

Severn Vale Swimming Club

Children and Vulnerable Adults

Safeguarding Policy

May 2016

Severn Vale Swimming Club

c/o The Secretary

clubsecretary@severnvalesc.org

www.severnvalesc.org

The Safeguarding Policy of Severn Vale Swimming Club is formulated on the basis that Young People and Vulnerable Adults come First.

Contents

Introduction.....	2
Section 1. Statement of Principles.....	3
Section 2. Provision and Training of Safeguarding Officers.....	4
Section 3. Ensuring suitability of new members.....	4
Section 4. Handling of personal data.....	5
Section 5. Code of Conduct.....	5
Section 6. Handling of allegations of abuse or misconduct.....	6
Annex A. Pro-forma form for incident recording.....	8&9

Introduction

This document sets out the policy of Severn Vale Swimming Club herein referred to as the “Club”, for the safeguarding of all child and vulnerable adult members of, and visitors to, the Club. The Club is run by a committee, the members of which are referred to in this document as Committee Members.

The Club’s main activity is to provide opportunities for naturist swimming and ancillary health activities (‘Swim Meetings’) for adults and families at the new (opened 2016) Leisure Centre/Swimming Pool in Tewkesbury, a facility under the management of ‘Places For People’. The Club also organises very occasional non-naturist social activities at other venues, when children or vulnerable adults may be present.

This policy is based on, and should be read in conjunction with, the Safeguarding Policy of British Naturism (BN), available online at <http://www.bn.org.uk/community/files/file/653-bn-child-safeguarding-policy> which was written with guidance from the Safeguarding Board and an Independent Advisor. It is for all Club members and Safeguarding Officers to adhere to, when in the presence of and for the interaction with children and vulnerable adults, as Club members or visitors.

The whole of this policy document relates to young people, being those under 18 years of age, and adults who are vulnerable by reason of physical, mental or learning disability, age, illness or frailty or who may be unable to protect themselves from significant harm or exploitation.

It sets out the actions to be taken by the Safeguarding Officer or Committee Members in the event of any allegations made against any Club member or visitor to the Club. It further states that the child/vulnerable adult Club member or visitor has

the right to be heard and respected and protected from any form of abuse, bullying, and/or harm.

All safeguarding issues will be investigated in a sensitive manner with no promise that any information recorded will be kept secret. It may be necessary to involve outside agencies, such as the Local Authority Designated Officer (LADO) where deemed necessary, to necessitate further investigation.

This policy sets out the Club's commitment to ensuring the safety of all Members and visitors from harm, no matter what form it may take. It includes:

- ❖ Section 1. A Statement of Principles
- ❖ Section 2. How we ensure there are sufficient Club Safeguarding Officers or Committee Members present, and how they are trained in Safeguarding issues.
- ❖ Section 3. How we ensure new members are suitable to join.
- ❖ Section 4. How personal data of members and visitors is handled.
- ❖ Section 5. How members should conduct themselves towards each other.
- ❖ Section 6. How we handle allegations of abuse or misconduct.

A copy of this policy is posted on the Club's website, www.severnvalesc.org and all members and visitors are encouraged to familiarise themselves with its contents.

SECTION 1. Statement of Principles

Severn Vale Swimming Club's Safeguarding Policy has taken information from the BN Safeguarding Policy, (<http://www.bn.org.uk/community/files/file/653-bn-child-safeguarding-policy>) which was written with advice from the Safeguarding Board and an Independent Advisor, to offer a full and complete safeguarding document and to ensure that the Club provides a safe and healthy environment for children and vulnerable adults to practice naturism.

A child's rights to protection

Any child regardless of age or status has the right to be naked within the confines of the Swim Meeting and the right to be clothed if so desired by the child themselves, and in either case to be free from any form of abuse and or bullying.

Anti-bullying Policy

No-one shall engage in any activity that involves discrimination or any form of bullying, be it be verbal, physical, sexual, emotional, either long or short term.

Types of abuse

Abuse can have many forms including physical harm, sexual interference, psychological, or neglect. All forms of abuse are unacceptable and action will be taken to resolve any issues that arise from them.

Recognition of abuse

When either the abused, witness, or a parent, guardian or carer notes any form of abuse they should report the matter initially to a Lifeguard present at a Swim Meeting and to the Duty Manager, and additionally to the Club Safeguarding Officer for appropriate action. If the Club Safeguarding Officer is not available the matter should be reported to a Committee Member (identifiable by wearing a coloured wristband).

Supervision of children

Whilst at Swim Meetings or any Club-organised activity elsewhere, all children under the age of 16 must be supervised by an appropriate adult, who must be the child's parent, guardian or carer over the age of 18.

