



## Information and guidance to parents

The ASA recognise the important role parents play in clubs. The parent finances, transports and supports their child and many give their time generously and voluntarily to run their child's swimming club. The parent role is also to help keep their child safe in all their sporting activities.

The ASA Safeguarding Team have developed Wavepower for clubs to adopt to address any welfare and safeguarding issues that arise. This section is specifically for you, the parent, to hopefully give you a guide on your role as club parent.

### New parents

- Upon visiting / joining a new club discuss with the coach what training, progressions through the squads and chances to compete are available to your child.
- Ask if the club has a Child Welfare Officer and Policy. If you wish to speak to that person do approach them but remember they are a volunteer and may have to make an appointed time to have any full discussion with you.
- Watch a training session. The club will have no problem with you and your child or young person doing so but you should identify yourself to a member of the club committee (they are usually in the reception area) if you call in without phoning first. If you do phone the club secretary in advance, you are likely to be met by a committee member who can discuss membership in more detail on the night.
- You do not need to print off Wavepower – it can be found on the ASA website [www.swimming.org](http://www.swimming.org) and the sections for information are self explanatory. Additionally, the Welfare Officer holds a hard copy you can look at on request.
- Upon joining the club you should receive a welcome pack including a parent's welcome letter.

### The Teacher / Coach

Some of the questions you may wish to ask the Teacher / Coach are.

- What times would my child be expected to train?
- Who will coach my child?
- What are the opportunities for them competing for the club and how are teams selected?
- Will I have the opportunity to discuss my child's progress with you on a regular basis?
- What is the opportunity for my child to go up in lanes as they develop their swimming skills and how are these decisions made?

### The Welfare Officer

Some questions you may wish to ask the club Welfare Officer or other committee member are:

- How do I contact you should I need to?
- Is the club a swim21 Club? (details on Swim 21 can be found at [www.swimming.org](http://www.swimming.org))
- Ask if you can see a copy of the club child welfare policy and procedures and what it covers.
- Are there procedures in place for dealing with concerns, complaints and disciplinary issues and if so who should I approach to raise a complaint?
- Are coaches and teachers suitably qualified and / or experienced?
- Does the club follow the ASA guidance on away events and training camps?
- Does the club arrange for all appropriate coaches, teachers and volunteers involved with the supervision of junior swimmers to attend child protection awareness training?
- Are parents encouraged to watch or become involved in the club and their swimmers training in an appropriate manner?

## Parents' Commitment to their Child and the Club

We do ask that parents have a commitment to the club in line with the commitment your club will have to your child.

- Sign and adhere to the club's Parents Code of Conduct.
- Take an interest in your child's training and progress and be supportive.
- Ensure you have regular and timely discussions about your child's progress with their coach / teacher regardless of their level, stage, age or ability.
- Be aware of what competitions are open to your child and what are the expectations of the club in their attending club galas and meets.
- Be punctual when dropping off and picking up your child to / from coaching and competitions and whenever possible stay to watch and support them.
- If you are unable to stay at training / competitions, ensure your son / daughter has all the appropriate required equipment.
- Ensure that the club has an emergency contact number for you, a mobile would be preferable, and that you leave your mobile switched on so that you can be contacted in an emergency.
- Advise the Club Welfare Officer or designated club officer if your child has any particular needs (e.g. allergies, learning disabilities) to ensure they are provided for in the best way possible, and ensure any relevant new concerns / illnesses or ongoing treatments are reported appropriately to the club Welfare Officer or coach.
- Offer your services to the club. The club will always be looking for volunteers to help run the club.

## Action to take if you have a concern for your own child or another child training in the club?

- If the concern is about your child's training at the club you should arrange to meet with the Coach / Teacher to discuss your child's training and development.
- If you are dissatisfied with the outcome of any discussion with the club coach / teacher you should approach the club Chief Coach or Welfare Officer for advice on what to do next. But remember, the training offered may be in the interests of the majority of the swimmers but not meet the needs of your individual swimmer. If this is the case you need to discuss whether a change of squads, lanes or even club is appropriate to ensure your child's needs are met.
- If you have a concern regarding what you consider may be poor practice by a coach or teacher the ASA Signposting Helpdesk is a helpline available to all ASA members who need guidance on who to approach for help and advice if they have a concern. The helpdesk can be contacted via email on [signposting@swimming.org](mailto:signposting@swimming.org).
- Issues of poor practice not addressed by the club should be reported to the ASA Office of Judicial Administration. If a formal complaint is made, the Judicial Laws and Regulations are followed and the Office of Judicial Administration deals directly with the parties concerned.



### Action to take if you have a concern of a child welfare / safeguarding nature about your child or another child

- Concerns raised will be dealt with following the ASA guidance on confidentiality.
- If your concern is about a child you consider may be in immediate risk of injury or harm, or has been injured or harmed, do not hesitate and immediately contact the local Children's Social Care Team, the police, or the ASA ICPO. They will ensure action is taken without delay to ensure the wellbeing of the child/ young person. The club Welfare Officer and ICPO must be informed as soon as possible of a referral to the statutory agencies.
- If there is no immediate risk, as outlined above, it is important you raise your concern as soon as possible with the club Welfare Officer. They will advise you on the action to be taken and if necessary refer the matter to the statutory agencies or the ASA ICPO.
- If you do not wish to approach the club directly you can call the Swimline number **0808 100 4001**. You will need to leave a number for a Swimliner or the ICPO to call you back or if you wish to speak to someone immediately, hold on and you will be put through to the NSPCC Helpline.
- If the matter is involving your child you will be advised of what you should do and kept fully involved of all action taken.
- If the matter is about a child unrelated to yourself information will only be made available to you in line with appropriate confidentiality.

We hope you and your child enjoys his / her membership of the ASA and he / she will continue to enjoy training and competing for their club, county or country for many years.

### Additional helpful information

DCMS "Helping keep your child safe in sport" document from the ASA website or [www.culture.gov.uk](http://www.culture.gov.uk)



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