



Section 2

“Toolbox for Clubs”

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Introduction

This section of Wavepower 2009/11 is designed to assist clubs and individuals in the club to meet their duty of care to safeguard all children who take part in or attend your swimming club. The section is divided up to help the club identify what they need to do to demonstrate a duty of care with clear guidance and policies to make this possible.

The club officers and committee members are all responsible for developing, maintaining and reviewing safeguarding policies, procedures and guidance within the swimming club. The Welfare Officer is the designated person who will help guide and assist in developing good policies and procedures but cannot be held to have sole responsibility for child safeguarding in the club. The club officers will need to consider the content of this section and take actions to ensure they are currently following the good practice outlined and able to take appropriate action when poor practice or safeguarding issues are identified. The club will need to adopt the policies and procedures in Wavepower 2009/11 if they do not have them in place currently.

If the clubs concerned need assistance or advice they can contact the Regional Development Officer, the County Welfare Officer, the ASA Legal Affairs Team or the ASA Independent Child Protection Officer, whose contact details can be found in the front of this document and/or on the ASA website.

Section 3 of Wavepower 2009/11 has additional guidance for those who work with children in the club including coaches and teachers, the swimmers themselves and their parents and this section should be read in line with the Toolbox itself.

Using the toolbox

This section of Wavepower 2009/11 has been subdivided into sections so that information relevant to the individual using it can be obtained easily, with cross references to other sections that may be relevant to the issue involved. This section contains ASA guidance and policies for the club to adopt. For the club Welfare Officer it should act as a practical aid to ensure the club is meeting the requirements of the ASA Safeguarding Policy and as a guide to procedures when dealing with issues raised. We recommend the club make it known within the club to members and parents of members that Wavepower 2009/11 can be obtained from the club Welfare Officer and is on the ASA website. Some clubs may choose to put the full document on their own website.



Swimming club safeguarding policy statement

The _____ swimming club/squad is committed to a club environment in which all children* participating in its activities have a safe and positive experience.

In order to achieve this the club agrees to:

- a) Adopt and implement the ASA Wavepower 2009/11 policy in full.
- b) Recognise that all children participating in the _____ club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and be protected from harm and be in a safe environment
- c) Ensure that those individuals who work with children in the _____ club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- d) 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.
- e) Ensure that the club Welfare Officers name and contact details are known to all staff, members and parents* of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2009/11 guidance.
- f) Ensure all those persons who work with children in the _____ club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2009/11.
- g) Ensure that all individuals who will be working or will work with children in the _____ club have been through the ASA recruitment procedure.
- h) Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2009/11.
- i) 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 or protection.
- j) Ensure that all child 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 2009/11.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

*Children are referring to all persons under the age of 18.

"Parents" is anyone who has parental responsibility for the child concerned.

Confidentiality

Section one of this document identifies the importance of confidentiality and appropriate information sharing.

This section is to give guidance to clubs and their officers.

Confidentiality is identified in government guidance in "common core of skills and knowledge for children's workforce" which states clubs and individuals must:

1. "Remember and understand the procedures and legislation relating to confidentiality issues that apply to your job role.
2. Understand the limits of confidentiality that apply to your job role and that sometimes it is necessary to go against a child or young person's expressed wishes in their best interests and, where this is the case, ensure that the child or young person understands what is happening and why".

The ASA view confidentiality of primary importance in any matters involving children. This applies to all adults involved in swimming, whether paid or unpaid, a parent, an officer or other official of the club. The ASA guidance to members is:

- Any person made aware, either directly or indirectly, of a matter involving the child must only raise or discuss that issue with others who "need to know" to either manage the concern appropriately or prevent harm to that child or others. If in doubt advice can be sought from the ASA ICPO or the ASA Signposting helpdesk.
- In the case of children disclosing information the person receiving that information must follow the guidance in section 2 on "reacting, reporting and recording concerns". While a child has a right to confidentiality the above statement 2 must always be considered and adhered to appropriately. Thus the importance of telling a child that you cannot promise to keep the matter secret.
- All papers that refer to child safeguarding matters must be held in a secure and appropriate manner.

Involving children and young people in your club

Throughout this document it has been emphasised that the responsibility for developing safeguarding policies and procedures does not lie with one person but is a shared responsibility with all who work with, and have responsibility for, children in the club. We are now asking that those responsible adults consider how to involve the users of the safeguarding procedures, the children under 18, in future policy development.

The UN Convention on the Rights of the Child, ratified by the British Government in 1991, has been enshrined in all subsequent government legislation and policy documents relating to children. A report of the Government Joint Chief Inspectors entitled "Safeguarding Children" (July 2005) highlighted the need to give children a voice. The report spoke of children in the health service, criminal justice and care system as feeling "they are inadequately listened to and consulted". Since this time many children's consultative groups have been set up in these specific areas and have been important in the development of service user consultation. The ASA would like to mirror these initiatives with active involvement of young swimmers in policy and procedure development in child safeguarding.

The ASA have already involved children at Governing Body level by the development of the ASA Youth Forum. Sections of Wavepower 2009/11 have been advised on by the Youth Forum and the ASA are grateful for their valuable input.

Within some ASA clubs, children have had a voice for several years through junior club captains who represent the views of members under the age of 18 at club committee and management level. It is, however, the ASA's experience that very few involve their young swimmers in the club's child safeguarding strategy development

We would like ASA clubs to consider how they can involve their young swimmers in developing their Child Safeguarding policy and practice. Some suggestions on how clubs can do this are:

- Form a Club Youth Forum involving willing and diverse young people who are representative of the club membership and who can be called upon to give views on all areas of club development, including child safeguarding.
- Get young people actively involved in helping develop literature and website information on child safeguarding issues.
- Use questionnaires amongst the club young people to seek out their views and comments
- Hold meetings with young people when considering changes to policies and gather their views.
- Take note and consider fully the views as given by the young swimmers to the club officers and integrate their views into policy development.

Further guidance on involving young people can be obtained from the ASA or through the following websites:

www.nspcc.org.uk

Specifically "Bullying Information for teachers and professionals who work with children" - Advice on how to involve young people in developing anti bullying policy and procedures.

www.cpsu.org.uk

Sport specific advice.

www.participationworks.org.uk

An organisation made up of 6 leading children and young people. An organisation that gives advice, guidance and training on involving children in decision making.

The ASA would welcome feedback from clubs on initiatives in this area by:

- Writing to the ASA Independent Child Protection Officer c/o The Legal Affairs Department Harold Fern House Derby Square Loughborough LE11 5AL
- Via e-mail to the Signposting Helpdesk at: signposting@swimming.org

Reacting, reporting and recording concerns

The ASA is committed to ensuring all children who attend ASA swimming clubs and ASA events will be safeguarded from harm.

To ensure this is possible the ASA have developed comprehensible procedures for clubs to adopt and act upon if a matter regarding a child's safety or welfare is raised.

This section of the ASA Toolbox will give clear guidance on the steps to take and the procedures that must be followed.

Introduction

The ASA accepts that the protection and safeguarding of all children is paramount and that safeguarding should be based on prevention and best practice. The adoption by ASA clubs of safeguarding policies and procedures have, and will continue to, minimise the opportunity for acts of child of abuse or harm to children to take place within the club setting.

This has been recognised in the study of ASA cases over the last 7 years where the numbers of serious cases of child abuse (excluding the identification of historical abuse) have reduced significantly as procedures have become imbedded into club culture and practice. However, the ASA recognise that all risk cannot be removed and concerns will continue to be raised regarding child safeguarding and welfare identified, both within and external to the ASA club activities.

The ASA have therefore created concise guidance of action to take for any person involved in swimming who may have a concern, observe a concern or have concerns raised to them about a child's wellbeing.

The ASA have developed a child safeguarding management team from whom advice and guidance can be gained, and who will take the required actions and decisions in matters regarding child safeguarding.

These are:

- *The ASA legal Affairs Department (LA Dept).
- *The Independent Child Protection Officer (ICPO).
- *The District Welfare Officer (DWO).
- *The County Welfare Officer (COWO).
- *The Club Welfare Officer (CLWO).

*contact details can be found at the front of Wavepower 2009/11.

A report may be raised as a result of:

- A child disclosing to another child or adult.
- By an observation of a concern.
- From a third person raising a concern.
- A change in a child's behaviour or demeanour.
- A historical concern.

The concern may be a regarding:

- An abusive act, a breach of the safeguarding policy.
- A bullying incident.
- A breach of the code of conduct.
- Any other concern for a child's wellbeing.
- It may be current or historical.
- It may be regarding a concern that has taken place in the club and regarding an adult that may not be members of the club.
- External to the sports setting but disclosed to a safe and trusted person known to the child within the sports club.
- The concern may be about the behaviour of a child to another child.
- An adult to a child.
- A child to themselves (self harming).

Note: This is not a definitive list.

React

If you have a concern regarding child safeguarding or abuse is observed by you or raised to you, you should:

Listen and respond

- Ensure the wellbeing of the other children and young people for whom you have responsibility and ensure they are being supervised by appropriate adults.
- Stay calm and listen. Do not show that you are either upset, disgusted or disbelieve what you are hearing.
- Reassure the child they are right to tell you and they are not to blame.
- Listen carefully to all that is being said and stay calm.
- If a child is disclosing to you directly ensure that they are safe and feel safe.
- Do not ask questions unless to clarify what is being said. It is important not to ask leading questions or make suggestions or comments.
- Do not make assumptions about what is being said.
- Do not make judgements as to what is being said.
- Always take the concerns raised seriously.
- It is important to be honest and explain you cannot keep what they are saying secret and never promise to do so.
- Try to reassure them by explaining what action you will be taking.
- Disclose what you have been told only to those who "need to know." Ensure you maintain confidentiality at all times and ensure others you share the information with understand to do the same.
- If the parents are not implicated in the concern, ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.