No child under the age of 16 is allowed to use any pool or play area unsupervised. The parents, guardian or carer will be alerted in the event that the child for whom they are responsible is entering the pool or play area unsupervised and will be requested to ensure that proper supervision is provided.

Questions and Answers for parents and guardians

The parents, guardians or carers of a child or vulnerable adult are encouraged to ask questions regarding their child/ren and this Safeguarding Policy

Photography Policy

Members, visitors and guests must not take photographs whilst at Swim Meetings. At other events organised by the Club, the Club's rules governing photography apply.

SECTION 2. Provision and Training of Club Safeguarding Officers (CSOs)

The Club will arrange for sufficient members to be trained as Safeguarding Officers to ensure at least one CSO or Committee Member is normally available at every Swim Meeting and other Club-organised event. CSOs can be contacted by telephone when not present at a Swim Meeting.

All Committee Members (identifiable at Swim Meetings by coloured wristbands) will receive safeguarding awareness training. In addition, at least one dedicated Club Safeguarding Officer has been appointed by the Committee and has received further appropriate training. All their names are displayed on the Club notice board, which is displayed at Swim Meetings and all Committee Members are familiar with this policy. The Club Safeguarding Officer may also, if deemed necessary, call on the services of other outside agencies such as the Local Authority Designated Officer (LADO) without the need for Committee approval, although any such action taken will be reported immediately to the Chairman and Secretary of the Club.

The Club Safeguarding Officer may be required to pass on details of any member(s) who are removed from the Club for any unacceptable behaviour towards a child or vulnerable adult to BN, the police and/or the LADO.

Training of Club Safeguarding Officers

Club Safeguarding Officers (who need not be members of the Committee) will be trained by any appropriate local safeguarding training organisation and shall update their training as necessary, to remain up to date on the current legislation, regulations and best practice in connection with their role. All members who wish to be trained as a Club Safeguarding Officers **must** take part in an official course for this purpose, and update their training as necessary.

SECTION 3. Ensuring suitability of new members and visitors

The Club has a procedure for the vetting of new members and admission of visitors and members' guests. This is designed to ensure the safety and comfort of all members, visitors and guests. A key part of this procedure is that it is designed to ensure the Club has a valid name and address for everyone present at Swim Meetings or (as far as practicable) other events organised by the Club. The Club is a

member club of BN and as a result has access to BN's Referral/Enquiry List. All membership applications are subject to final approval by the Club's Committee.

SECTION 4. Handling of personal data

Storage of personal data.

All written data of a personal nature will be kept strictly confidential and in a secure manner. All data saved on electronic devices will be kept with appropriate security features in place to prevent or deter unauthorised access.

Information kept by the Club may only be used for the purpose that it is collected. Such purposes include the membership and verification and vetting of applications for membership of the Club.

All details of ex-members are to be securely retained as required by the Data Protection Act.

Principles of information sharing

Any member, ex-member or visitor may have their details passed on to appropriate agencies as thought necessary for the proper investigation of any complaint.

This also applies to the child or vulnerable adult involved in any complaint.

SECTION 5. Code of Conduct

All members of the Club, visitors and guests will be expected to behave in a manner that is acceptable, polite, non-threatening and respectful of other users of the Club including children and vulnerable adults.

No person shall behave in a manner as to cause offence in the use of language, or act in a way that is not generally accepted in a naturist environment.

As a guide the following **Code of Conduct** should be followed:

- ✓ **Do** treat everyone with dignity and respect.
- ✓ **Do** set an example for others to follow.
- ✓ **Do** treat all young people and vulnerable adults equally – do not show favouritism.
- ✓ **Do** plan activities that involve more than one other person being present, or at least within sight and hearing of others.
- ✓ **Do** respect a young person and vulnerable adult's right to personal privacy.
- ✓ **Do** allow young people to talk about any concerns they may have.
- ✓ **Do** encourage others to challenge attitudes or behaviours they do not like.
- ✓ **Do** make everyone (young people, parents and carers, and other members and visitors) aware of our safeguarding arrangements.
- ✓ **Do** remember this code at sensitive moments, e.g. when helping someone who has been bullied or abused.
- ✓ **Do** remember someone else might misinterpret your actions, even if you mean well. Remember other's perceptions of your actions may differ from yours.
- ✓ **Do** take any allegations or concerns of abuse seriously and refer them to a Lifeguard, the Duty Manager, Club Safeguarding Officer or Committee Officer immediately.
- **Do not** trivialise abuse.

