

# Swindon ASC

## Safeguarding Policy



### **Purpose:**

Swindon ASC is committed to a club environment in which all children\*, young people and vulnerable adults participating in its activities have a safe and positive experience.

### **Statement of Intent:**

Swindon ASC will:-

1. Adopt and implement the ASA Wavepower 2012/15 policy in full.
2. Recognise that all persons participating in Swindon ASC (regardless of age, gender, ethnic origin, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm.
3. Ensure that those individuals, who work within Swindon ASC, whether paid or voluntary, provide a positive, safe and enjoyable experience for all.
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 safeguarding matters raised within the club.
5. Ensure that the Club Welfare Officers name and contact details are accessible to club members and parents/ carers of members.
6. The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2012/15.
7. Ensure all those persons who work within Swindon ASC have undertaken the appropriate training and relevant DBS checks and adhere to the required practices for safeguarding as outlined in Wavepower 2012/15.
8. Ensure that all individuals who will work within Swindon ASC have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
10. Ensure that all safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2012/15.
11. Ensure that confidentiality is maintained appropriately and in line with the best interests of the individual.

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12. Ensure all data and information relating to safeguarding matters are held in a safe and secure manner.

In the event that a young person is not collected following training session, then the following steps are to be taken:

1. Parent/Carer must be contacted immediately.
2. The young person must be kept safe on the premises i.e. under the care of a club official until Parent/Carer has collected the young person.
3. Refer the concern as soon as possible to the ASA Safeguarding Team as required.

In the event that a young person goes missing, the following steps are to be taken:

1. Ensure the other young people in your care are looked after appropriately, while you organise a search for the young person concerned.
2. Inform the young person's Parent/Carer if they are present at the event.
3. After a preliminary search has been taken, nominate an appropriate person to telephone the Parent/Carer if they are not present and advise them of the concern. Reassure them you are doing all you can to locate their child.
4. Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
5. Refer the concern as soon as possible to the ASA Safeguarding Team as required.

\* Children refers to all persons under the age of 18.