- Ensure the child receives appropriate medical treatment as required.

But

- Do not confront the alleged abuser.
- Do not promise to keep a secret.
- Do not take any action until you have considered and shared the information appropriately.
- Do not act alone. Follow club guidance on whom to share the information with in an appropriate and proper manner.

Report

Remember, it is the duty of everyone involved in the sport to report cases of concern and abuse to protect children but it is for the professionals to consider and decide if abuse has taken place.

If the concern is regarding a child who is or may be at risk of harm do not hesitate. Contact the Children's Social Care Services or the Police Child Abuse Investigation Team/ Unit and inform the Welfare Officer of the action taken.

The reporting structure with the ASA

The Club Welfare Officer has the primary responsibility in ASA clubs to receive and deal with concerns involving children, if they are not available speak to another officer of the club.

Swimline. Any person involved in swimming can refer a matter through calling the Swimline number. They need to be prepared to leave a contact number at which they can be called that day or the following day by either the ICPO or a swimliner.

The ASA Legal Affairs Department/ ICPO. The Welfare Officer and any member or parent of a member of the ASA can refer a concern to the ICPO via the ASA Legal Affairs Department.

Once the concern has been raised to the ASA ICPO, the required decisions will be made in conjunction with the Director of Regulatory and Legal Affairs.

Decisions on suspension will be made by the Chief Executive on the advice of the Director of Regulatory and Legal Affairs and the ICPO.

Record

Once you have taken action to ensure the wellbeing of the child and passed on the information as required you will need to write a report of what you have been told, and/or have observed.

It is important you are clear in this report that what you write down is what you have been told or observed. If in doubt leave it out or make a note that you are uncertain as to what was said or seen and that you saying what you believe to be so.

The ASA have a referral form for you to use which can be found in the Toolbox on page 28. If you do not have a form to hand, the following information will need to be included in your report:

- Full details of the child concerned including age or date of birth, full name, gender, race, ethnic origin and address.
- Parent, carer or guardians details.
- What information has been shared with the parent or carer?
- The allegation made.
- Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any.
- If the child has any marks, injuries or bruising visible to you note them down and, if possible, draw an outline drawing of where they were seen on the child's body.
- Note as fully as possible the child's account being factual as to what the child actually said.
- Note down details of any witnesses.
- Any other relevant information including, but not solely, any other incidents including dates, if possible.
- Any information, which has been passed to you as hearsay, second hand information or opinion, clearly noting it as such.

- Sign and date your report and give a phone number at which you can be contacted.

If you do not have this information it will be available in the club but must only be obtained ensuring confidentiality is maintained.

Incident Form/Book

Written details of all incidents/ accidents, together with details of any treatment given/actions taken must be kept in the club incident book.

Parents must see the care of their child in a swimming club environment as a shared responsibility to ensure the child is safeguarded at all times. Clubs may place restrictions on parents leaving young swimmers during teaching sessions and will always insist on having contact details if an emergency arises.

The ASA reporting procedure

The ASA expect all concerns to be referred appropriately for action.

You do not have to decide that an issue raised is child abuse or a failure to safeguard. You do have to refer the concern to the appropriate agency to make that decision.

The concern may be one that is

- From within the swimming club or related activities.

Or

- External to the sport.

In an emergency when you are unable to contact the club Welfare Officer or the ASA ICPO you should refer the concern directly to the Childrens Social Care Team or the Police Child Protection Investigation Team/Unit and inform the Welfare Officer of the action taken. Ensure you take contact name and details of the person spoken to and refer that information to the ASA Legal Affairs Department or the ICPO and inform the club WO of the action taken.

Concerns raised about an incident that has occurred within the swimming club or related activity

To refer the concern:

1a. If the concern arises in an ASA club contact the Club Welfare Officer. The Club Welfare Officer will decide what the appropriate action to take is. This may include:

- Contact the statutory agencies or seek advice from the NSPCC.
- Seek advice from the ASA Legal Affairs Department, the ICPO or the County Welfare Officer.
- Take action within the clubs child safeguarding policy.

or b. Contact the ASA Legal Affairs Department, or the ICPO.

or c. Phone the ASA Swimline number and an ASA Swimliner or the ICPO will call back within the next working day if a contact number is given.

2. If you are concerned about a child in a school - you must inform the designated teacher, who will follow the Local Authority procedures and/or PESSCL protocol.

3. If you are working on a local authority swim programme - you must inform the Sports Development Officer or nominated person, who will follow the Local Authority procedures.

4. If you are concerned about a child in a County event/session - you must inform the County Welfare Officer, who will refer the matter to the ASA ICPO.

5. If you are concerned about a child in a national competition (UK School Games, ASA Youth Championships) then you should contact the Welfare Officer designated for that event, who will refer the matter to the ICPO.

Remember: the ASA hold records of all concerns raised to them and it may be significant if a concern has been raised previously regarding the person about whom you have concerns.

THEREFORE IN ALL SITUATIONS THE ASA ICPO MUST BE INFORMED.

ICPO involvement.

When a concern is raised the ICPO will either:

- Note the concerns for information only.
- Advise the club of further action to take.
- Deal with the matter directly keeping the Welfare Officer informed and involved in the matter. This may involve referring the matter to:
 - Children's Social Care Team.
 - The Police Child Abuse Investigation Team/Unit.
 - The Local Safeguarding Board.
 - The ASA Judicial Commissioner.
 - The County Welfare Officer.
 - A Swimliner.

The ICPO will inform the Director of Regulatory and Legal Affairs as required.

Temporary or permanent suspension of an ASA member

Where suspension is considered necessary, or following a recommendation by the statutory agencies, the Director of Regulatory and Legal Affairs together with ICPO will make recommendation to the

Chief Executive who will make a decision on temporary or specified term suspension.

When a temporary suspension is put into place it is with no predetermination of the outcome of the matter.

Media

Media enquiries will be dealt with by the ASA Media Department and clubs and individual members will be advised appropriately. Further information can be obtained by contacting communications@swimming.org.



Concerns relating to an incident outside of sport but raised through the child's involvement in swimming

A concern may be raised to you or observed by you relating to an incident involving a child of child abuse, poor parenting or possibly an inappropriate act by a member of the public at a swimming venue. Such concerns must be referred to the appropriate agency either directly or by informing the club Welfare Officer of the event.

In an emergency, you should refer the concern directly to the Children's Social Care Team or the Police Child Protection Investigation Team/unit and inform the Welfare Officer of the action taken. Ensure you take contact name and details of the person spoken to and refer that information to the ASA Legal Affairs department or the ICPO and inform the club Welfare Officer of the action taken.

If the matter is referred to the Police or Children's Social Care Team they will request details in writing and it is important you follow the procedure in this section regarding recording information. They may, in serious cases, wish to interview you. The club Welfare Officer and the ICPO will support you through this process if required.

If you have a concern or incident of child abuse or poor parenting in respect of a parent you should inform the club Welfare Officer. They will consider the matter for action and will either:

1. Refer the matter to the Children's Social Care Team.
2. Contact the ICPO for advice who will refer to the appropriate agency.

The matter will be recorded by the ICPO and consideration will be given as to whether the matter will in any way impact upon the club and, if so, consider appropriate action. However, the ASA will take no action unless requested to do so by the statutory agencies or until their action is completed.

The club may not be informed by the Police or Children's Social Care Team of the outcome of the matter. This is to maintain confidentiality and in no way a comment on the club's action in referring. In other circumstances, where it is in the child's interest to remain in the club during the Police or Children's Social Care Teams investigation, the police or social worker may request additional support from the club to enable this to happen. The ICPO will be involved as required to advise and assist as required in this case scenario.

Concern regarding a child self harming

Self harm is when a person hurts themselves intentionally. The following is a list of possible types of self harm but is not an exhausted list.

- Cut themselves.
- Burn their body.
- Bang their head.
- Throw their body against something hard.
- Punch themselves.
- Stick things in their body.
- Swallow inappropriate objects.
- Take too many tablets.

It is recognised that children may self harm due to:

- Being unhappy and low self esteem.
- If they suffer bullying or discrimination.
- Losing someone close to them such as a parent, brother, sister or friend.
- Lacking love and affection or being neglected by parents or carers.
- Physical or sexual abuse.

