

3-1-5 Health Club & Stingrays Swim School

Safeguarding Policy

Reviewed January 2021



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Information sheet and emergency contact details

Please complete the information below and keep it easily available for reference. The contact details for your County and Regional Welfare Officers can be found at swimming.org/wavepower.

Contact the Child Safeguarding Team if you require assistance

Club Welfare Officer

Name:

Tel:

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

Tel:

Out of hours / Emergency Duty Team

Tel:

Regional Welfare Officer

Name:

Tel:

Multi Agency Safeguarding Hub (MASH)

Tel:

Swim England Child

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

V: 01509 640 270

E: legal@swimming.org

Joanne Garey (NCSO)

Child Safeguarding Team
National Child Safeguarding Officer

V: 01509 640 252

E: joanne.garey@swimming.org



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Further Useful Contacts:

Disclosure and Barring Service Checks (DBS)

Samantha Massey, DBS Coordinator

V: 01509 640 738

E: dbs@swimming.org

Safeguarding resources

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

Swimline the Swim England/NSPCC Child Protection Helpline

V: 0808 100 4001

NSPCC Child Protection in Sport Unit

V: 0116 366 5580

E: cpsu@nspcc.org.uk

NSPCC Helpline

V: 0808 800 5000

E: nspcc.org.uk

Childline

V: 0800 1111

E: childline.org.uk

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



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The 3-1-5 & Stingray Swim School Child Safeguarding Policy

3-1-5 & Stingrays Swim School believe that all children involved in it 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.

3-1-5 & Stingrays Swim School 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 and swim schools who will ensure safeguarding at our 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.

3-1-5 & Stingrays Swim School acknowledges that we have a duty of care to safeguard children from harm. Our in house clubs, classes and any partners must follow the guidance in set out in this document and also the Swim England guide (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 are:

- Safeguarding is everyone’s responsibility: for services to be effective each practitioner and organisation should play their full part
- 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



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Safe Practices

- 3-1-5 & Stingrays Swim School are 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.
- 3-1-5 & Stingrays Swim School 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 3-1-5 & Stingrays Swim School will support all adults involved in our activities and lessons to understand their roles and responsibilities with regards to safeguarding and protecting children.
- 3-1-5 & Stingrays Swim School will provide training and education to all adults involved in our clubs 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 activities / lessons can access advice and guidance on child welfare matters from the Child Safeguarding Teams; Swim England and NSPCC Swimline Child Protection helpline or from the statutory agencies.
- 3-1-5 & Stingrays Swim School has adopted Wavepower to ensure that we receive new information and our manual is updated as appropriate.



Responsibility for child safeguarding within 3-1-5 & Stingrays

The responsibility for child safeguarding within 3-1-5 & Stingrays belongs with all adults who work with, or have responsibility for, children in our club. Shown below are the roles within 3-1-5 & Stingrays who have specific responsibility for safeguarding children.

Managing Director - Sean Thornton

Has the ultimate responsibility for child safeguarding, together with the Management team. The club ratifies any changes to Swim England Rules and Regulations in respect of all matters including child safeguarding and protection.

The Child Safeguarding Team

3-1-5 has a legal responsibility for the formulation of rules and regulations in relation to child safeguarding and has formed the Child Safeguarding Team

Safeguarding Officer – Helen Parkinson

The Child Safeguarding Team is headed by Helen Parkinson, any queries or complaints will be formally investigated and recorded by the Safeguarding Officer. They will maintain the safeguarding manual and update as and when necessary.

General Manager – Deena Gillan

The General Manager is responsible for overseeing the safeguarding team and dealing with any queries or complaints in the safeguarding officers absence.

Performance Manager – KJ Blenkharn

Responsible for ensuring all performance team members are trained in how to spot / report any safeguarding concerns, and that these are reported correctly and in a timely manner to the Safeguarding Officer.

Aquatics Manager – Lauren Akister

Responsible for ensuring all Aquatic team members & swim school instructors are trained in how to spot / report any safeguarding concerns, and that these are reported correctly and in a timely manner to the Safeguarding Officer.

Studio Manager – Marian Love

Responsible for ensuring all Studio team members and freelance childrens instructors are trained in how to spot / report any safeguarding concerns, and that these are reported correctly and in a timely manner to the Safeguarding Officer.

Aquatics Teachers

Responsible for completing any training set by the club and for following the 3-1-5 Stingrays Safeguarding policy for reporting concerns and incidents.

Children's Class Instructors

Responsible for completing any training set by the club and for following the 3-1-5 Stingrays Safeguarding policy for reporting concerns and incidents.



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Swimline

Swimline is the Swim England and NSPCC Child Protection Helpline and is available for anyone involved in 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.

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.

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 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



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

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 they meet the standards for safeguarding and protecting children in sport.

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

3-1-5 & Stingrays Swim School have adopted Wavepower, as set down as a model for our constitution, set out below:

- 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.
- Members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

To meet a duty of care 3-1-5 & Stingrays Swim School 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 club 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.