- **Do not** take part in inappropriate behaviour or contact, whether physical, verbal or sexual.
- **Do not** take part in physical contact games with young people to whom you are not related.
- **Do not** make suggestive remarks or threats to a young person or vulnerable adult, even in fun.
- **Do not** use inappropriate language when at a Swim Meeting or other Club event or when writing, phoning, emailing or using the internet to contact or write about the Club, its Members or Committee Members.
- **Do not** use inappropriate language or make inappropriate comments when referring to the Club or its Members on social media (eg Facebook, Twitter, Instagram, forums etc)
- **Do not** let allegations, suspicions, or concerns about abuse go unreported.
- **Do not** make or spread malicious or unfounded rumours or allegations.

SECTION 6. Handling allegations of abuse and misconduct

Handling of allegations of abuse

Incidents of abuse may come to light from observed conduct or on receipt of allegations or complaints. Some cases may be potentially serious, others of a more minor nature, for example minor bullying or inappropriate language. When inappropriate conduct is observed, it should be referred to a Lifeguard (who may also refer the matter to the Duty Manager) and also to the Club Safeguarding Officer or any Committee Member. Any of these people can intervene and may require the offender to leave the Swim meeting immediately. Any Committee Member can insist that any person leave a Club event at any time, and that person must leave immediately upon being asked. In all cases an incident report **must** be completed (see sample form in Annex A). As a minimum, details of the incident must be passed on to the Club Chairman and Secretary in writing with 24 hours of the incident taking place (email may be used for this purpose). The Club's level of response will depend on the perceived nature of the incident, but it may be necessary for the incident to be reported to the appropriate authorities and British Naturism.

Responding to a child or vulnerable adult

- Stay calm.
- Listen carefully to what is said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child/vulnerable person to continue at her/his own pace.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/vulnerable person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing as soon as possible what was said, using (as far as possible) the person's own words. Make a note of the date, time, any names

mentioned, to whom the information was given and ensure that the record is signed and dated. A Form for recording these details is attached as Annex A.

- Contact a Club Safeguarding Officer, or if they are not immediately available any Committee Member.

REMEMBER: It is important that everyone is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the police and/or the LADO following a referral to them of concern about a child or vulnerable adult.

Response to allegations

All allegations will be taken seriously and if necessary further action will be taken. During the time of an investigation, which may be by an outside agency, the member/s implicated will be suspended from the Club (visitors or guests will be excluded from the Club's Swim Meetings and from all Club events) pending the completion of the enquiry.

The existence of any investigation must be kept confidential from the general club membership, unless further enquiries are required of other members, as a part of the investigation.

Any member who becomes involved in any investigation **MUST** maintain confidentiality at all times; the alleged offender/s should be the last person to know about any investigation.

When a serious allegation is proven against a member, the member will be expelled from the Club for life. Their name and relevant personal data will be forwarded to BN.

Incident reporting

All Club members and visitors are encouraged to come forward if they witness any behaviour that in their view is inappropriate. Such a person will have the full cooperation of the Club Safeguarding Officer to whom they report the incident and of the Club's Committee.

Severn Vale Swimming Club

(Policy last revised 19 May 2016)

Annex A

Form for recording and reporting suspected abuse of a child or vulnerable adult

Severn Vale Swimming Club

Safeguarding Incident Report Form Proforma

Confidential Report

Name of Person Completing Report

.....

Contact details of person completing Report (phone number/address).....

.....

Child or Vulnerable Adult Involved.....

Age or DOB (if known).....

Place where Incident/observation of Injury/Disclosure Occurred.....

.....

Adults/Children Present (witness/es to incident)

.....

.....

Adults Present (when Child or Vulnerable Adult was interviewed)

.....

.....

This report should be completed IMMEDIATELY following an incident that raises any concern about possible child or vulnerable adult abuse eg observation of an unexplained/suspicious injury or following something said by a child or vulnerable adult which causes concern. It should be completed by the person most directly involved. Care must be taken to record the information accurately and confidentially. This form must be passed THE SAME DAY to a Club Committee Member, the Club's Safeguarding Officer(s) or the Duty Manager at the Leisure Centre and a decision made about what should happen next.

DETAILS OF YOUR CONCERN

Record here EXACTLY what you saw or heard, including actual site of any injury or an exact record (as far as possible) of anything said to you by the child or vulnerable adult. Record also any relevant comments made by you. Avoid asking any more

questions than are necessary to clarify any uncertainties. Please attach an additional sheet of paper if required.

Please attach an additional sheet of paper if required.

Sign
Here.....
.....

Reported at.....(time)
on.....(date)

Action taken/No further action.....(specify)

Signed.....
.....

Committee Member, Child Protection Officer, Leisure Centre Duty Manager

This record will be kept secure and retained by the Club Committee and/or the management of the Leisure Centre.

Severn Vale Swimming Club

(Form last revised 19 May 2016)