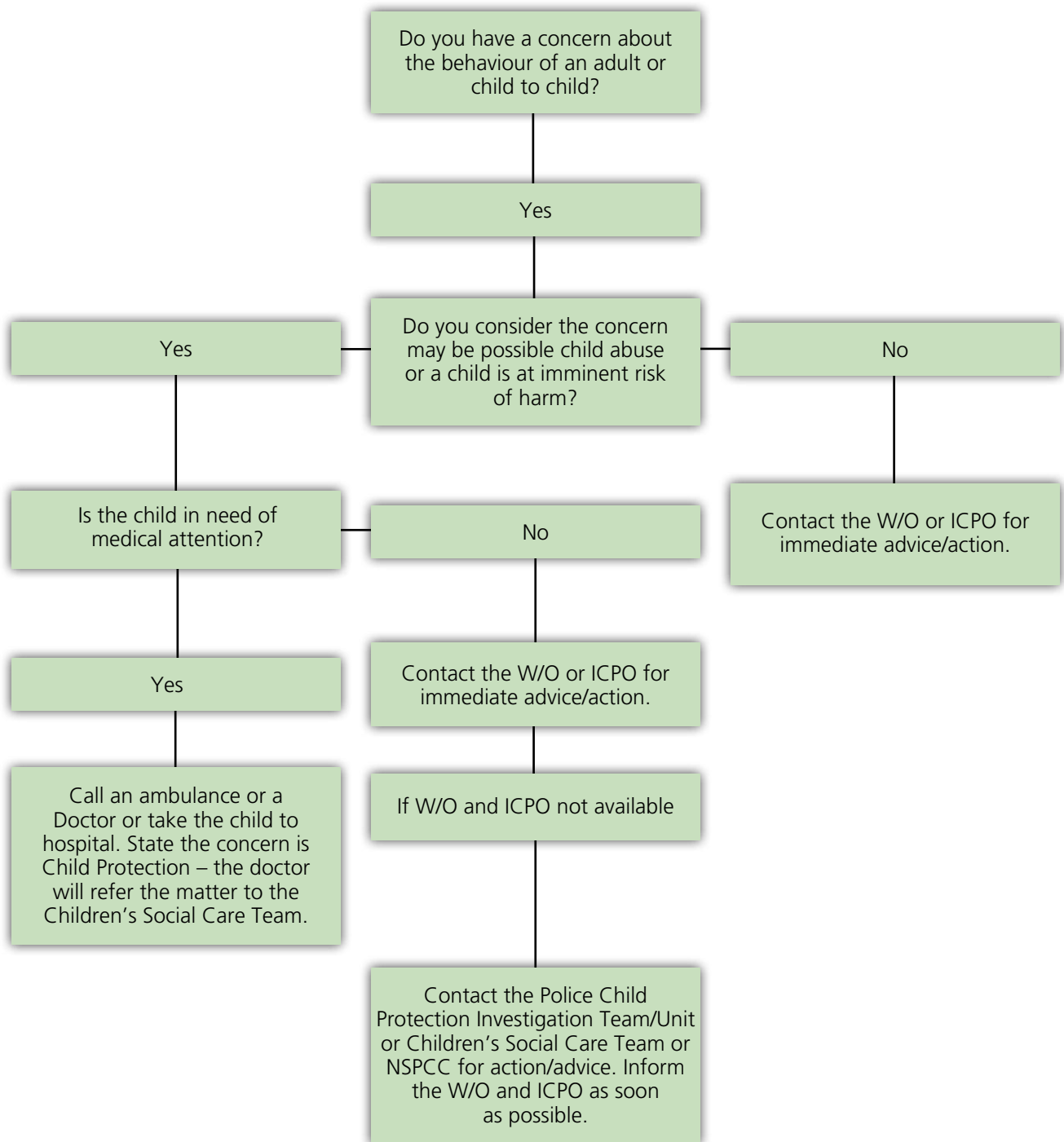
The study of case referrals within the ASA has identified that several children in swimming clubs have been referred as self harming. Referrals from club officers have been received following identification of concerning factors including

significant lost weight, concerning marks on the body and disclosure by the young person that they are self harming. It is important that the concern is referred appropriately to the club Welfare Officer or the ICPO to consider what action to take. You will need to consider with the Welfare Officer if at this stage the parent should be informed and take advice from the statutory agencies or the ASA ICPO before doing so.

In some situations the child may require medical services which should be arranged appropriately and immediately if necessary. Additionally, there may be a concern that the child may not be medically fit to continue swimming. In this case the ASA doctor can be asked to speak to the child's doctor to get required information to assess the matter if the written agreement of the child and parent or responsible adult is obtained.

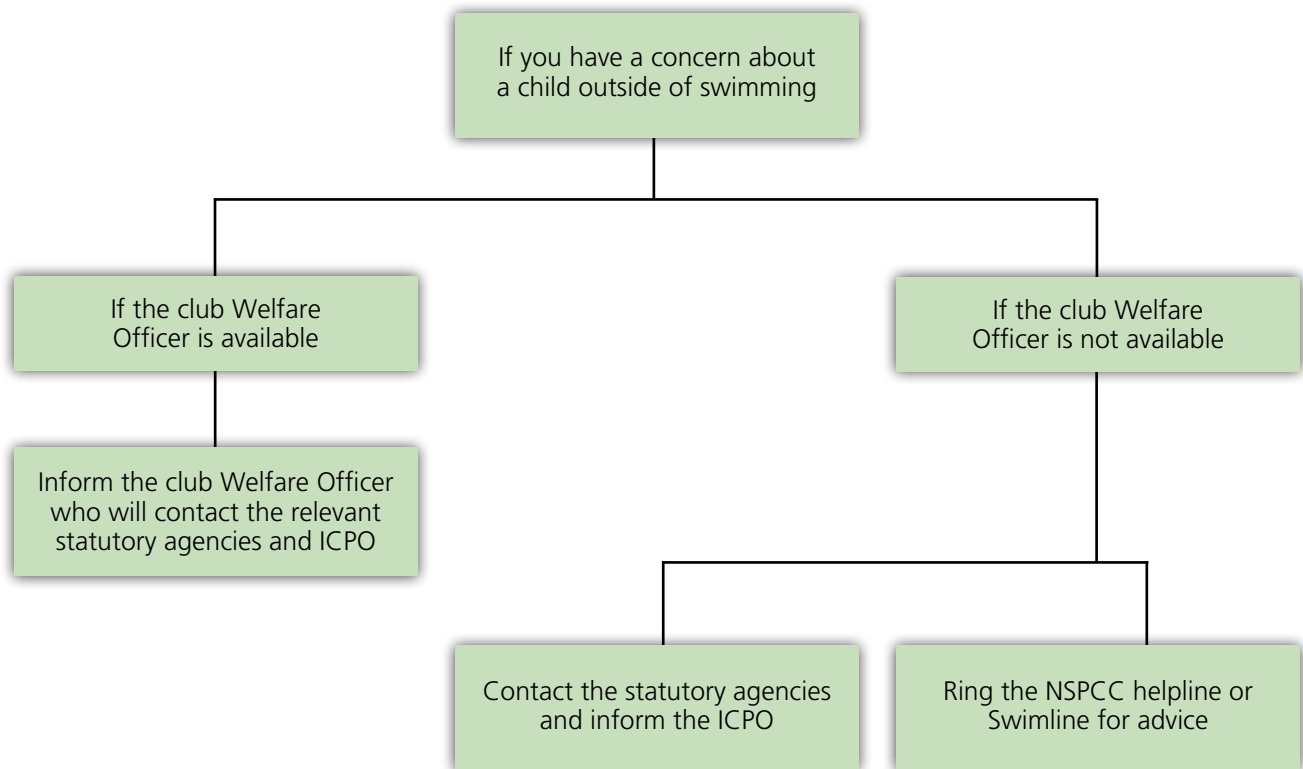
It is possible that children who self harm may need additional support from the club to enable them to continue in the sport. Advice will be given to the club on what support would assist them from the statutory agencies, the ASA doctor and from the ICPO. Additional information relating to self harm can also be sought from help lines such as NHS Direct, Mind, Nice and Barnardos.

Flow chart of action to take if you are concerned for the welfare of a child inside the setting of swimming



Make a factual record of events, using the ASA Referral form. Forward a copy of the form including any action taken or additional information to the ICPO who will take appropriate action. In cases where the Children’s Social Care Team become involved it is likely they will require no further action by the ASA or the club.

Flow chart of action to take if you are concerned for the welfare of a child outside the swimming setting





The ASA Referral Form

Date: _____

Club: _____

Section 1 - Details of child concerned

Name: _____ Age: _____

Male/Female: _____ Date of Birth: _____

Ethnic Origin: _____

Disability/Special Needs: _____ Yes/No

If yes, give detail: _____

Parents/Carers: _____

Address: _____

Phone numbers(s): _____

Section 2 - Details of Referrer

Name: _____

Club: _____ Position in Club: _____

Address: _____

Section 3 - Details of adult/child against whom the allegation is made

Name: _____

Address: _____

Phone number: _____

Position in the club: _____



Section 4 - the incident/concern

Date of incident: _____

Place of incident: _____

Did you observe the incident/concern: Yes/No

If no, give details of the person who did

Name: _____

Position in Club: _____

Contact details: _____

Details of concern (include as many details as possible including time it happened, place, if any injuries sustained, treatment required). Continue on separate sheet if necessary.

Childs account of what happened (please state what the child actually said or indicate if not their words). Continue on separate sheet if necessary.

For internal ASA office use only

Category of referral: (delete as appropriate)

Sexual Bullying Physical Other

ASA whistle blowing policy

The concept of Whistle Blowing is important in any organisation that is committed to maintaining appropriate levels of safeguarding and good practice. Whistle Blowing allows individuals to raise issues of poor practice or misconduct by members and employees.

Children are vulnerable to abuse and all adults who work in clubs, whether paid or unpaid or whether members or non members must look to safeguard their welfare. The ASA believe it is necessary to develop a culture in all clubs, counties and regions where concerned individuals can raise issues about unacceptable practice and misconduct in a safe and supportive environment.

Whistle Blowing is an important part of the safeguarding of children in swimming, delaying raising concerns does not deal with them, it just delays the inevitable and may cause matters to get worse. Such matters will seldom, if ever, improve by being ignored and the damage to the children involved will inevitably increase.

When is it necessary to whistle blow, a member or employee may witness or be told about a situation of poor

practice, a failure to safeguard or even abuse within the sport regarding an incident of abuse in which a colleague is implicated.

For example, a child might tell you of something that has happened to them while in training with a swimming coach or being chaperoned by an ASA volunteer. Or you might become suspicious about the behaviour of a colleague or volunteer. Or a parent might make an allegation of abuse involving someone working with you in a paid or voluntary capacity. It is not your responsibility to investigate such incidents. Your role is to respond appropriately and to report the situation in line with the ASA Safeguarding Policy Wavepower 2009/11.