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Reacting, recording and reporting concerns

3-1-5 & Stingrays Swim School is committed to ensuring that any child who attends our club, event or activity will be safeguarded from harm. Protection and safeguarding of children is paramount and should be based on prevention and best practice.

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

3-1-5 & Stingrays have therefore adopted the following three stages of action to be taken for any person involved in our club, activities or lessons 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 club can contact the Swim England Child Safeguarding Team, Swim England Legal Department, Swimline, County or Regional Welfare Officer for advice and guidance. As well as other organisations, such as Swimline, NSPCC and Childline.

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.



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When to 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
- 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 club
- Concerns about inappropriate behaviour.
- Alleged breaches of the 3-1-5 & Stingrays Swim School 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 3-1-5 & Stingrays Swim School 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 appropriate Child Safeguarding Team.



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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 appropriate 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

3-1-5 & Stingrays have a template referral form to use to record information. This can be found within this document or you can use the Swim England referral form - swimming.org/wavepower.

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 recommended..
- 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 club 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 3-1-5 and Stingrays Swim School do not attempt to investigate allegations of potential criminal offences. Advice and guidance should always be taken from the appropriate Child Safeguarding Teams, Swimline or by contacting the police directly. In all cases where it is alleged that indecent images have been taken of a child, the police must be contacted immediately.

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 appropriate 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 appropriate Child Safeguarding Team with full details of the concern as soon as possible e.g. the next working day.

For complaints regarding children or instructors involved in swimming lessons, The Swim England Child Safeguarding Team, must be informed as they 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 in this document

Safeguarding concerns for a child or children outside my organisation

3-1-5 & Stingrays Swim School occasionally hire our pool time to other groups who will have members of the public using the facility at the same time as our members / guests. In such circumstances we may witness or have reported a safeguarding concern about a child or children who are not known to us and is / are not a member of the club. In such cases we 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 etc. **If the child requires emergency medical assistance call 999 for an ambulance.**

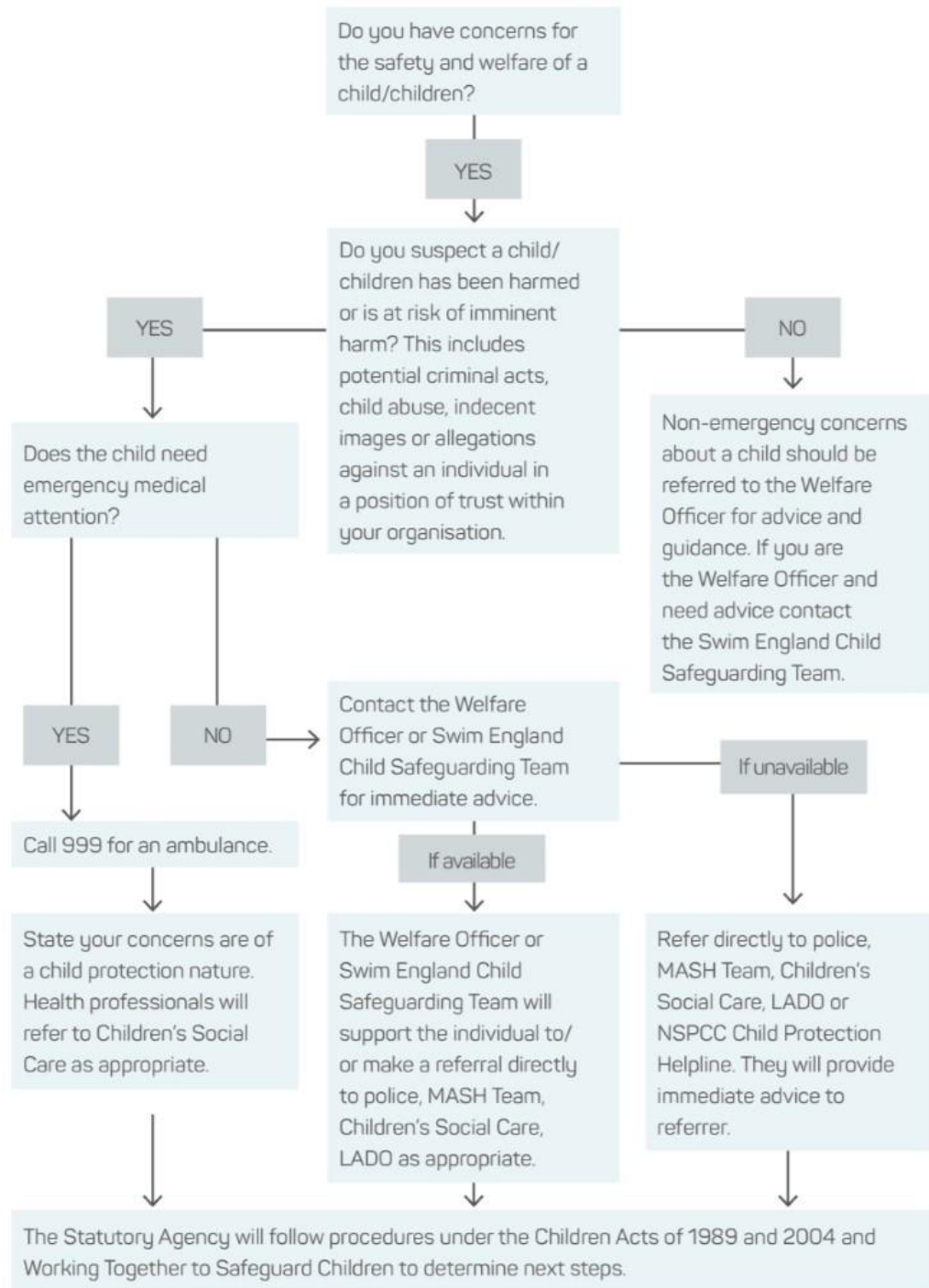
Ensure you make a formal record of all of the actions taken. Take the name and contact details of anyone you have spoken to and report this to your Welfare Officer and the appropriate Safeguarding Team.

