

Safeguarding Policy

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The Institute of Swimming Safeguarding Policy is an addendum to the Swim England Child Safeguarding Policy and Procedures – Wavepower 2020-2023.

Safeguarding is everyone’s responsibility and all staff, tutors and assessors who, during the course of their employment have direct or indirect contact with children and families and vulnerable adults, or who have access to information about them, have a responsibility to safeguard and promote the welfare of children and vulnerable adults.

A learner who has not yet reached their 18th birthday is classed as a child under the Children Act 1989. A child who is 16 or over living independently or in further education does not change his/her right of entitlement to services or protection under the Children Act 1989.

There is a duty on organisations to make appropriate arrangements to safeguard and promote the welfare of children and vulnerable adults. Government guidance makes it clear that it is a shared responsibility, and depends upon effective joint working between agencies and professionals that have different roles and expertise.

All educators are required to have an up-to-date DBS check through Swim England, which will be renewed every 3 years. All educators will also have access to safeguarding training at least every three years which can be part of the tutor/assessor licensing scheme or CPD. The Institute of Swimming will, as part of the tutor induction process, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people’s welfare to all newly appointed educators.

The Institute of Swimming has committed to develop the policies and guidelines within its current safeguarding structure to ensure that all children and vulnerable adults have a safe environment in which to learn and develop to the best of their ability.

The Institute of Swimming aims to ensure that no act or omission on the part of the organisation, or that of its staff, or partner organisations puts a child, young person or vulnerable adult inadvertently at risk; and that rigorous systems are in place to proactively safeguard and promote the welfare of children, young people and vulnerable adults and support staff in fulfilling their obligations.

The aim of this policy is to ensure all staff, tutors and assessors work in partnership to establish best practice guidelines to safeguard children and adults at risk of abuse and neglect. This policy is our commitment to the following principles:

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

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

If you have a concern regarding a child you should contact in the first instance the Institute of Swimming Designated Safeguarding Officer (DSO):

Vikki Hubbard
01509 640468
Vikki.hubbard@swimming.org

If the DSO is unavailable, contact one of the following:

Janet Slack
(Quality Manager and Deputy DSO)
07765374841
Janet.slack@swimming.org

Jenni Dearman
(Swim England Safeguarding Officer)
01509 640270
Jenni.dearman@swimming.org

If your concern falls out of normal working hours, the Swim England/NSPCC Child Protection Helpline can be used on 0808 800 5000. If you are calling out of hours you should choose the NSPCC option and you will be automatically transferred to the NSPCC Child Protection Helpline. Alternatively tutors can contact the Institute of Swimming Emergency Contact number 07970 673191.

Anyone reporting a concern will be offered advice and guidance on any action required in child safeguarding and welfare issues. Your concern may be escalated to the Swim England Legal Affairs Department.

Further information and guidance on reacting to, reporting and recording concerns is available in Wavepower, Swim England Child Safeguarding Policy and Procedures which can be found at www.swimming.org

Reporting and Recording Concerns

As part of the Institute of Swimming's commitment to ensuring all learners on courses will be safeguarded from harm, we have developed policies and procedures for tutor/assessors to follow and act upon if a matter of safety or welfare is raised.

The Institute of Swimming recognises that all risk cannot be removed and concerns will continue to be raised regarding safeguarding and welfare both within and externally to our training provision.

It is not your responsibility to decide that abuse or maltreatment is/has occurred but it is your responsibility to act on the concern.

When and why you should act

There could be a number of reasons why you would find it necessary to report a concern, some examples include:

- As a response to signs or concerns about potential abuse.
- As a response to something a child/learner says to you.
- As a response to a significant and unexplained change in the child's/learners demeanour or behaviour.
- As a response to a concern raised by a third party e.g. another learner/swimmer/ colleague/parent.
- As a response to poor practice.
- As a response to concerns about the inappropriate behaviour of a child or adult.
- As a response to a report of possible self-harm by a child/learner.

The Institute of Swimming expects all concerns to be referred appropriately for action. You do not have to decide that an issue raised is child abuse or a failure to safeguard, but you do have a responsibility to refer the concern to the appropriate person to make that decision.