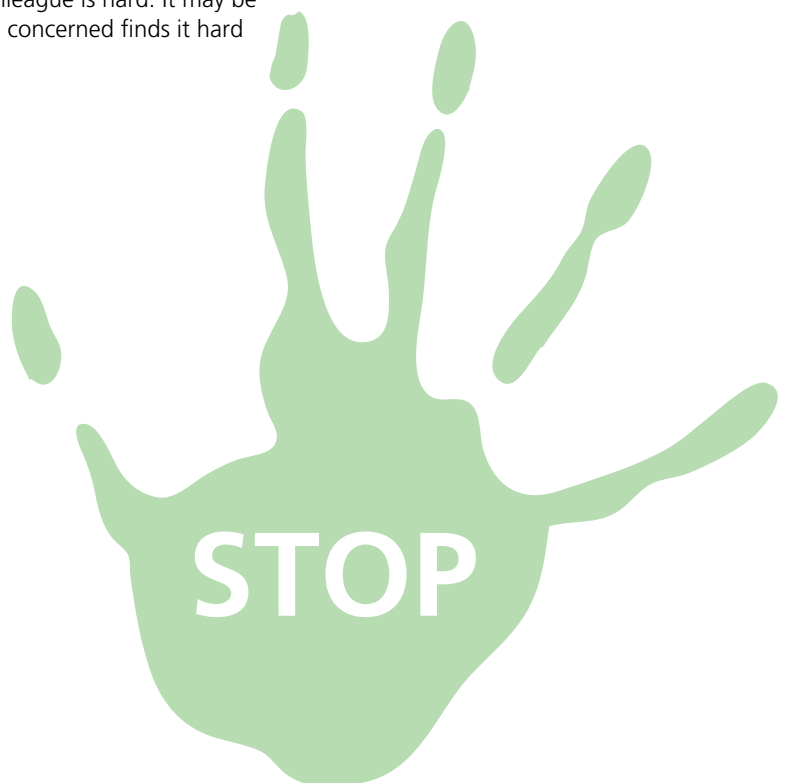
Once the concern has been raised, the club Welfare Officer, the ICPO and/or the statutory agencies will take action as appropriate.

The person raising the concerns is likely to have mixed emotions at their action, as colleagues are seen as people to trust implicitly and suspecting "unpleasant things" about a colleague is hard. It may be the person concerned finds it hard

to accept what is being alleged and to think that the person raising the concern is disloyal. Alternatively they may fear victimisation if they raise a concern against a colleague. It is not unusual to feel this way but it is important to consider the welfare of the child as paramount and not allow your judgment on what is the right action to be taken to be clouded by personal feelings and beliefs.

The ASA recognise that a person referring concerns involving a colleague may need additional support in light of the action they have taken and such support is available through the ICPO.

If you have a concern, it should be referred to the club Welfare Officer or another appropriate member of the club committee. Anyone who refers a colleague or fellow club member in good faith will be supported by the ASA. Anyone against whom a concern is raised will have the concerns dealt with properly and in accordance with ASA law.



ASA guidance on appointing a Club Welfare Officer

Every club should have a club Welfare Officer and every swim21 club must have a Welfare Officer. The Welfare Officer role is essential to provide a "first point of contact" for children and adults within the club who have a concern regarding the safeguarding of children. In partnership with the club committee, the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding activities, which are necessary for it to demonstrate its duty of care for children. Clubs may choose to have one or two Welfare Officers, often one male and one female.

The importance of selecting the right person cannot be underestimated. The person selected may be involved in the most private aspects of club members' lives. They may have to take part in meetings and discussions with police and Children Team workers. They must show that they are able to handle matters of a child safeguarding nature in the club in an appropriate and confidential manner.

How does a club select a Welfare Officer?

- The club should follow the "recruitment" guidance in Wavepower 2009/11.
- The position of Welfare Officer is one that requires an enhanced CRB check.
- The club Welfare Officer should be an appropriate person willing and able to fulfil the role.

What is an appropriate person?

The Welfare officer should be someone who:

- Is able to act independently and in the best interest of the child in the club, putting their need above that of others and the club.
- Holds no other position on the club committee.
- Is not an active teacher or coach in the club.
- Is not related to either of the above.
- Is able to attend the club frequently.
- Has time to fulfil the role and be prepared to complete the core tasks.
- Can satisfy the requirements, core skills and knowledge areas needed for the role.
- Is prepared to undergo the training required.

The Welfare Officer can be

- A person with a qualification or experience in child safeguarding.
- A person currently working with children.
- A person who no longer has children currently training (possibly a past parent or parent of a senior swimmer).
- Male or female.



The role of the ASA Club Welfare Officer

Core tasks

- Assist the club to put in place the ASA Wavepower 2009/11 policy and procedures.
- Assist the club to put in place implementation plans for child safeguarding.
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the Wavepower 2009/11 guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wavepower 2009/11 procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal records disclosures/self disclosures.
- Be aware of and have a note of contact details of the local Children's Social Care Services, the Police and National Governing Body (NGB) ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Sit on the club management committee to advise on Child Protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

Core skills

- Child centered approach.
- Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

Training required

- Child Protection in Sport "Time to Listen" training for designated persons for child protection/welfare in sport. Safeguarding Children in Sport workshop (contact your NGB for details).

Additional course available

- The "NSPCC Educare Preventing Bullying Behaviour". This web or paper based course delivers the key facts and essential information to help prevent bullying. The course is suitable for anyone within a club, county or region who works with

children and young people. The cost is £28.50 plus VAT (prices correct as at February 2009). For further information please contact www.educare.co.uk or telephone 01926 436211.

The ASA have prepared "the good club guide for "Welfare Officers" which can be accessed through the ASA website www.britishswimming.org. It may be the Welfare Officer will feel it helpful to print this and place it in the Wavepower 2009/11 folder. It contains details of:

- The Role and Duties of the Welfare Officer.
- The purpose of the child protection policy for the club.
- Tips for the Welfare Officer in setting up their role once appointed.
- Education and training available to the club on safeguarding children.
- Transferring the role to a new Welfare Officer.



Membership Club Welfare Officer

If your nominated Welfare Office has changed or you are a new club then this form must be completed and signed by two club officers and returned to ASA Membership Services.

The ASA Child Protection procedures states that it is **mandatory** that someone within each club is responsible for Child Protection issues, this person will be known as the Welfare Officer. The ASA has the facility to hold details of this person so relevant information can be sent to them. If you wish the club secretary to continue in this role this is fine but we need to be notified of this.

The role of the Welfare Officer is as follows:

- To ensure that the Self Declaration Forms are completed by Club Coaches, Teachers and Helpers
- To keep the copy of the ASA Child Protection Guidelines
- To ensure that any new initiatives or concerns from the ASA are communicated
- To ensure that Child Protection is an item on club committee meeting agendas

Please note: The role of the welfare officer does not require them to be "the nominated person that everyone discusses their problems with" - it doesn't work that way - youngsters will talk to the person they feel confident with and this will be different for different people.

It is essential that someone in your club takes responsibility for these requirements.

Club Code and Name	
--------------------	--

Club Welfare Officer

Name	
Address:	
Post Code	
Tel Day	
Tel Evening	
Mobile	
Email Address	

Signatures

Officer please state position e.g. Chair, Secretary	Signature	Date

Please return this form to ASA Membership Services
Harold Fern House, Derby Square, Loughborough LE11 5AL

ASA recruitment policy for staff (voluntary and paid) who work with children

This policy applies to the recruitment of volunteers and employees to roles that fall under the ASA's CRB Certification Policy.

It is important that all reasonable steps are taken to ensure that all individuals working, either paid or unpaid, are appropriate and able to work with children and young people.

In 2009-2010 there will be a change in the law concerning people only being allowed to take up any a new post that is a regulated position with children once a satisfactory CRB has been received. This change will come in with the new Independent Safeguarding Authority (ISA) and clubs will be given further information as and when this becomes available.

All Regions, Counties and Clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff and volunteers.

Advertising positions of responsibility with children and young people in swimming

To fill a vacant post the following are essential inclusions within the advertisement:

- A statement that the role involves working with persons under the age of 18.
- The job description/role.
- The aims of the region/county/club or organisation.
- What experience and skills are required.
- Note the region/club/county or organisation has a Child Safeguarding Policy and Procedures and Codes of Conduct (appropriate copies to be made available to each applicant to be interviewed).

Application form

Anyone expressing an interest in applying for a role/job must complete an application form to provide information required about the individual, their employment history, relevant experience, qualifications and training.

Applicants must be requested to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people, all convictions spent or unspent must be declared. An Enhanced CRB check will be mandatory if the role is one that gives significant and regular access to children (even if the individual has been listed by the ISA as "cleared" to work in a regulated position).

The interview

The candidate will be asked to provide:

- Name, address and if appropriate, the right to work e.g. through a National Insurance number.
- Confirmation of identity.
- Relevant experience, qualifications and training undertaken.
- Listing of past career including any prior involvement in swimming or alternative sport. (In a full time position it is important that any gaps in employment should be fully discussed).
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people (previous employer).

(This is not an exhaustive list and the interviewer may wish to ask for provision of further information relevant to the position applied for.)

All applicants should be informed they will be required to consent to an enhanced level CRB check if they are successful at interview which must be "cleared" before the role can be commenced.

Making the appointment

References

A minimum of two written references should be sought, one from a referee that knows of the individual's previous experience/employment with children if possible. This should be in writing and confirmed by telephone. If an individual has no experience of working with children or young people, training required and timescale of that training, must be identified at an early stage.

Recruitment

Existing staff - will have an existing contract of employment.

New staff members - will be in the process of signing a new contract of employment.

Existing volunteers will/must be existing ASA members.

New volunteers must become ASA members.

All individuals will fall into one of the four categories above and as such should be made aware that they have to abide by either ASA terms of employment or ASA Codes of Conduct and Child Safeguarding Policies and Procedures. Consequently, failure to adhere and comply with terms of employment, codes, policies and procedures may result in disciplinary action as appropriate under a contract of employment or membership (including suspension and expulsion as an ASA member).

Induction

Induction should include:

- Verification of their qualifications relevant to the position.
- Completion of a profile to identify training needs/aspirations.
- Formal signing by volunteers of the club and ASA Codes of Conduct.
- Explanation of ASA and club Child Welfare policy and procedures and related policies and procedures.
- Training needs should be identified and met within set timescales.
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise). This should be done in writing.

