



Safeguarding and Welfare Policy & Procedure

Little Fish Swim School Norwich & The Norwich Piranhas

Accountable Director: [Tristan Coull / Safeguarding Lead]

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Revision History


This table sets out the revision history for the last three versions.

Version No.	Effective date	Author's Title	Change

Consultation

Who	Date
Toby Ketland (Pool Manager / Company Director)	May 2024

Approval

Approval Path	Date
Tristan Coull (Safeguarding Lead) 	May 2024

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1 Introduction

- 1.1 Little Fish Swim School Norwich (“LFSSN”) has a moral and legal obligation to ensure all participants involved in activities can do so in an enjoyable and safe environment. This policy has been devised to promote good practice within instructing of (“LFSSN”) sessions, providing children, young people and vulnerable adults with an appropriate and safe learning environment by implementing regulations and policies; ensuring tutors and instructors accept their responsibilities to safeguard those from harm and abuse.

2 Our Statement

- 2.1 Our swimming club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with SwimGB’s policy and procedure: [WavePower Pdf Link](#)
- 2.2 The policy recognises that the welfare and interests of children, young people and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:
- i. have a positive and enjoyable experience of sport at (“LFSSN”) in a safe and child centred environment.
 - ii. are protected from abuse whilst participating in any activity undertaken by (“LFSSN”) or the competing with The Piranhas.
- 2.3 We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

3 Children / Young Persons Safeguarding and Welfare

- 3.1 As part of our safeguarding policy, we will:
- i. Ensure robust safeguarding arrangements and procedures are in operation.
 - ii. Adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
 - iii. Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities

to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.

- iv. Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently.
- v. Ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored record and store information securely, in line with data protection legislation and guidance
- vi. Ensure we follow Safer recruitment policy as detailed within *Wavepower*. Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made such as conducting DBS checks, a detailed written application and checking at least two references.
- vii. Appoint a nominated safeguarding lead who is properly vetted and trained to safeguard, vulnerable adults, children and young people. The nominated and independent Safeguarding lead and welfare officer for (“LFSSN”) is Tristan Coull.
- viii. Make sure that children, young people and their parents know where to go for help if they have a concern.

3.2 All personnel representing (“LFSSN”) are committed to the following.

- i. Providing a safe learning environment for children, young people, and vulnerable persons.
- ii. Instructors wishing to promote (“LFSSN”) activities will ensure their pre-requisite qualifications are always maintained and kept up to date; failure to do so will result in (“LFSSN”) being unable to support the instructor in the event of an allegation or opening of a case file.
- iii. Reporting any suspicion(s) and allegation(s) of poor practice or abuse to the welfare officer [Tristan coull] who will take positive and appropriate action in line policy and procedure and ‘*WavePower*’.
- iv. Taking care to respond to suspicions and allegations, whilst doing so in an appropriate and swift manner to deal with the case in accordance with safeguarding procedures.

- v. Maintain a safe and appropriate distance between instructor and participant, however when physical contact or manual handling is required consent must be retained from both parties to avoid any inappropriate or wrongful actions.
- vi. Ensure changing room policies are public knowledge to all those involved in (“LFSSN”) activities when using any pool facility; any one over the age of 8 years must change in their own birth sex changing room unless needing extra support from a parent or guardian. If this parent/guardian is not the same sex as the child/young person, then arrangements must be made with the instructor to provide an alternative changing area.
- vii. (“LFSSN”) respect and adhere strictly to the Equality Act 2010. We acknowledge that some children / young persons may not identify as either male or female, or a young person may identify as the opposite sex from their birth. If a child or young person who has identified as the opposite gender to their birth sex and does not feel comfortable changing in their birth sex changing room, (“LFSSN”) will make reasonable adjustments to provide an alternative and separate changing area for that young person.

4 Roles and responsibilities

- 4.1 All staff representing (“LFSSN”) including; Teachers, Assistants and Volunteers have an important role with safeguarding children and young people. Each staff member will read the Safeguarding and Welfare Policy and Procedure and will know what to do and their responsibilities in the event of a disclosure or concern.

5 Responding to Allegations and Suspicions.

- 5.1 No person has the legal right to assume or decide on an individual basis whether abuse has taken place. If any personnel have concerns, they must act on them responsibly with the appropriate necessary actions to protect both parties. In the event of receiving a possible allegation of abuse, the receiver must comply with the following;
 - I. Stay calm to ensure a non-threatening environment for both parties.
 - II. Reassure the individual informing them they are not to blame and did the right thing by speaking out.
 - III. Listen to the individual, showing respect and that they are being taken seriously.

- IV. Minimise the questions asked to ensure the individual is disclosing the information on their own accord.
- V. Where possible take notes of what was reported in direct speech. If it is not possible to take notes at the time of the disclosure, ensure notes are made as soon as possible afterwards.
- VI. Inform the individual that you will have to speak to your safeguarding officer about what they have told you to help them.