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 the safeguarding officer. Make a formal record of this action and who the concern was reported to.

If appropriate this could also be reported 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.

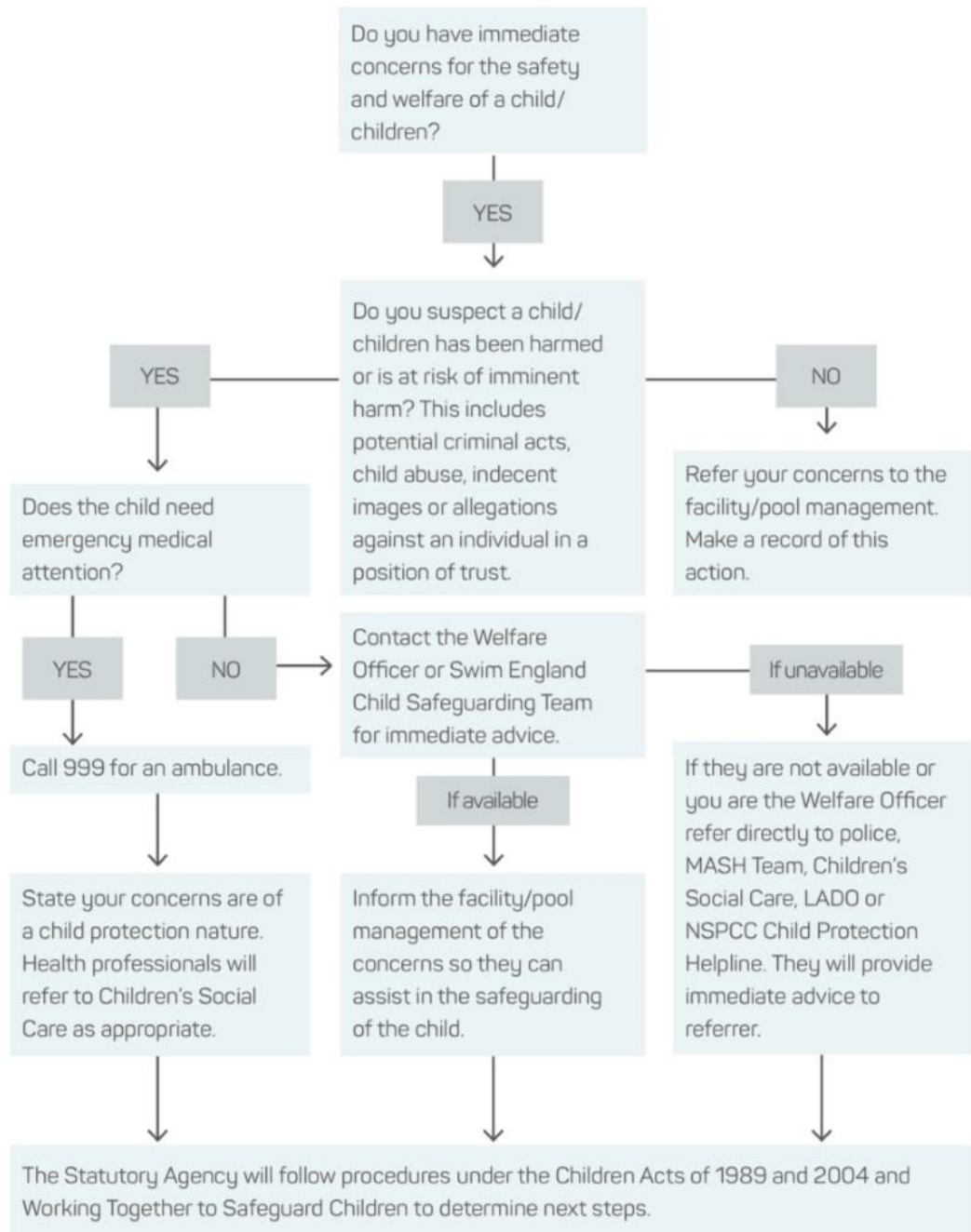


Concerns for a child who is a member of your organisation



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 / teacher who continuously criticises, uses sarcasm and/ or name calling or belittles the child. Parents/guardians can emotionally abuse a child by having excessively high expectations which place 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 can be:

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 club 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. 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..