Monitoring and support

Appraisals are an important part in staff development and should be offered at regular intervals. More informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given feedback to identify training needs and set new goals.

Training

Training of all relevant staff should support the individual to fulfil their role and in the case of coaches and teachers, be appropriate to the requirements of their ASA license. The club, county and region should ensure all volunteers whose role directly involves children and young persons attend a three hour awareness course - Safeguarding Children in Sport.

Please see www.britishswimming.org or contact your Regional Development Officer for details of training available.





ASA Reference Form

Name	
Address	
Date of Birth	
How long have you known this person?	
In what capacity?	
In your opinion is this person suitable to work with children and young people?	Yes/No (please delete as appropriate)
If yes, please could you comment on their skills?	
Their ability to work, and form appropriate relationships with children?	
If no, please can you say why?	



ASA Reference Form

Can you comment on the following as poor, good or excellent?

Able to stay calm with children and young people?	
Able to motivate children?	
Coaching skills?	
Administrative skills?	
Trustworthiness?	
Reliability?	
Honesty?	
Any other comments?	
Are you currently involved in swimming and if so, in what capacity?	

Please complete your details below.

Name	
Address	
Telephone Number(s)	
Signed	
Date	



Criminal Records Bureau (CRB) enhanced disclosures

The CRB Enhanced Disclosure Service enables ASA clubs to make more informed recruitment decisions for positions within the swimming club that involve regular one to one contact, or contact with groups of children and vulnerable adults which are capable of building a relationship of trust with children and vulnerable adults.

Under ASA Child Protection Regulations 241 *et al*, all ASA affiliated clubs and members shall participate and comply with the procedures of the CRB and it's checking services in regard to child safeguarding matters. This includes any subsequent procedures by the ASA for example a request for further information.

The CRB Enhanced Disclosure tells the ASA about an individual's criminal record. It can indicate whether an individual is unsuitable to work with children and vulnerable adults, for example, a convicted sex offender. It may also tell the ASA that further investigations are required, for example, if the person has a history of violence or drug offences.

The ASA is not allowed to tell the club about the actual offences listed on a member's CRB Disclosure unless the written permission of the member has been received to do so, so applicants can be assured of confidentiality.

However, the ASA will tell the club Welfare Officer whether or not that individual is considered suitable to work with children and vulnerable adults.

CRB Enhanced Disclosures have no period of validity, the information contained on a disclosure is a "snap shot" at the time and the date the check was completed. Therefore CRB checks form only one part of a safe recruitment process. The ASA recommends that clubs recheck their members every 3 years.

All ASA swimming club applications should be coordinated by the club Welfare Officer.

CRB checks are free of charge to all ASA volunteer club members. If the individual is in a paid position at the club or if an individual is not a member of a club but wishes to be checked through the ASA Teacher Licensing Scheme there will be a charge. Details of the cost are available from the ASA CRB Coordinator.

All ASA club CRB applicants must complete a CRB application form regardless of any previous Enhanced Disclosure through another organisation, however recent. This is in line with CRB Portability Guidance.

The ASA CRB Coordinator can provide a Child Protection List to club Welfare Officers (of their club members only). This will show any registered club members that have completed a purple form and received an enhanced CRB disclosure certificate. Therefore, they will show as 'CRB Cleared' on the list and the date of the CRB clearance.

If the individual has just completed the purple ASA form they will show on the list as 'purple form only or self declared'. Those individuals are required to complete a CRB application form.

The CRB Coordinator manages the ASA Rolling Programme. On a yearly basis all ASA club Welfare Officers will automatically receive a Child Protection List for their club.

For further information on CRB please contact the ASA CRB Coordinator at crb@swimming.org or refer to the ASA website.

Safeguarding and protecting children workshop/courses

All club personnel who are required to have a full CRB check (Risk Level 1) within their role in an ASA club must complete the above course within a reasonable time of taking up the position, while club officers in Risk Level 2 are advised to complete the course. It should be noted the course is open to all including parents.

In the case of Coaches and Teachers they will undertake child safeguarding modules within their professional training and will be required to evidence course attendance as part of the licensing scheme.

The attendance by identified club officers and members on the Safeguarding Workshop is also a criteria in the requirements for swim21 accreditation.

To ensure that courses attended are in line with ASA requirements, the ASA is following the recommendations made by the Child Protection in Sport Unit (CPSU) and only the training programmes listed below can be accepted:

sports coach UK workshop titled 'Safeguarding and Protecting Children Workshop' (formerly known as 'Good Practice and Child Protection')

There are two versions of this workshop. The ASA preferred course is delivered by the ASA/sports coach UK and uses swimming specific examples, referring to the ASA Child Protection Policy and guidelines. For more information and to find a course near you contact your Education Officer or see the ASA website.

The second is the generic workshop delivered by sports coach UK, usually as part of a County Sports Partnership Education programme. For more information on the Sports Coach UK course please see the ASA website.

Other approved courses:

- Child protection training delivered by Local Safeguarding Children Boards (LSCB's). All approved Local Authority training is now delivered by their LSCB and should be the LSCB logo on the attendance certificate.
- Football Association - Safeguarding Children Workshop.
- R.F.U. – Safeguarding and Protecting Young People.
- British Gymnastics - Safeguarding & Protecting Children Awareness Module.
- Amateur Rowing Association - Safeguarding and Protecting Children.

We would emphasise that the ASA preferred course is the ASA/Sports Coach UK swimming specific course and we would encourage everyone to attend this because of the additional information it provides relating to our sport.

Who requires a CRB enhanced disclosure or attend a child safeguarding training course?

Volunteers - risk assessments

All ASA club roles, which require a CRB check, also require the club member to complete a self-declaration form more commonly known as the "purple form". The purple form allows the member to appear on the clubs child protection list whilst the CRB application is being processed. The purple form gives the applicant the opportunity to declare any criminal history that may appear on their CRB Disclosure.

As every club is different the club Welfare Officers will need to assess the roles within the club before making a decision on whether that member requires a CRB check or to attend a child safeguarding course. As a general rule, it will be any member with regular one to one contact capable of establishing a relationship of trust with a child or vulnerable adult (or groups of children and vulnerable adults).

If an individual at the club has more than one role, the welfare officer should consider whether this increases the risk category.

Risk categories - based on specific role

Level 1: High risk - Opportunity for one to one contact and capable of building a relationship of trust.

Level 2: Medium risk - Possible opportunity for one to one contact and capable of building a relationship of trust.

Level 3: Low risk - Little if any opportunity for one to one contact and capable of building a relationship of trust

Role	Risk
Secretary	1
Chairman	2
Treasurer	3
Membership Officer	1
Welfare Officer	1
Coach	1
Teacher	1
Poolside helper	1
Team Manager	1
Committee member	3
Doctor	1
Physiotherapist	1
Physiologist/Biomechanist	1
Photographer	1
Chaperone	1
Competitors Steward	1
Clerk of the Course	1
Starter	2
Timekeeper	2
Judge	2
Referee	2
Scorer	2
Results Administrator	3
Medical Officer	1
Meet Director	3
Technical Director	3

ASA guidance on membership information required

Introduction

The ASA have undertaken a survey within sample ASA clubs to ascertain what information parents and swimmers are aware of and how they feel clubs could better disseminate information on child safeguarding.

The results have shown that:

- Over half the swimmers could name the club Welfare Officer, but were unaware of the club having a child safeguarding policy or details of what to do if they had a concern.
- The majority of the parents could name the club Welfare Officer and did know that the club had a child safeguarding policy but not how to access it or where to go if they had a concern.
- The majority of swimmers and parents did not know what Swimline was or what the services of Swimline were.
- The majority of swimmers and parents were not aware of the ASA procedure and personnel involved in child safeguarding.

Both parents and swimmers identified:

- They felt communication in the clubs was good when it came to galas etc., but failed when it came to outlining child safeguarding policies and procedures.
- To address this they suggested more information in the welcome pack and club newsletters with details of Swimline and the club Welfare Officer's name and details of how to contact her/him on the club notice board.
- Swimmers also requested more direct requests made by the Welfare Officer as to "whether they had a problem" possibly through regular meetings where they could raise issues as a group and individually.

The ASA have taken on board the above and have formulated the following advice to clubs.

All clubs should ensure:

1. Upon a swimmer joining the club they, or their parents, should also be given letters of welcome to the club, which includes details of the Welfare Officer and where to go to access the club's child welfare policy.
2. Additional information/forms that they require upon joining include:
 - Club application form.
 - Medical form.
 - Confirmation of commitment and emergency contact form.
 - Photography consent form.
 - Code of conduct for swimmers and parents to sign.
 - Welcome letters to parent and child.
 - Club website details.
3. The club Welfare Officer should hold regular meetings (at least 6 monthly) with swimmers and parents where child safeguarding can be raised.
4. The club should place a Swimline poster with the Welfare Officer's name and contact details on the club notice board. If the club has no permanent board other arrangements should be made.
5. The club should ensure that the issue of safeguarding and who to go to if you have a concern is noted in all club newsletters.



Checklist for new member information

- Welcome letter and information pack to parents.
- Welcome letter and information pack to swimmer
- Introduction to the welfare officer to explain their role.
- Inform of where to access the child safeguarding policy.
- Inform the parent and swimmers of Swimline and where the number can be obtained.
- Explain the nature of swim21 status if the club is a swim21 Club.
- Introduce parent and child to child's coach or teacher.
- Introduce parent and child to other relevant persons as deemed appropriate by the club.
- Parents/over 16 year olds complete application form.
- Parents complete medical form.
- Parents complete emergency number/consent form.
- Parents and over 16 year olds sign photo form.
- Parents sign parents code of conduct.
- Swimmers sign swimmers code of conduct.
- Inform of where to access the squad selection policy and other relevant coaching information.
- Give details of the club officers.
- Lastly be open to questions from parents and encourage them to be proactive members of the club.