6 Recording a Safeguarding Incident or Concern

6.1 When recording a safeguarding issue, the following information should be recorded accurately.

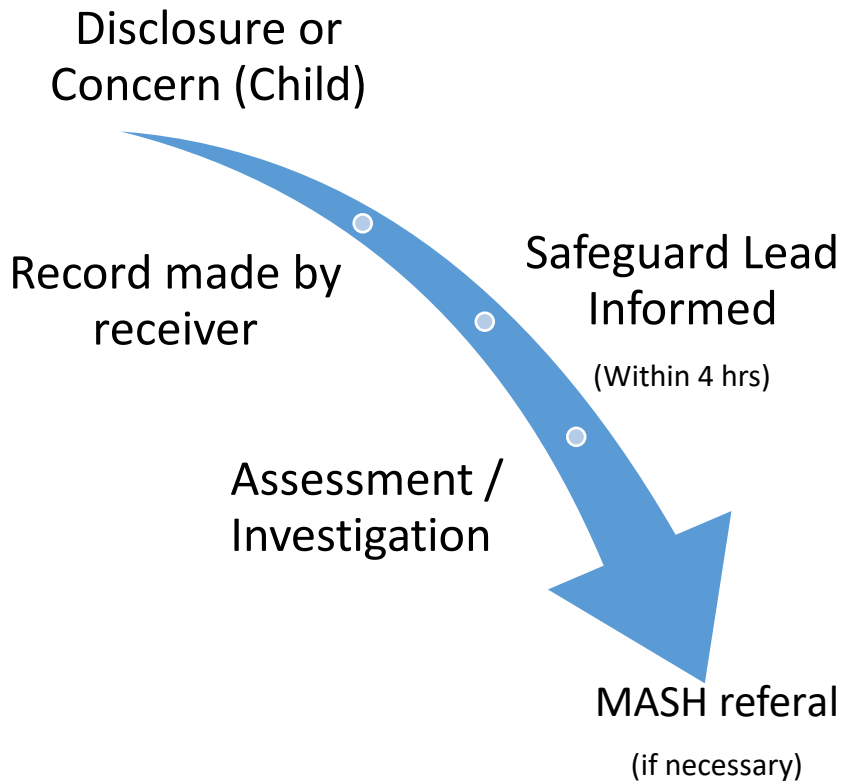
- i. Individual's name and date of birth.
- ii. Individuals home address and telephone number.
- iii. Is the individual expressing concern for themselves or another person.
- iv. The nature of the concern.
- v. Description of any visible injury.
- vi. Details of any witness to the incidents.
- vii. Has any family member been contacted; parent/guardian when dealing with a child.
- viii. Has anyone else been consulted with the issue.

7 Reporting a Safeguard Incident or Suspicion

7.1 Reporting a safeguarding referral or suspicion is the responsibility of the designated safeguarding lead. A full assessment of the referral will be conducted, and an internal investigation commenced if necessary.

- I. Safety of the individual is paramount. If the individual needs urgent medical care, call the appropriate services, inform those concerned and make them aware that it is a safeguarding issue.
- II. Report the concern and information to the designated welfare officer Tristan Coull within 4 hours of receiving disclosure.

7.2 A pictogram showing a clear route from Disclosure to Referral.



7.3 If a serious crime is suspected, we will contact the police. If we believe there is a child at risk of serious or significant harm, neglect or abuse we will ensure a referral is made to the MASH (Multi-Agency Safeguarding Hub).

8 Adult Safeguarding and Welfare

8.1 When (“LFSSN”) are made aware of concerns about an adult Member, the Welfare Officer must share such concerns where any of the following consent conditions apply:

1. The adult Member has consented to the information being shared;
2. The adult Member is believed to lack the mental capacity to decide on the next steps themselves (if in doubt, please refer to the Safeguarding and Welfare Team at Swim England);
3. The adult Member or someone else is at risk of harm;
- or 4. where a concern has been reported to an external body (such as the Police in an emergency), this must be reported as soon as practically possible.

The following three stages of action must be taken for anyone who may have a concern or is made aware of a concern about an adult Member’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), subject to the above consent conditions being met.

9 Changing Room Policy

9.1 In line with Swim England’s clear position, (“LFSSN”) now stipulates that all use of mobile phone or device in a changing area **is strictly prohibited**. Any use of such devices must be documented and reported to the safeguarding lead if there is a concern that an image or video has potentially been captured. Use of a mobile phone or device where it is clear an image or video hasn’t been taken (e.g. someone is witnessed talking on the phone) will be handled under our Organisation’s code of conduct and behaviour protocols.

10 Social Media

- 10.1 Teachers, Assistants and Volunteers for (“LFSSN”) will not contact children (unless a family member) through social media networking sites if they are a member of our swimming club. We will decline all requests to become ‘friends’ via our personal social networking site, our contact with children will be through the official club social media accounts and through the parent/guardian. Social networks will never be used as a medium by which to abuse or criticise members and to do so may be in breach of Swim England regulations.
- 10.2 (“LFSSN”) recognises that many young coaches and teachers aged 18 to 21 will have been Members themselves before becoming a coach or teacher, and will be friends with their fellow Members, some of whom will still be aged 16 or 17. It is therefore plausible that they will have the personal contact details for those Members, or be connected with them on social media sites. (“LFSSN”) accepts it would be inappropriate to require young coaches or swimming teachers to remove the details of those Members from their contact lists or social media profiles. Therefore, if a coach or swimming teacher aged 18 to 21 has phone and/or email details for Members, or is connected to them on social media, who are aged 16 or 17 upon undertaking the role of coach or swimming teacher, (“LFSSN”) does not expect them to remove those Members from their contact list. The coach or teacher must however inform the Welfare Officer and the Head Coach [Toby Ketland] that they hold these contact details.
- 10.3 The publishing of a photograph or video footage on any social networking site will be carefully vetted before publication. If a child is identifiable, consent will be obtained from the parent or guardian before the photograph is published.

11 Glossary

- 11.1 The following key terms are used in this document:

Term	Definition of term
Abuse	Defined under the children’s act 1989.
Child	A child/young person is defined as a person under the age of 18 (Children's Act 1989).



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