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.

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.

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.

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.

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.



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.

7 Golden Rules for Information Sharing

- 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 why.



3-1-5 & Stingrays Swim School Safe Recruitment Policy

This applies to both voluntary and paid staff. It states that all staff and volunteers, working with children for the club should go through an appropriate vetting process prior to their appointment in order to establish their suitability to work with children.

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. 3-1-5 & Stingrays are committed to providing a safe environment for children in and the requirements of the recruitment process outlined below will assist to ensure best practice is implemented to protect children whenever an employee or volunteer is appointed.

Whilst 3-1-5 & Stingrays Swim School acknowledges that the vast majority of people applying to work with children are doing so with the best of intentions, cases across the country have shown that those less suitable will also apply and it is only through sound recruitment practice that they can be screened out. This guidance can also be used when recruiting individuals who would work with adults who are deemed vulnerable.

Role profile

A “role profile” or job description should be created in order to identify the main responsibilities of the job that is being recruited for. This will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification. Every applicant must be treated in a fair and consistent manner.

Application form

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 Safeguarding Officer is responsible for coordinating the DBS checks at 3-1-5 & Stingrays Swim School as part of the safe recruitment procedure. 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/

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

The line manager and safeguarding officer 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 the 3-1-5 codes of conduct.



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 and abide by all 3-1-5 & Stingrays Swim Schools Codes of Conduct. All new instructors, teachers and volunteers should be given a copy.
- 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. *swimming teachers only
- Any other training needs should be established and a plan made to meet those needs within an appropriate timescale.
- It is expected that a probationary period of 3 months, including initial mentoring, supervision and observation or monitoring is put into place to support the new recruit.

The Disclosure & Barring Service (DBS)

The Disclosure and Barring Service enables 3-1-5 and Stingrays Swim School to make an informed recruitment decision around an individual's suitability to work with children. The Safeguarding Officer will be responsible for coordinating the DBS checks 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)**. At 3-1-5 Stingrays Swim School, the minimum level of DBS check required, for working with children, is the enhanced disclosure (with barred list) check. However, for many other roles within one of our club, the enhanced disclosure without barred list check would suffice. Further guidance around DBS checks in sport can be found at gov.uk/government/publications/dbsguidance-leaflets.

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.

Referrals to DBS

Under the Safeguarding Vulnerable Groups Act 2006 3-1-5 & Stingrays Swim School have a legal obligation to refer an individual to DBS when if there are 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 activity with children /adults at risk. Or you move the person to another area that isn't a regulated activity. Or when you would have taken this action, but the person resigned or retired (teacher resigns when an allegation of harm is first made).



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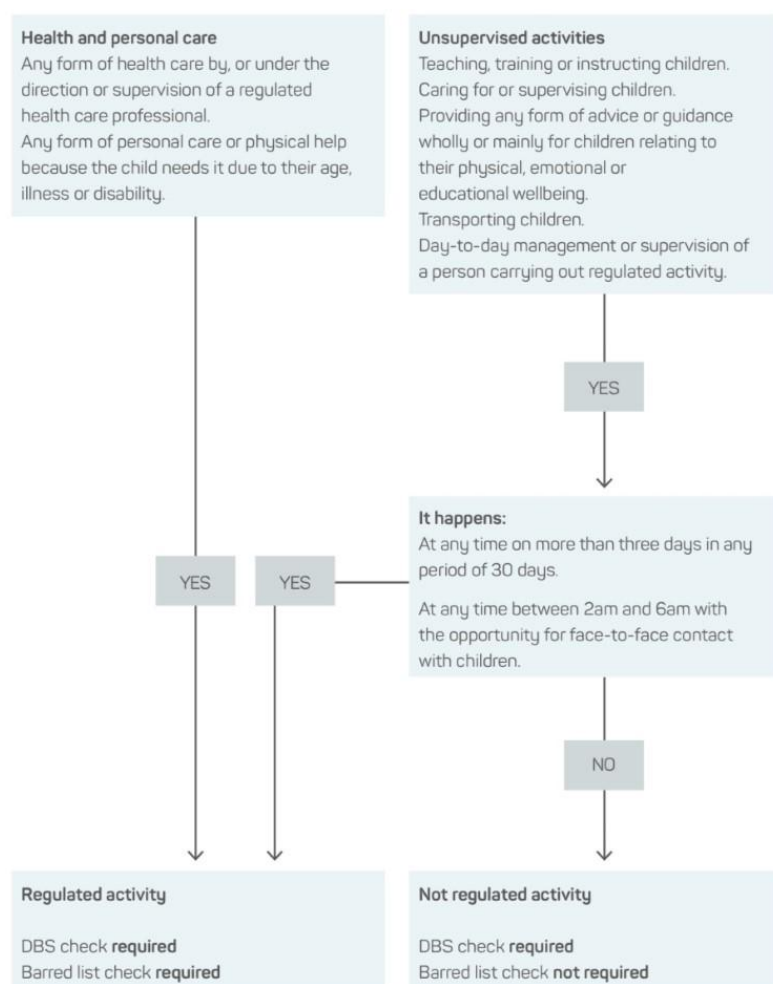
Condition 2

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](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-a-referral)

What level of DBS check do I need?



