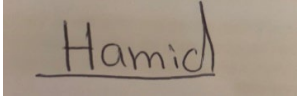




Safeguarding Children and Vulnerable Policy

Approved by:	H Anwary
Signed:	
Date approved:	May 2023
Date review:	May 2024
Version No:	V1

Safeguarding Children and Vulnerable Adults Policy

Introduction

Active Swim is committed to ensuring a safe and secure environment for all individuals. Appropriate arrangements will be in place to deal and respond to issues or concerns with suspected or reported abuse of children or vulnerable adults. Each individual has a fundamental right to be protected from harm and should be given the opportunity to maximise their potential learning in a safe and secure environment. This policy applies to the learners being on courses and/or training. For swimming club policy, individuals should follow the Wave Power guidelines, as issued by Swim England.

What is safeguarding?

The definition of safeguarding is the protection of individuals from neglect, physical, emotional or sexual abuse.

What are the types of abuse?

Physical abuse	Physical abuse is deliberate, physical harm to an individual, or the willful and neglectful failure to prevent physical harm or suffering. Types of abuse may include hitting, throwing, shaking, burning or scalding, poisoning, drowning, suffocating or causing physical harm. This also includes physical harm caused by a Parent or Carer wishing to fabricate or induce the symptoms of an illness.
Emotional abuse	Emotional abuse is the persistent emotional maltreatment of an individual leading to severe and adverse effects on the individual's emotional development. Such examples of emotional abuse include conveying information that the individual is worthless or unloved, inadequate or unvalued. Symptoms of this can include limitation of learning and exploring or prevention of the individual's participation to normal social interaction. Emotional abuse could also lead to extreme bullying leading the individual to frequently feel frightened or in danger, or the exploitation and corruption of the individual. Domestic violence, adult mental health problems or parental substance misuse may expose the individual to emotional abuse.
Sexual abuse	Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. These activities may involve physical contact (including penetrative or non-penetrative acts) or non-contact activities (including looking at or involving the individual in the production of pornographic material or watching sexual activities, or encouraging the individual to behave in sexually inappropriate ways).
Neglect	Neglect is the persistent failure to meet an individual's basic physical, emotional and/or psychological needs, which is likely to result in significant harm. Types of neglect may include failure to provide adequate food, clothing, shelter (i.e. exclusion from the home or abandonment), failure to protect the individual from physical harm or danger, failure to provide access to medical care or treatment and failure to provide adequate supervision (i.e. childminder).
Harassment	Harassment is an act that is unwanted by the recipient. It may be 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 to be harassment.

Specific Concerns

There are specific safeguarding concerns that have been identified in Keeping Children

Safe in Education (Sep 2022) that need to be noted:

Bullying including cyber bullying	Gangs and youth violence
Children missing education	Gender-based violence/violence against women and girls (VAWG)
Child missing from home or care	Hate
Child-on-child abuse	Private fostering
Child sexual exploitation (CSE)	Preventing radicalisation
Domestic violence	Relationship abuse
Drugs	Serious Violence
Fabricated or induced illness	Sexting
Faith abuse	Trafficking
Female genital mutilation (FGM)	Upskirting
Forced marriage	

The indicators of abuse may include:

Physical indicators	Emotional indicators
Unexplained bruising	Unexplained changes in behaviour
Repeated injuries	Difficulty in making friends
Black eyes	Distrustful to adults
Injuries to the mouth	Excessive attachment to adults
Torn or bloodstained clothing	Sudden drop in performance
Burns or scalds	Changes to attendance pattern
Bites	Inappropriate behaviour or language
Fractures	Inappropriate sexual awareness
Inconsistent stories or excuses	Reluctance to remove clothing

How will we promote effective safeguarding?

- Have a designated Safeguarding Office to investigate any suspected abuse or allegations of abuse and report accordingly
- Adopt and implement the current editions of Swim England Wavepower policy
- Provide guidelines and instruction to learners, so that they are aware of what they need to do to maintain a safe environment
- Make sure that confidentiality is maintained appropriately
- Documentation related to safeguarding matters are maintained in a safe and secure manner
- Tutors are required to complete an enhanced DBS check every 3 years or sign up to the updating service
- All staff working in a regulated activity are required to attend and refresh every 3 years, a suitable Safeguarding CPD training.

How to respond to a disclosure of abuse?