This is not a definitive list but should be used by the club to form a check list for new parent information.

Signed _____ Date _____



Swimming Club Application Form for Members under 16 years of age

Applicant's Details

Surname: _____

First Name(s): _____

Date of Birth: _____

Address: _____

Parents Details

Mother

Father

Surname: _____ Surname: _____

First Name(s): _____ First Name(s): _____

Address (If different from above): _____ Address (If different from above): _____

Contact Details

Phone number: _____ Phone number: _____

Mobile number: _____ Mobile number: _____

Please also complete the following forms attached.

1. The club confirmation of commitment form and additional emergency information form
2. The medical form
3. Photography consent form
4. The swimmers' Code of Conduct
5. Parents' Code of Conduct
6. Parents' welcome letter
7. Swimmers' welcome letter

Signed: _____ Dated: _____

Please return the form to: _____



Medical Information Form

Swimmer Name	Date of Birth

To be completed by members 18 years or over, or by parents/carers of swimmers under 18 years. Please delete Yes or No as appropriate and complete further details as necessary.

Do you or does your child have any specific medical conditions requiring medical treatment and/or medication? Yes/No	If yes, please give details
Do you or does your child have any allergies? Yes/No	If yes, please give details
Do you or does your child take any regular medication? Yes/No	If yes, please give details
Any other relevant information	

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Signed (Swimmer): _____ Date: _____

Signature of Parent/Carer (if the swimmer is under 18 years): _____

For Parents/Carers of swimmers under 18 years

It may be essential at some time for the Club Coach or Team Manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition with (insert name of club) Swimming Club. Would you therefore please complete the details on this form and sign below to give your consent.

I, _____ being the parent/carer of the above named child hereby give permission for the Coach or Team Manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of Consent by Parent/Carer: _____

Print Full Name: _____

Date: _____

Please return this form to: _____



Confirmation of Commitment

Swimmer Name	Date of Birth

As members of _____ Swimming Club who are under 18 years of age do not have voting rights at any General Meetings of the Club, the membership fee for those swimmers includes the membership of one parent/carer. The declaration at the bottom of this form should be signed by the swimmer and if the swimmer is under 18 years, by the parent/carer, whose signature legally confirms the commitment of the swimmer, and the person who will also be deemed a Supporter Member of the Club. To comply with ASA requirements the Supporter Member (i.e. parent/carer) is also required to complete a category 3, a registration form which should be returned with this form. If the Supporter Member is already a member of another club when their swimmer joined (insert name of club) _____ this club should be listed as club 1 with (insert name of club) _____ as club 2. (Date of joining can be approximate).

Name of Supporter Member	Address (if different from swimmer)

Additional Emergency Contact Information

This information should be completed together with the ASA membership Forms described above. In case of any emergency, please complete below an alternative name, address and telephone contact details (not those included on the ASA Registration Form) i.e. another family member or a friend, who can be contacted should parents/carers not be available.

Contact Name(s), Address and Telephone Number(s) please include any mobile numbers which may be used in an emergency.	Relationship to member

I acknowledge receipt of the rules of (Insert name of club) _____ Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the Club. Information will not be kept once a person is no longer a member of the Club. The information will be disclosed only to those members of the Club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Swimmer Signature: _____ Date: _____

Parent/Carer Supporter Member Signature: _____

Please return this form to: _____



Parents Photography Consent Form

Note: this form must be read and completed after reading the ASA/ _____ swimming club photography policy

The _____ club may wish to take photographs, (individual and in groups) of swimmers under the age of 18 that may include your child during their membership of the club. All photos will be taken and published in line with ASA policy. The _____ club requires parental consent to take and use photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of _____ please complete the form below in respect of your child(ren). Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

- Take photographs to use on the club's secure website
Consent given/Consent refused*
- Take photographs to include with newspaper articles
Consent given/Consent refused*
- Take photographs to use on club notice boards
Consent given/Consent refused*
- Video for training purposes only
Consent given/Consent refused*
- Employ a professional photographer (suitably approved) who will take photos in competitions attended
Consent given/Consent refused*

*Delete as appropriate

Signed: _____

Dated: _____

Please return this form to: _____

Welcome letter to parents on joining the club

Letter should include information that the club has the following policies and where it can be accessed:

- Child safeguarding policy and procedures.
- Anti bullying policy and where it can be obtained.
- Details of what to do if they have a concern regarding child welfare.
- Clubs transport policy/ASA transport policy.
- Equity policy.
- Club disciplinary policy.
- Team/training lane selection.

The letter should include names and contact details of:

- The club Welfare Officer.
- The club Chairman.
- The club Secretary.

The letter should include the following statements:

That the club and ASA are committed to good child welfare policies and practice, and has a child welfare policy, with child welfare disciplinary policy and details of where they can be obtained, i.e. from the Welfare Officer/club website/notice board/ASA website.

In a situation where a child is at risk of harm or has been harmed the parent/club Welfare Officer should contact the police or social services directly and inform the ASA ICPO as soon as possible with information of the concern.

Club training information

- Team coaches list.
- Details of training times.
- Details of competitions.
- Details of the decision making and procedure by which any parent can question i.e. they should approach the coach/team manager or whoever in the first instant.

If they are not satisfied they should approach the _____

Useful websites for parents, children and young people

1. Kidscape - have a helpline and downloadable leaflets on what to do if your child is being bullied. The ASA have formed a relationship with Kidscape and can when required refer swimmers who have been bullied to attend the WIZ course in London. www.Kidscape.org.uk

2. NSPCC - Help for adults Worried about a child? Call the NSPCC Child Protection Helpline on 0808 800 5000.

3. Childline - Help for children and teenagers. Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

4. www.culture.gov.uk - Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club Welfare Officer will have a copy.

5. Child Protection in Sport Unit (CPSU) - Call 0116 234 7278. CPSU have useful downloadable document at www.cpsu.org.uk including:

- Club safety list for parents.
- Protecting your child by listening.
- How you can help make sport safe.
- Setting the right example.





Draft letter to swimmers

Dear (swimmer - leave blank to fill in the name)

Welcome to the _____ swimming club. We hope you will have an enjoyable and happy time as a swimmer at our club and that you make many new friends and enjoy training and competing with us.

Your parents have been given details of information available to you as swimmers and them as parents. Please ask them to share this information with you.

We as an ASA swim21club/club are committed to help you achieve to a standard that is appropriate to your potential. The coaches and teachers are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this consult your parents who will be able to raise the concern for you.

The club has a child safeguarding policy. The club Welfare Officer will have a copy of this/a copy can be obtained from the club website. The club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other young people, you can speak to your parent or the club welfare officer. The club Welfare Officer will help you and your parents deal with the concern appropriately.

Your club Welfare Officer is _____
Or you can find the welfare officers name and details on the notice board/on the website.

You can also contact the Swimline helpline to talk about your concerns with a person who understands swimming and the welfare of children and young people. Swimline is contactable on 0808 100 4001. You will be asked to leave a number at which a swimliner can call you back within 24 hours. This number will also access the NCPCC/Child Line helpline number if you need to speak to someone immediately just hang on until your call is answered.

Your club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy of go to the ASA policy on their website www.britishswimming.org.uk

We expect all our swimmers to behave in an appropriate manner to their coaches, all club helpers, fellow swimmers and all adults and young people you have contact with in competitions. We have a code of conduct that you and your parents will be asked to sign and return to the club _____. If you are unsure about any aspect of the code of conduct please feel free to ask

We hope you will have a very happy and successful time while a member of the _____ swimming club.

From

Club Welfare Officer

Any additional information such as whether the club has a named swimmer representative on the club committee and their details, swimming club captains etc should be added.

Useful websites for parents, children and young people

Kidscape - have a helpline and downloadable leaflets on what to do if your child is being bullied. The ASA have formed a relationship with Kidscape and can when required refer swimmers who have been bullied to attend the WIZ course in London. www.Kidscape.org.uk

Childline - Help for children and teenagers. Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

Child Protection in Sport Unit (CPSU) - call 0116 234 7278/728. The CPSU have useful downloadable documents at www.cpsu.org.uk including:

- Club safety list for parents.
- Protecting your child by listening.
- How you can help make sport safe.
- Setting the right example.

THE ASA SWIMLINE NOTICE SHOULD BE DISPLAYED ON THE CLUB NOTICE BOARD

Supervision of swimmers including away events

Clubs have a Duty of Care to safeguard children in their club. This requires appropriate supervision when training in the home club and at away events.

Supervision of children and young people in swimming

- Swimmers should be supervised by suitably CRB checked club personnel only.
- The supervision ratio for children over 8 is 10:1, but with a minimum of 2 adults at all times (See the ASA teaching handbook for ratios recommended for teachers/coaches/swimmers.)
- In events away from the home club whether for an evening or overnight, clubs should follow ASA guidance in Safe Sport Away, together with the ASA transport policy in this document.

In all events where supervision of junior swimmers is required the organiser must:

- Ensure that the supervision ratios are strictly adhered to. Note, coaches and teachers should not be counted as a supervisor or chaperone.
- Ensure that all supervisors know what to do in an emergency and that there will be sufficient staff to cope.
- Ensure the needs of the swimmers can be/are met at all times.

Taking children away for competitions and training camps

The ASA and the CPSU produced "Safe Sport Away" to give guidance to all clubs to safeguard children when they take them away from the club base to train or compete. This document should be followed by clubs whether going away for a day or for several days and is relevant if this is to be in the UK or abroad.

Additionally the ASA have developed an International Permit and Clearance form which will be of assistance to club training and competing abroad.

A copy of the form is to follow, further copies can be obtained from the ASA website.