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

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

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



Learn to Swim Programme

Safeguarding and Protecting Children Approved Training

3-1-5 & Stingrays Swim School follow the recommendations of the NSPCC Child Protection in Sport Unit with regard to safeguarding training for our team members with regular responsibility for children.

Approved Training

The recommended approved training is the Swim England and UK Coaching 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 can be found at the Institute of Swimming at swimming.org/ios/course-information/swim-englanduk-coaching-safeguarding-protecting-children.

The role of the Club Safeguarding / Welfare Officer

The Safeguarding 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. Core tasks include:

- To raise awareness of and assist the club in implementing the 3-1-5 & Stingrays Swim School safeguarding policy. To assist the Club Manager and department managers 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 staff, 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 3-1-5 & Stingrays Swim School safeguarding policy.
- 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 team members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- To ensure that 3-1-5 & Stingrays Swim School safeguarding policy for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of all safeguarding partners including; Police, Local Authority Designated Officer (LADO), Multi Agency Safeguarding Hub (MASH) Team, Swim England Child Safeguarding Team. County and Regional Welfare Officers.
- To ensure the club has Codes of Conduct in place for club staff, volunteers, coaches, competitors and parents/guardians.
- To ensure confidentiality is maintained / information is only shared when necessary.



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Code of Conduct for Children

As a Member of 3-1-5 & Stingrays Swim School, we understand that 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 activities (where safe to do so).
- Be respected by us and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your fitness, skills and swimming, para-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 3-1-5 & Stingrays Swim School we expect you to:

- Keep yourself safe by listening to your instructors, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- Not wander off, or leave a class / lesson without telling your instructor.
- Bring the right kit to classes or lessons and a drink if required.
- Follow the rules of the club at all times.
- Respect the privacy of others especially in the changing rooms.
- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 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.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles. Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your peers tell them when they've done well and be there for them when they are struggling.
- Respect the instructors, team members at 3-1-5 Stingrays Swim school and other members.
- Get involved, it's your club too



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Code of Conduct for parents/guardians

As a parent/guardian of a 3-1-5 & Stingrays Swim School member we understand you have the right to be assured that your child is safeguarded during their time with us, and also be happy that you:

- Know how to access our club policies, rules and procedures.
- Know who the Safeguarding 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
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a 3-1-5 & Stingrays Swim School member we expect you to:

- Make sure your child has the right kit for lessons as well as a drink.
- Ensure your child arrives to sessions on time and is picked up promptly. Stay on site during the lesson / activity.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- 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.
- Not enter the studio or poolside interrupt training or lessons unless in an emergency situation. Behave positively as a spectator during lessons / activities and treat others with respect.
- 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.
- Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- 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.
- Respect the instructors, team members at 3-1-5 Stingrays Swim school and other members.
- 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. 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.
- Talk to your child and ensure they understand the rules of the club and Code of Conduct.



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Code of Conduct for Instructors and Teachers

As an Instructor Teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of the club's child & vulnerable people safeguarding reporting procedures.
- Know who the Safeguarding Officer 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.
- Feel welcomed, valued and listened to. Be respected and treated fairly by the club.

As an Instructor Teacher at the club we expect you to:

- Adhere to the club safeguarding procedures, Equality and Diversity Policies, Code of Conducts and rules.
- Adhere to any conditions for teaching and coaching as per your qualifications.
- 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. Refer all child safeguarding concerns to the Welfare Officer.
- Respect your position of trust and maintain appropriate boundaries and relationships with children and vulnerable people. 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 decisions are fair and equal.
- Keep your coaching and/or teaching qualifications and (DBS) certificate up to date.
- 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.



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- Keep children safe in your sessions, using safe methods of instruction and techniques.
- 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, where possible provide them with regular updates regarding their child's development (coursepro for 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.



England Equality and Diversity Policy

3-1-5 & Stingrays Swim School are 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.

3-1-5 & Stingrays Swim School will ensure that equality is incorporated in all aspects of its activities, and also seek 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".

3-1-5 & Stingrays Swim School 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.

3-1-5 & Stingrays Swim School will deal with any incidents of discriminatory behaviour seriously, in accordance with the club'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/.



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Anti-Bullying Policy

3-1-5 & Stingrays Swim School are 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 club. 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. Anyone who knows that bullying is happening is expected to tell the Club Safeguarding Officer, instructor, teacher or another team member.

All club members, teachers, team members of the club and parents/guardians should have an understanding of what bullying is, and 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



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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:

- 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 practice.
- Comes home with clothing torn or training equipment damaged / Belongings 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. Starts stammering.
- Becomes aggressive, disruptive or unreasonable. Is bullying other children or siblings
- Cries themselves to sleep or has nightmares/ Stops eating or poor appetite.
- Attempts or threatens suicide or runs away.

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 and anything involving hate crimes.