Always

- Listen carefully and stay calm
- Allow the child to talk and time to say what they need to say
- Reassure the child that they were right to say something
- Explain that you must pass the information onto the designated responsible officer but that confidentiality will be maintained
- Explain to the individual what will happen next
- Reassure the individual that it will be dealt with appropriately
- Make a detailed note of the date, time, place, comments made by the individual

Never

- Question or interview the individual unless seeking clarification
- Make promises you cannot keep
- Rush into actions which may be inappropriate
- Take sole responsibility, always pass information to the designated officer

How to make referrals?

Suspected abuse or sustained allegations must be reported immediately to the responsible **Safeguarding Officer**, who will in turn refer the case to the Local Safeguarding Children Board. All referrals must be recorded in writing by the responsible Safeguarding Officer within three working days of the referral. If the responsible Safeguarding Officer is unsure as to whether a case should be formally referred or has a general concern about a child's health or development, advice should be sought from the NSPCC.

In cases which allege harm to a child, potential criminal acts, child abuse or allegations against an individual in a position the organisation must refer directly to statutory agencies such as Police, MASH, Children's Social Care and the Local Authority Designated Officer (LADO).

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.

The organisation must refer to the Local Authority Designated Officer (LADO). Discussion with the LADO 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). The number for Hertfordshire LA is: **0300 123 4042**.

If you have concerns regarding the Swim Active's Designated Officer and referrals, please contact the LADO below.

How to manage safeguarding during courses?

Measures to protect against allegations of abuse

1. Work in an open environment where you can be seen by others
2. Avoid unaccompanied time with learners
3. Avoid unnecessary physical contact with learners unless this is to prevent a danger or accident to themselves or others
4. Avoid using suggestive remarks or comments or acting inappropriately with learners
5. Do not provide learners with personal contact details (eg home address or home phone number) or socialise with learners outside of the course
6. Report any potential concerns, allegations or abuse made by learners to the Safeguarding Officer.

Emergency Contact Information

1. Each learner is required to complete an Emergency Contact Form prior to commencement of the course. This will be sent out with the course booking confirmation.
2. For learners under the age of 18 this should be signed prior to submission by their parent or guardian.
3. The Emergency Contact information will be held by the tutor for the duration of the course for emergency use only. At the end of the course this information will be destroyed.

Registration

1. Learners must sign in at the beginning of each day and out at the end of each day.
2. Where a learner is more than 30 minutes late or does not attend on any given day of the course, the tutor should contact the learner using the contact details that have been provided.
3. Where the tutor is unable to contact the learner, they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
4. Learners wishing to leave the training centre during their break must sign out and back in again once they return. Tutors will check to ensure that all learners have returned following a break.
5. Should any learner that has signed out not return more than 30 minutes after the designated time, the tutor should contact the learner using the contact details that have been provided. Where the tutor is unable to contact the learner, they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
6. The signing in/out sheet should be annotated with any or non-attendance.
7. The signing in/out sheet(s) should be returned to the key contact at the end of the course.

Reporting Concerns

1. If learner have any concerns about their health or safety or of anyone on the course this should initially be raised with the course tutor or trainer.
2. Where learner is/are unable to do this then learner can raise any issues with the responsible Safeguarding Officer whose details are below
3. Alternatively you can contact any of the following organisations:
<https://docs.google.com/viewerng/viewer?url=https://www.swimming.org/library/documents/4692/download>
 - a. Swimline on 0808 100 4001
 - b. NSPCC Helpline on 0808 800 500
 - c. Childline 0800 1111

Whistleblowing Process

Anyone associated with SEQ can report any potential wrongdoing at any time. This includes internal staff, external consultants, and stakeholders.

- Learners who wish to raise concerns should first contact their tutor, assessor or Key Centre Contact unless the concern relates to those individuals, then learner should complete the online Swim England Qualification Whistleblowing form, found here: <https://swimenglandqualifications.com/whistleblowing/>
- Raising an Approved Training Centre concern with SEQ: If the concerns are not addressed by the Approved Training Centre or the individual feels that it is not possible to raise the concerns directly with the Approved Training Centre, then the individual should raise their concerns to SEQ.
- To report a potential wrongdoing please complete the online form on

<https://swimenglandqualifications.com/whistleblowing/>

The disclosure should provide as much information as possible, including:

Designated Safeguarding Officer

Mr H Anwary

10 Burgundy Court

31 Arla Place

Ruislip

Middlesex

HA4 0GD

hamid@activeswim.co.uk

This policy is to be reviewed in Dec 23, inline with Swim England new WavePower and changes to the DfE Keeping Children Safe in Education (Sep 23) when are available.