.
- Do not make assumptions about what is being said.
- Do not make judgments about what is being said.
- Always take the concerns raised seriously.
- It is important to be honest and explain you cannot keep what they are saying secret and never promise to do so.
- Try to reassure them by explaining what action you will be taking.
- Try to get another person to listen, if to do so would not stop the child disclosing the concern.
- Write down what they have said as soon as possible during the conversation with the member's agreement or as soon as possible afterwards.

If another person reports a concern:

- Listen to what they are reporting and consider what action you need to take.
- Ask them if they have written down what they have observed in line with the information required in "Recording" or with the use of the Swim Schools referral form.
- Ensure they understand the need for confidentiality.

Disclose what you have been told only to those who "need to know." Ensure you maintain confidentiality at all times and ensure others you share the information with understand this confidentiality.

If the parents are not implicated in the concern, ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.

Ensure the child/member receives appropriate medical treatment as required. Ensure the wellbeing of the other members for whom you have responsibility and ensure they are being supervised while you respond to the concern raised.

Never:

- Confront the alleged abuser.
- Promise to keep a secret.
- Take any action yourself until you have considered and shared the information appropriately.
- Act alone.

Follow Swim School guidance on whom to share the information with, in an appropriate and proper manner.

## **Stage 2 - Report to the relevant person or persons**

When referred to, Coventry Swim School's Designated Safeguarding Officer will:

- Note the concerns for information only.
- Advise the Teacher/Coach/Volunteer of further action to take.
- Deal with the matter directly keeping the Teacher/Coach/Volunteer informed and involved in the matter where applicable.
- Refer the matter to Swim England Swim Line 0808 100401
- Refer the matter to the Coventry MASH team 02476788555 / 02476832221 out of hours.
- Refer to the Police Child Protection Unit. Contact 101 or live chat on <https://www.west-midlands.police.uk/contact-us/live-chat>

The Club hold records of all concerns raised to them. It may be significant if a concern has been raised previously about the person for whom you have concerns.

In an emergency when a child may be at immediate risk of harm, and you are unable to contact the Club's Designated Safeguarding Officer/s or Swim Line then:

- Ensure the child is safeguarded at all times.
- Refer the concern directly to the Coventry MASH Team above or the Police Child Protection Unit above and inform the Welfare Officer of the action taken.
- Ensure you take contact name and details of the person spoken to and refer that information to the Club's Designated Safeguarding Officer/s.
- Contact the parents of the child if they are not implicated in the concern.

## **Stage 3 - Record the relevant information**

Coventry Swim School has a referral form. If you do not have a form to hand, the following information will need to be included in your report. Please ensure you complete in as much detail as possible without delaying the information from being shared with relevant agencies.

- Full details of the child/member concerned including: Age or date of birth Full name Gender Ethnic origin Address.
- Parent, carer or guardians details.
- Full details of the concern made.

- Full details of the person about whom the concern/allegation is made including:
  - o Full name o Date of birth o Address o Relationship the child/learner concerned.
- If the child/member has any marks, injuries or bruising visible to you note them down and, if possible, draw an outline drawing of where they were seen on the child/member body.
- Note as fully as possible the child/member account being factual as to what the child actually said.
- Note down details of any witnesses.
- Any other relevant information including, but not solely, any other incidents including dates, if possible.
- Sign and date your report and give a phone number at which you can be contacted.

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

## 8. Child Abuse definitions and signs/symptoms

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. The six types of child abuse are:

- Physical abuse causing physical harm to a child.
- Emotional abuse the persistent emotional maltreatment of a child.
- Sexual abuse forcing or enticing a child or young person to take part in sexual activities.
- Neglect failure to meet a child's basic physical and/or psychological needs.
- Bullying deliberately hurtful behaviour over a period of time.
- Harassment an act that is unwanted by the recipient.

Full details of all 6 types of abuse, signs, symptoms and indicators are available in Wavepower.

## 9. Specific safeguarding issues

Increasingly, there are a range of specific areas of concern that children may be being abused, in a variety of communities that Coventry Swim School need to be aware of. These are outlined below:

- Child Sexual Exploitation (CSE)
- 'Faith' or 'Belief' abuse
- Forced Marriage
- Radicalisation
- Self-harm
- Gang/Youth violence
- Cyberbullying
- Racist or homophobic abuse
- Drugs
- Mental Health
- Private Fostering
- Sexting • Trafficking

- Domestic Violence

The above indicators are not meant to be definitive; it is not an exhaustive list and alone cannot be seen to be definitive proof that abuse has or is taking place.

It is important too, to remember that many people may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour. There is no reliance on any person who reports any concerns to actually identify what form of abuse they believe a person may be suffering.

## 10. Swim England Wavepower contacts and further contacts

- Link to the full Swim England Wave power document - <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>
- Swim School Welfare team – [welfare@coventry-swimming.org.uk](mailto:welfare@coventry-swimming.org.uk)
- Police - 999
- MASH Warwickshire (urgent): 01926 414144 (Mon-Thurs 0900-1730, Fri 0900-1700) - [MASH Warwickshire Safeguarding Procedures](#)
- Emergency Duty Team (EDT) Warwickshire - 01926 886922
- Family Connect (non-urgent) - 01926 414144
- Swim England Regional Welfare - Elaine Gale. Email: [safeguarding@westmidlandswimming.org](mailto:safeguarding@westmidlandswimming.org) Mobile: 07394 804491
- Swim England Warwickshire County Welfare - Kath Cleary. [welfare@warwickshireasa.co.uk](mailto:welfare@warwickshireasa.co.uk) or Elaine Gale: [wasasecretary@gmail.com](mailto:wasasecretary@gmail.com)
- Swim England MAIN contacts and advice - Swim England Safeguarding Contact

POLICY NUMBER	EFFECTIVE DATE	SIGNIFICANT CHANGES
Version Number unknown – as seen on old website Aug 2024	April 2025	Additions to document of section 10, 7 and reformatting of document.