

## Kingston Ladies Swimming Club – Safeguarding Policy

Kingston ladies Swimming Club (KLSC) is committed to a club environment in which all children and young people participating in its activities have a safe and positive experience. We believe that everyone at KLSC has a part to play in looking after the welfare of the children they are working with.

In order to achieve this, KLSC agrees to:

1. Adopt and implement the policies and procedures in Wavepower in full.
2. Recognise that all children participating at KLSC (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children at KLSC, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a Club Welfare Officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the club.
5. Ensure that the Club Welfare Officers name and contact details are known to all staff, club members and parents of members.
6. Ensure the Welfare Officer is available to discuss the issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
7. Ensure that all individuals who work with children at KLSC have undertaken the appropriate training and relevant DBS checks and adhere to the required practice for safeguarding children as outlined in Wavepower.
8. Ensure that all individuals who will be working or will work with children at KLSC have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children at KLSC have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower.
10. Provide all KLSC members and parents with the opportunity to raise concerns in a safe and confidential manner if they have a concern about the child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare of protection, are dealt with appropriately and in accordance with the guideline for reporting and action in Wavepower.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to Child safeguarding matter are held in a safe and secure manner.

## Kingston Ladies Swimming Club – Safeguarding Procedure

Swimming plays a major part in the lives of many children and families and for most the experience is a positive one that provides them with many opportunities to have fun, keep fit and even participate at national and international competitions.

Sadly we know from the ASA that a small minority of individuals who wish to harm children could access them through our sport. Many types of abuse and poor practice have been observed and reported in the swimming environment. It is often committed by a person well known and trusted to the child in the swimming club. It can also be committed by another young person. Other concerns involve the possible use of racist language and racist taunts which is not tolerated in KLSC, nor is bullying by children or adults.

All adults involved in swimming have a responsibility to report concerns of a child abuse nature appropriately and to act in a manner at all times that keeps children safe from harm.

It is not the individual's responsibility to decide whether a child is being abused, but we are asking you to act on your concerns. It is your responsibility to ensure the concerns raised are passed on appropriately. KLSC has a welfare Officer with knowledge of ASA Wavepower policy and procedure to advise anyone with a child welfare concern. They should always be involved in any concern raised within KLSC unless they are in some way implicated in the concern. As a member, official or parent involved in our swimming club the following guidelines should be used:

- If the child or young person is in immediate danger or has been physically injured, ensure they are safe and contact the police or social services
- If the child is not in immediate danger but you have concerns, either discuss the concerns with a club welfare officer or a club official who will advise you on the correct procedure for referring your concern appropriately
- Make a note of what you've seen or heard but don't delay passing on the information to KLSC's Welfare Officer

KLSC's Welfare Officer should, in every case, send a completed referral form to the ASA Legal Department to advise them of your concern and to whom you have reported it (address found below in "Other Services")

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### PLEASE REMEMBER

It's not your responsibility to decide whether a child is being abused but we are asking you to act on your concerns. When a concern is referred to the ASA the ASA protocol is followed. This outlines what possible actions will be taken and what further contact will be made with the referrer. This document is located in the appendix section of this document Guidance. Action to take if a child tells you that he or she is being abused:

- Stay calm
- Don't promise to keep it to yourself
- Listen to what the child says and, please, take it seriously
- Only ask questions if you need to identify what the child is telling you
- Don't ask the child about explicit details
- Make a detailed note of what the child is telling you but as advised in the previous section, please don't delay passing on the information

## Information Sheet

Club Welfare Officer: Harriet Mutlow  
Contact number: 07738 281 916  
Contact email: hat.mutlow@gmail.com

County Welfare Officer: Dr Jenifer Colbourne  
Contact email: jeni.colbourne@btopenworld.com

## Other Services

### **National Governing Body Amateur Swimming Association**

Address: Legal Affairs Department  
Pavilion 3, Sports Park  
3 Oakwood Drive  
Loughborough University  
Leicester  
LE11 3QF

Child Protection Officer: Keith Oddy  
Contact number: 01509 640270

Child Safeguarding coordinator: Jenni Dearman  
Contact number: 01509 640270  
Contact email: jenni.dearman@swimming.org

### **Child Protection In Sport Unit**

Contact number: 0116 234 7278  
Contact email: cpsu@nspcc.org.uk

### **NSPCC Child Protection Line**

Contact number: 0808 800 5000  
Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Child line**

Contact number: 0800 1111  
Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Kidscape**

Contact number: 020 730 3300

### **Swimline**

Contact number: 0808 100 4001