How to respond appropriately

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

Stage 2 - Report to the relevant person or persons

Stage 3 - Record the relevant information

Stage 1 - React

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

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

If a learner reports a concern directly to you:

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

If another person reports a concern:

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

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

If the parents are not implicated in the concern, ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information. Ensure the child/learner receives appropriate medical treatment as required. Ensure the wellbeing of the other learners for whom you have responsibility and ensure they are being supervised while you respond to the concern raised.

Never:

- Confront the alleged abuser.
- Promise to keep a secret.
- Take any action yourself until you have considered and shared the information appropriately.
- Act alone. Follow Institute of Swimming guidance on whom to share the information with, in an appropriate and proper manner.

Stage 2 - Reporting

IN ALL SITUATIONS THE SWIM ENGLAND LEGAL AFFAIRS DEPARTMENT MUST BE INFORMED.

When referred to, the Institute of Swimming Designated Safeguarding Officer will:

- Note the concerns for information only.
- Advise the tutor/assessor of further action to take.
- Deal with the matter directly keeping the tutor/assessor informed and involved in the matter where applicable.
- Refer the matter to the Children’s Social Care Team or the Police Child Abuse Investigation Team / Unit.
- Refer the matter to the Local Authority Designated Officer (LADO).
- Refer the matter to Swim Line for action.

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

In an emergency when a child may be at immediate risk of harm and you are unable to contact the Institute of Swimming Designated Safeguarding Officer or Swim England Legal Affairs Department you should:

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

Stage 3 – Recording

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

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

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

Child abuse definitions and signs and symptoms

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

The six types of child abuse are:

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| 1. Physical abuse | causing physical harm to a child. |
| 2. Emotional abuse | the persistent emotional maltreatment of a child. |
| 3. Sexual abuse | forcing or enticing a child or young person to take part in sexual activities. |
| 4. Neglect | failure to meet a child's basic physical and/or psychological needs. |
| 5. Bullying | deliberately hurtful behaviour over a period of time. |
| 6. Harassment | an act that is unwanted by the recipient. |

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

Specific Safeguarding Issues

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

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

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

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

Full details of these indicators are available in Wavepower.

Late Collection Procedure

No learner under the age of 18 years old should be left on their own at the end of the day if they haven't been collected as stated on their Duty of Care Document.

If a child is not collected by a parent/carer within thirty minutes after the course has finished, every effort will be made, by the tutor to contact the parent/guardian or, failing that, the emergency contact previously provided by the parent on the emergency contact and medical declaration form.

First check the learner and tutor phone to see if a message has been left advising of an unexpected delay.

When calling, if an answer phone is used please leave a short message to say the day and time, that you are ringing, that you still have their child with you and they must contact you immediately to say when the learner is to be collected.

In the case of a learner not being collected and no contact being made within one hour of the usual collection time, please call the Institute of Swimming out of hours emergency contact number to outline the situation and ask for advice.

Contact emergency contacts first, try second contact number, ask if learner has details of grandparents/other family members that could collect, however parental consent is required for this course of action.

Equally, if a learner is to be dropped off early at the beginning of the day this must be disclosed on the Duty of Care document supplied by the parent/guardian of the learner to ensure that the tutor is aware of when the learner will be arriving.

Virtual Classrooms

The Institute of Swimming host all virtual courses and CPD's through the platform Zoom. All sessions are password protected and an Institute of Swimming representative will be present at all times to ensure only those who are booked on to that course/CPD are logged into each session.

If a learner is under the age of 18, they are advised to ensure that they are in a common space within their house, so that a parent/guardian can see and hear the webinar they are attending as required.

Tutors must pay particular attention to those learners under the age of 18 when allocating breakout rooms and to ensure that they regularly drop into any breakout rooms that those learners are allocated to.

All Zoom sessions will be recorded so that the content can be reviewed at a later date should this be required.

If a learner is under the age of 18 and attending the Swim England Safeguarding CPD, a chaperone must be present at all times. Further information regarding the chaperone's role can be found within the Chaperone Guidance Document.

Any concerns raised by learners or the host during virtual learning sessions should be dealt with in line with the procedures outlined in this policy.