Procedures

- Report bullying incidents to the Club Safeguarding Officer, instructor or another team member. The Club Safeguarding Officer should always be informed so that appropriate action is taken.
- The Club Safeguarding Officer will look into the concerns with to decide how the matter should be dealt with as an alleged breach of the club Code of Conduct or 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.



Recommended Club Action

- The Safeguarding Officer to be fully informed of any allegations involving bullying of a child or children at the club. The Officer to discuss decide whether it is appropriate for the club to deal with the situation as an alleged breach of the Code of Conduct or Anti-Bullying Policy.
- Agree who will lead the investigation, this will usually be the Safeguarding Officer but sometimes the children's instructor or teacher may wish to take the lead with assistance from the Safeguarding Officer. This is sometimes a preferred option if the children are more familiar with their instructor. Advice can be sought from the various Child Safeguarding Teams 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:

- Set up a panel of three, this would normally be led by the Safeguarding Officer alongside instructors /teachers.
- 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.
- 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.
- 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 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. If the bullying is admitted then the panel can make decisions immediately on appropriate actions.
- 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.
- 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 everything is recorded and that all parties are kept informed on what is happening/outcomes



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Prevention

Everybody within the club has a responsibility to work together to stop bullying.

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.

The club should promote and implement the Codes of Conduct and Anti-Bullying Policy.

Further help can be found at:

Kidscape
kidscape.org.uk

Bulling UK
bullying.co.uk

Anti-Bullying Alliance
anti-bullyingalliance.org.uk

Childline
childline.org.uk

NSPCC Child Protection in Sport Unit
thecpsu.org.uk



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Concerns About Self-Harming

The following expert guidance comes from SelfHarm UK and MIND.

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:

- 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. girls are more than twice as likely to self-harm as boys, 22 per cent of girls, compared to 9per 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 them 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.

What to do if you suspect someone is self-harming

If you have concerns, notice marks on an individual's body or have received a disclosure, it is important that these concerns are referred to the Safeguarding Officer / 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.

Organisations that support and provide advice on self-harm

YoungMinds
v 0808 802 5544
E youngminds.org.uk

SelfharmUK
E selfharm.co.uk

NSPCC
v 0808 800 5000
E nspcc.org.uk/

Mind
v 0300 123 3393
E mind.org.uk

Samaritans
v 116 123
E samaritans.org.uk

Childline
v 0800 1111
E childline.org.uk/



Changing Room Policy

All members of 3-1-5 & Stingrays Swim School, 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.

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. Children of different sexes should use the changing rooms for their sex (exception being children under 8 years old changing with a parent / guardian). This is likely to help prevent crimes involving covert use of cameras or phones.

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 changing rooms for the entire time when children are utilizing them.

For this reason, the club must be clear to parents/guardians under what circumstances we require parents/guardians to remain in the club. For example, children who require assistance with changing, those under 14 years of age, or for those children with a disability who may require additional help that the club is unable to provide.

Responsibility during a class or swimming lesson belongs to the club, while a child is training or being taught, they remain under duty of care of the person who is teaching or coaching them at that time. If a child leaves the studio or pool area, the instructor should be aware of this and send an appropriate adult (preferably the parent or guardian, if unable to locate then 2 people should accompany the child).

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. If the incident involved possible risk to children, it is advisable also to make the appropriate members of the safeguarding team aware.

If the incident involves a person not associated with the club, safeguarding manager should be made aware and consideration given as to whether the statutory agencies need informing.

Best practice for 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, with children under 8 / vulnerable people mixing.
- Ensure that the behaviour of members in changing rooms is part of the member's Code of Conduct. Facility users are to change in an appropriate fashion, and to be mindful that they are changing with children / adults.

Ensure parents/guardians are aware that their children should not be alone in the changing room whilst changing.

- Ensure parents/guardians are aware that their children should not be alone in the changing room whilst changing



3-1-5 & Stingrays Swim School do not advise that adults supervise changing facilities as that places them and the children at risk of harm and allegation.

Responsibility after a session is completed

Junior members and their parents/guardians should be made aware that if children are not collected by a parent/guardian, at the end of their session then they should make that known to the instructor or a member of the reception team. Who will ensure that the child 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 Late Collection of Children Policy.

If a child's whereabouts cannot be accounted for, while under a club activity, the club should invoke the Missing Child Policy.

Guidance on Indecent/Child Abuse Images of Children

Some members may try and succeeds in taking images (video and still photographs) of children or adults in the process of changing. In the case of children 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.

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).

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

You 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 procedure 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 Safeguarding Officer. 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 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



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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.