International Permit and Clearance Form



Issued in accordance with FINA Rules GR 2 GR 3 & GR4 - General rules
Please apply 28 days before travel date

Please complete items 1 - 5 and then email it to internationalpermit@swimming.org or post to ASA Membership Services, Harold Fern House, Derby Sq, Loughborough, LE11 5AL

1 - Type of event									
Please tick:									
Swimming		Water Polo		Diving		Synchronised Swimming		Open Water Swimming	
Racing		Competition		Competition		Competition		Competition	
Training		Training		Training		Training		Training	
Disability		Master		Master		Master		Master	
Master									

2 - Dates & Venue		
Name of event		
Date of event:	From:	To:
Place of event:		
Dates of travel:	From:	To:

3 - Approval and Insurance please complete overleaf

4 - Names of competitor/s please complete overleaf

5 - Names of team staff please complete overleaf

6 - Advice relating to Passports, Visas and European Health Insurance Card (EHIC) is attached

7 - Extracts from FINA rules

8 - Office use only - Individual or team clearance authorisation to compete abroad
<p>The individual or swimmers and staff team listed on the attached sheet are registered members of either the Amateur Swimming Association (ASA), Scottish Amateur Swimming Association (SASA) or the Welsh Amateur Swimming Association (WASA) and are authorised to take part in the event as stated above, In the country and cities as stated above and for period as stated above.</p> <p>The team or individual; has undertake to observe the rules of the Organisation, which governs swimming/water polo/diving/ synchronised swimming/open water in the country where the competition is held. (Please note any person who has not been given approval are listed below)</p>
<p>Authorised by: Jane Nickerson - British Swimming</p>
<p>Signature:</p>
<p>Date:</p>

Date form received	Date permission granted	Date approval given by British Swimming Doping Compliance Officer	Date copy sent to applicant

International Permit and Clearance Form



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Approval and Insurance

Approval - Name of club and club officials who has given approval to compete in the event or training camp	
Club Name	
Name of Club Official	
Position	
Telephone No	
<p>Insurance – The Civil Liability This covers legal liability for bodily injury to third parties and/or damage to third party property in connection with the approved activities of the ASA.</p> <p>Personal Accident cover Provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by the ASA as described below and on the website.</p> <p>Travel insurance is NOT included so the club will have to arrange separate cover, which Perkins Slade can provide. Via their website www.adrenalinetravelinsurance.co.uk</p>	

Insurance activities and excluded activities

The ASA civil liability protection provides cover for club members for the following activities:

• Training for Competitive Swimming	• Social activities
• Competitive Swimming	• Fund-raising activities
• Learn to Swim	• Administrative, teaching and coaching activities
• Swimming Development activities	• Recreational swimming

There is a requirement on the ASA to provide information on approved activities which fall into the above categories.

The personal accident cover provides cover for members under the age of 75 years of age (restricted cover for those aged between 70 and 75 years of age) providing they are participating in an activity approved by the ASA.

The ASA receive numerous queries regarding which activities are covered by the insurance policy and the members of the Health and Safety Forum have drawn up the following suggested list of excluded activities for consultation.

The following list of excluded activities is not exhaustive and if you wish members to participate in any activity under the auspices of your club which are outside the core activities relating to the disciplines of swimming which your club traditionally offers please contact Ash Cox on insurance.query@swimming.org. Please note that legal may need to refer the query to the panel of experts appointed by the ASA Health & Safety Committee and therefore you should allow sufficient time for your query to be resolved before organising any such activity.

Sports

Abseiling	Judo	Rock Climbing	Sub-Aqua
Archery	Martial Arts	Roller Hockey	Water Skiing
Boxing	Motor Racing	Rugby Football	Weight Lifting
Fencing	Mountaineering	Shooting	Wrestling
Flying and Gliding - and other forms of aerial activity	Parachuting	Skating	
Horse Riding	Potholing	Skiing and other winter sports	

Recreational Activities

Ballooning	Cliff Diving	Para-Gliding
Bungee Jumping	Paint Ball Games	Survival and Assault Course Activities

The ASA is aware that many clubs which do not traditionally offer open water swimming activities may, from time to time, wish to do so and therefore specific guidelines will be drawn up providing advice and guidance on this topic.

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5 - Names of team staff – (please indicate who the main contact is and include their mobile phone number) Please note that key members of the staff that will be accompanying your members will: <ul style="list-style-type: none">• Have been CRB checked in accordance with the requirements of the ASA/British Swimming• Have undertaken Child Protection training in accordance with Sports Coach UK standards• Have attended appropriate Team Manager Training• Are aware of the requirements to comply with the NSPCC's Safe Sport Away document	Role	ASA/SASA/ WASA Membership No	Office use only (Tick if CRB checked)	Office use only (Tick if a registered member)

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6 - Advice relating to Passports, Visas and European Health Insurance Card (EHIC)

Passports

If you wish to travel abroad you must hold a valid passport, even for a day trip. Apply in good time. In the UK, you can get advice from the Identity and Passport Service website or call them on 0870 521 0410 (lines are open 24 hours a day and calls are charged at the national rate).

Some countries have an immigration requirement for a passport to remain valid for a minimum period (usually at least six months) beyond the date of entry to the country. Therefore, ensure your passport is in good condition and valid for at least 6 months at the date of your return. This is a requirement of the country concerned, not the UK Passport Service. Any questions should be addressed to their Consulate or Embassy.

Outside the UK, you should get advice from the nearest British Embassy, High Commission or Consulate. Our staff can issue standard replacement passports in most places. However all missions are able to issue emergency passports if more appropriate.

Visas

If you plan to travel outside British territories you may require a visa to enter the country you are going to. Check visa requirements with your travel agent or contact the Consulate or Embassy of the country you plan to visit. If you are a British Dependent Territories Citizen, British Overseas Citizen, British Subject, British National Overseas, or a British Protected Person, you may need a visa that is not required by British Citizens.

General Tips:

- Make a note of the passport number, date and place of issue (or take a photocopy), and keep separately in a safe place.
- Check the passport expiry date.
- Write the full details of your next of kin in your passport.
- Leave a photocopy with a friend or relative at home.
- Take a second means of photo-identification with you.
- Keep your passport in the hotel safe and carry a photocopy with you.
- If your passport is lost or stolen overseas, contact the nearest British Embassy, High Commission or Consulate immediately for advice.
- Keep your passport safe

For further advice visit the Foreign & Commonwealth Office website

European Health Insurance Card (EHIC)

In 2005, the E111 form was replaced with the European Health Insurance Card (EHIC). The EHIC entitles you to free, or reduced cost, health care if you become ill, or have an accident, while on holiday in Europe. If you are travelling to mainland Europe, and you haven't got an EHIC card, you will need to apply for one by:

- completing the online form <http://www.ehic.org.uk> (your card will be delivered in seven days), or
- calling 0845 606 2030 (your card will be delivered in 10 days), or
- completing a form available at your local post office (your card will be delivered in 21 days).

Every family member needs to have their own EHIC card. You can apply for an EHIC for your spouse, or partner, and any children up to the age of 16 (or 19 if they are in full-time education) at the same time as applying for your own. When applying, you need to have the name, date of birth and NHS, or national insurance (NI) number, of everyone you are applying for. The EHIC lasts for five years and allows UK nationals, who are resident in the UK, to receive free, or reduced-cost, emergency healthcare when visiting European Economic Area (EEA) countries. These countries include all those belonging to the European Union (EU) as well as Iceland, Liechtenstein, Norway and Switzerland. See the Department of Health website for where the EHIC is valid. The treatment will be free or at a reduced cost, but private treatment is not usually covered.

Remember that even with an EHIC, it's still advisable to take out full travel insurance, so make sure that you are covered for all eventualities.

You can find more information about the EHIC on the Department of Health's website - EHIC and health advice for travellers - or by calling the EHIC Enquiries Line on 0845 605 0707. If you lose your card you should call the Enquiries Line on 0845 605 0707 - or if calling from outside the UK - +44 191 203 5555.

Alternatively you can write to : EHIC Enquiries, PO Box 1114, Newcastle upon Tyne, NE99 2TL. You will need to enclose your full name, date of birth, UK address and if known, your EHIC Personal Identification Number (PIN).

For further advice visit the Department of Health website

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7 - Extracts from FINA Rules

General Rules

These General Rules are basic regulations for FINA competitions in all kinds of Swimming, Open Water Swimming, Diving, Water Polo, Synchronised Swimming, Masters Competitions as well as for uniform regulations for the development of competition facilities.

In these rules, competitors shall include swimmers, open water swimmers, divers, water polo players, synchronised swimmers or masters swimmers, either male or female.

FINA recognises that these rules may be adjusted for competitions with a given Federation but recommends that all Members adhere to these Rules as closely as possible.

GR 1 ELIGIBILITY

GR 1.1 All competitions shall be registered with their National Federations to be eligible to compete.

GR 2 INTERNATIONAL RELATIONS

GR 2.1 A competition organised by a National Federation, Regional Body or Club in which other FINA recognised Federations, Clubs or Individuals participate, shall be regarded as an International Competition.

GR 2.2 A member shall not admit to its membership any club affiliated to another Member.

GR 2.3 Any competitor who temporarily or permanently changes his residence to another country may join a club affiliated to the Member in the new country and shall be regarded as coming within the jurisdiction of the latter.

GR 2.4 No team shall be designated by the title of a country or Sport Country unless the competitors have been selected by the Member of the Country or Sport Country.

GR 2.5 When a competitor represents his/her country in a competition; he/she shall be a citizen, whether by birth or naturalisation, of the nation he/she represents, providing that a naturalised citizen shall have lived in that country for at least one year prior to that competition. Competitors, who have more than one nationality according to the laws of the respective nations must choose one "Sports Nationality" and be affiliated to one member only.

GR 2.6 Any competitor changing his affiliation from one national governing body to another must have resided in the territory of and been under the jurisdiction of the latter for at least twelve months prior to his first representation for the country.