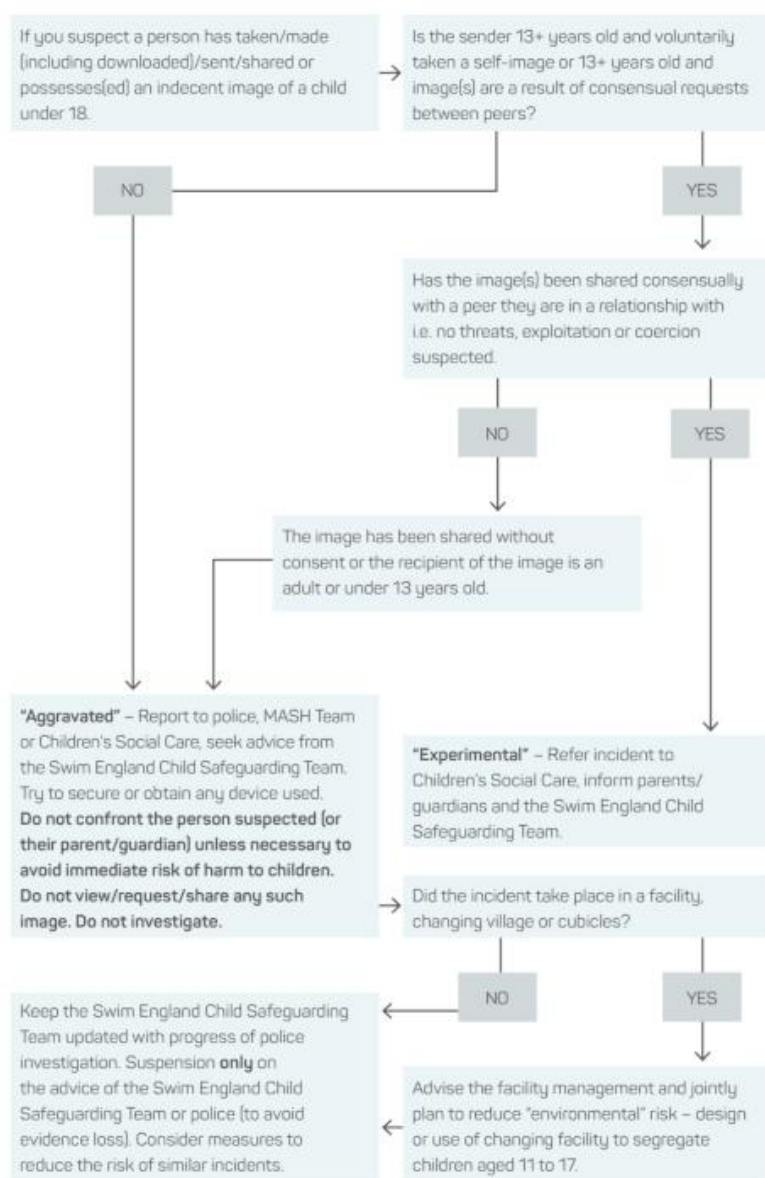
Where the device is not available, or where an incident comes to light after the event, then an immediate referral should be made to the Safeguarding

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.

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.

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](https://gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people).

Indecent/child abuse images



Photography Guidance

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

1. The use, adaptation, sharing or copying of images for child abuse purposes
2. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being “groomed”.
3. 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:
 - They have been removed from their family for their own safety.
 - There are restrictions on their contact with one parent/guardian following a parental separation.
 - 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. 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.

In the case of any event or competition where the 3-1-5 & Stingrays Swim School has an official photographer, 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.

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/ clothing.
- 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 position or that show children climbing in and out of the pool.
- Published photographs may identify the individual by name but should not state the member’s place of residence or school attended.



- Parents are not use mobile phones on poolside or in studio classes unless specifically advised by the instructor.

It is the clubs responsibility to ensure that parents/ guardians understand why they should refrain from including other individual children in any shots.

The Official Photographer

In some cases, 3-1-5 & Stingrays Swim School may employ an official photographer for an event or publicity shoot. Their role is to take appropriate photos that celebrate and promote our activities.

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 be screened for their suitability (just as we would check any other member of staff or volunteer working with children) and then provide training and information on the our child safeguarding policies and procedures.

The official photographer (whether a professional photographer or a member of staff) should receive clear instructions, preferably in writing, at an early stage, with a clear brief of what we are looking for and 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

Should Photographs or Footage of Children be Posted on Our Website or Social Media Platforms?

Where photographs or video s including children are used for publicity / events it is recommended that children are not fully identified on such sites. At the most use just a first name, a surname or a nickname, this should only be done with the consent of the parent/guardian.

Parental consent may be withdrawn at any time, at which point 3-1-5 & Stingrays Swim School 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.

Instructors 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 when they may hold a position of trust over a child.

Instructors 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.

Use of a Mobile Phone by Coaches and Teachers

Instructors should not take or make calls whilst supervising children in a teaching or training session. Where they have mobile phones with camera facilities, they must fulfil the obligations set out in the 3-1-5 photography guidance.

Coaches and teachers should not enter the changing facilities with any mobile phone turned on.

Guidance on the Use of Social Networking

Should a child from the club 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.

Social networks should never be used as a medium by which to abuse or criticise members or other clubs or swim schools / partner organizations / governing bodies.

The publishing of a photograph or video footage on any social networking site is governed by the same requirements as those contained in 3-1-5 Photography Guidance



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. 3-1-5 & Stingrays Swim School is committed to ensuring that any risks to all participants are kept to an absolute minimum. When lane sharing between children and adults is unavoidable, 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.

3-1-5 & Stingrays Swim School 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 to ensure that the sessions are incident free. No children under the age of 8 should ever be in the pool without a parent / guardian accompanying them in the water. Children aged 9-13 should have an appropriate adult in the building and make the lifeguard aware that they are unaccompanied in the pool, so particular attention can be paid to them and their safety.



Missing Child Policy

It is hoped that no child will ever go missing from a club 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 class / lesson or training session where instructor or those responsible for the activity do not know their location. Or whereby a parent or guardian has lost the child within the club – this could be after a session has finished or whilst spectating.

If a child goes missing, the following actions should be taken:

- Place a team member on the main exit of the building with a description of the child to ensure they cannot leave the building.
- Ensure all 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 (if applicable)
- 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 club 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 parents/guardians, searchers and police if by then they are already involved. Refer the including the concern as soon as possible to the Safeguarding Team to be logged.



Late Collection of Children Policy

3-1-5 & Stingrays Swim School understand that occasionally there are times when the late collection of children is unavoidable. Parents/guardians should inform the appropriate officer of the club 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/ provide details of alternative means for their child to get home.

If a parent/guardian arrives to collect a child and the club is 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 Duty Manager or Safeguarding Officer should:

- Use the emergency numbers they have for the child to try to arrange for a nominated person to collect them.
- 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.
- If there is no reply or response from the above and after 20 minutes you are unable to contact anyone else advice could be sought from police or Children's Social Care or Multi Agency Safeguarding Hub (MASH).

If following either points 2 or 3 the child has to be transported to a place of safety by an adult club officer or instructor 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.

The team members / instructors must never leave a child alone, unless they are over 16. Until a child is collected, to maintain the wellbeing of all concerned, two appropriate team members (ideally who hold a DBS check).

You should avoid:

- Taking the child home or to another location.
- 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 club that they are going to be delayed, may be failing in their duty of care to their child. The Safeguarding Manager and another team member should arrange to meet with the parent/ guardian and discuss the matter. It may be that they can be assisted in arriving promptly e.g. making arrangements with another parent..

If over the next few weeks there is no change, the Safeguarding Manager should either contact the Children's Social Care or MASH Team for further advice



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Guidance for coaches, teachers and poolside helpers

3-1-5 & Stingrays Swim School recognises the commitment of all those who work directly with children in our club, whether paid or unpaid. These team members 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 3-1-5 & Stingrays Swim School Safeguarding Team wishes to acknowledge the importance of the role undertaken by our instructors and staff over and above that expected of them to safeguard children, and the important role that they, play in putting Safeguarding policies in place.

For Swimming teachers and poolside helpers, The Swim England Code of Ethics can be found in the Swim England Handbook [swimming.org/ swimengland/swim-england-handbook/ The Code of Ethics](https://swimming.org/swimengland/swim-england-handbook/The-Code-of-Ethics) This should be read in conjunction with the Swim England Codes of Conduct, and the club Codes of Conduct for members under the age of 18, parents/guardians, instructors and team members and all those who work with children.

This section is to provide clear and specific guidance to enable best practice to be implemented by all.

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 club.
- They are an excellent role model
- 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, qualifications and DBS checks.
- Complete an approved Safeguarding and Protecting Children in Sport course. Follow the 3-1-5 & Stingrays Swim School Safeguarding Policy.
- Not exceed the level of their competence and qualifications.



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- 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.
- All instructors should follow guidance from their awarding body relating to teaching children.
- Report any concerns they may have in relation to children following reporting procedures
- Never use physical force on a child for example hitting or slapping a child. Reduce a child to tears as a form of control.
- Allow or engage in any form of inappropriate touching. Make sexually suggestive remarks to children.
- 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.
- 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 rest of the group.
- 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 instructors or members of staff who hold a position of trust and responsibility and members under 18, must be professional and appropriate at all times. The importance of the relationship between an instructor and a member must never be forgotten. Not only does it develop a child's 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 industry has shown that it is this relationship that has enabled many children to disclose their concerns. It is important that the instructor 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.



If this should happen to you, always inform the Safeguarding Manager to note the matter, and ensure that concerns are discussed and managed in an open and transparent manner. The Safeguarding Manager will be able to advise you on how to manage the issue and any action to take, if required. You and the Safeguarding Manager will be able to deal with such situations ensuring you and the child, are safe from harm or allegations.

Instructors 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 instructor's position requires them to never favour one member or group over another. If one member requires more attention for reasons identified by the coach (e.g. the member is struggling with an aspect of the session) 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.

Our clear advice to all instructors is to not give members gifts in any form. It is recommended that if an instructor feels that a member has attained a level of achievement that should be rewarded, then it is the organisation that should recognise that, and that any reward, gift or recognition given is then from the organisation and not one individual.

To protect the coach from potential allegations of favouritism or grooming. In all cases, the reasoning behind creating the rewards, 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.

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."

3-1-5 & Stingrays Swim School 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 an instructor has in a professional relationship with a child cannot be underestimated.

It is essential for all instructors, 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 3-1-5 & Stingrays Swim School is that no sexual relationship should exist between members under 18 years of age and their instructor, and that the relationship between instructor and member must be appropriate at all times.

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
the cpsu.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



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