GR 2.7 Any application for change of affiliation must be approved by FINA.

GR 3 TOURS IN FOREIGN COUNTRIES

GR 3.1 A competitor competing at a competition in a foreign country shall be a member of an affiliated Member or of a club affiliated thereto. This sanction shall apply equally to judges, officials, trainers and coaches.

GR 3.2 All competitors must have received sanction by the Member where the competition takes place, and all competitors or clubs must have permission from their respective member.

GR 3.3 In every case of a dispute, the rules of the Member or recognised Continent body under whose jurisdiction the competition is held shall be enforced. During the Olympic Games, world Championships, and other FINA competitions, FINA Rules are applicable.

GR 4 UNAUTHORISED RELATIONS

GR 4.1 No affiliated Member shall have any kind of relationship with a non affiliated or suspended body.

GR 4.2 The exchange of competitors, administrators, directors, judges, officials, trainers, coaches etc. with non affiliated or suspended bodies is not permissible.

GR 4.3 The holding of demonstrations and/or exhibitions, clinics, training competitions, etc. with non-affiliated or suspended bodies is not permissible.

GR 4.4 The Bureau may authorise relations with non-affiliated or suspended bodies in Rules GR 4.1 through GR 4.3 above.

GR 4.5 Any individual or group violating this Rule shall be suspended by the affiliated Member for a minimum of one year, up to a maximum of two years. FINA retains the right to review the suspension made by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made on review. In the event that such individual or group has resigned its membership with the affiliated Member or is not a Member, it shall not be allowed to affiliate with that Member for a minimum period of three months up to a maximum period of two years. FINA retain the right to review any such sanction imposed by the affiliated Member and to increase it up to the maximum of two years in accordance with the circumstances involved. The affiliated Member shall abide by any such increase made on review.

ASA guidance on adults and children sharing the same lane

Swimming is a physical sport and like many physical activities there are inherent risks in taking part. The ASA is committed to ensuring that any risks to all participants are kept to an absolute minimum.

The ASA recognise that children and senior swimmers aged 18 and upwards may train together if they are of a like standard. However, in order to safeguard children in our sport it is necessary to consider the issue of children and adults sharing lanes.

Whilst incidents within training sessions are fortunately few in number the ASA have identified problems arising from training activities and warm ups where adults and children swim in the same lane, including allegations of sexual and physical assault, intentional and accidental, during swimming training. Such situations have caused considerable concern and distress for the children and sometimes also for the adults concerned. The ASA has a duty to Safeguard ASA members under the age of 18 alongside a duty of care to all ASA members and it is for this reason the ASA does not recommend that adults and children should be lane sharing.

However, the ASA recognise that in some situations it is not possible or appropriate for swimmers to train separately. This would include the developmental need of the 16/17 year age group to train alongside 19/20 year old adults and where lane availability is limited. The ASA consider that in such situations club officers and coaches must consider the risk involved

and put procedures in place to ensure training activities are organised and concluded in as safe an environment as possible, minimising both the health and safety risks and any child welfare risk that these situations may pose.

When lane sharing is unavoidable coaches and clubs are required to conduct a thorough risk assessment of their training activities paying particular attention to the mix of swimmers in each lane and considering the following factors:

1. Is there suitable lane supervision at club sessions involving children? (i.e. under 18s)
2. The age and sex of the swimmers in line with ASA guidance below.
3. The relative sizes and abilities of the swimmers.
4. The individual swimmers lane discipline and precision of their strokes.
5. Introducing a lane etiquette guide e.g. re overtaking.
6. The presence of life guards.
7. The width of each training lane.
8. The number of swimmers in each lane.
9. Whether the session is open to spectators.
10. Ensure the club have an identified and publicised process by which concerns can be raised and an identified child Welfare Officer.

The above is not an exhaustive list but it provides clubs with a starting point for evaluating the risks to swimmers and the points they should be considering to ensure their training sessions are incident free.

ASA statement on adults and children sharing lanes in training

The ASA recommend that senior swimmers aged 18 and upwards and children should train in separate lanes.

The ASA recognise that children and senior swimmers aged 18 and upwards may train together in the same lane if they are of a like standard AND physical size, but additional consideration to child safeguarding must be undertaken by the club. The ASA do not consider that children under 14 should share training lanes with adults.

Where separate lanes are impractical, it is vital that the club adopt a critical appraisal of the swimmers in the water and complete a careful risk assessment to ensure that the sessions are incident free.

During competition warm ups involving senior swimmers and children under 14, promoters should make provision to allow different age groups to warm up at different times or allocate separate lanes to each age group.

N.B. The above guidance has been developed with information gained from studies of past ASA safeguarding cases. The 2nd edition of "In at the Deep End - a study of cases of child safeguarding in the ASA from 2004 to 2008" will be published in 2010 and will outline risks identified in swimming in all areas and the development of policy to protect and safeguard children in our sport.



Transport policy

This advice should be read in conjunction with the ASA/NSPCC document "Safe Sport Away".

The _____ club policy relating to transporting children in connection with all ASA activities.

- The Parents and Carers are responsible for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the team.
- It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.
- When transport is provided by the club in the form of a mini bus or coach, the club should ensure consent is obtained by the parent or carer for the child to be transported by coach and a Medical Consent to Emergency Treatment form obtained. (Draft forms can be found in Safe Sport Away).

The Team Manager will provide parents and carers written details of:

- Where swimmers should be dropped off and met before and after the event.
- The expected time of arrival at the collection point and the expected time of arrival back.
- A contact phone number for parents to use if they are unavoidably delayed in collecting swimmers or to arrange suitable alternative plans for collection.

The Team Manager will ensure they have:

- Relevant forms completed and signed by parents as outlined in Safe Sport Away.
- Details of the parents contact phone number on that evening if it differs from the numbers held by the club.
- The Club Late Collection of Swimmers Policy.

Coaches and club officer's unrelated to a swimmer under 18 years should not transport swimmers alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm. If in such an emergency situation a child has to be transported without a relative present two suitably CRB checked adults should be present and the child should always be placed in the back seat with the adults in the front. If possible, parental/carer consent should be obtained in advance.

ASA changing room policy

Duty of care to swimmers in changing facilities

The ASA have been asked by many clubs to clearly state what responsibility the club has for swimmers in changing rooms before, during and after training or competition.

Under the Duty of Care to Safeguard Children the club have a responsibility for the wellbeing of children in the changing rooms.

This does not mean the parents have no responsibility but parents are often not in the pool complex at the time when children are swimming and training to exercise their duty of care. For this reason clubs must be clear to parents under what circumstances they require parents to remain at the pool throughout a session. For example with young children who require assistance in changing or for those children with a disability who may require additional help the club cannot provide.

Responsibility during a club session

The issue of club responsibility during training sessions when a swimmer uses the toilets or changing room has been raised on several occasions. The ASA view is that while a child is training she/he remains under the responsibility, under the duty of care, of the person who is teaching/coaching him at that time on behalf of the club. If a swimmer goes out of the pool area, the coach/teacher should be aware of this. If she/he fails to return in a reasonable time, or appears upset upon leaving the poolside the coach/teacher should request a suitable club official to ensure that he/she is all right. It is best practice for two persons to look for the swimmer (the second person could be a senior swimmer or another parent).

If a complaint is received that an incident has occurred in the changing room between a swimmer and any other person the club has a duty to act upon that concern and investigate appropriately. If the incident involves a person not associated with the club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing.

Information for parents regarding changing facilities

- Ensure that parents are made aware that changing facilities at venues may be shared by both club members and members of the general public.
- Ensure parents are made aware of the type of changing rooms i.e. separate for male and female or changing villages.
- Ensure behavior of swimmers in changing rooms is part of the swimmers' code of conduct.
- Ensure parents are aware they should not be in the changing room while their swimmers are changing, unless the swimmer is of an age where help is required from parents or the swimmer requires additional specific assistance. This is generally at an age that is stipulated by the pool hirer, usually 7 or 8 years of age. In such circumstances the parent must be the same gender as the child, unless the facility has family changing facilities or is a "mixed changing village".
- Ensure where running events where other clubs are involved that meet organisers advise parents and competitors (via the meet information) if the facilities are likely to be open to the general public at any time during the meet.

The ASA do not advise adults supervise changing facilities as that places them and the children at risk of harm and allegation.

Responsibility after a session is completed

The ASA view is that each affiliated club has a duty of reasonable care to swimmers, which extends to an awareness on the part of the club that their junior members have been collected, in so far as is possible, at the conclusion of a session, i.e. that a swimmer is not left unsupervised if a parent is late. This has to be age appropriate, i.e. a 17 year old is capable of getting themselves home, but a 12 year old is not.

However, if a club uses changing rooms that are also accessible to non club members for public swimming lanes it would be extreme to expect a club to search the changing areas in case a junior club member was there. Best practice would be for a club to make all junior members and their parents aware that if children are not collected by a parent, then they should make that known to the club Welfare Officer, coach or whoever a club deem to be appropriate, and for the nominated individual to ensure that the club member is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

If a parent fails to collect a child the club should follow the procedure outlined in the "ASA Policy on Guidance on Late Collection of Children".



STOP

Photography and photographing swimmers policy

Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming).

The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport.

Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

To set out such procedures, this Policy has been prepared by the ASA.

The ASA acknowledges the assistance of the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice "Images of Children's participating in Activities at Premier League Clubs" within this Policy.

Aims of this policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice.

Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.

c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:

- They are removed from their family for their own safety.
- There are restrictions on their contact with one parent following a parental separation.
- They are a witness in criminal proceedings.

The ASA have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

Recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("Publication") should only be done with parents' consent and in line with ASA guidelines. An issue has arisen in the past where a child's photo was published and led to a parent under court order only to have supervised contact with that child, discovering their whereabouts and making direct contact.

2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before

publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.

3. Under ASA guidance on the taking of photos, once a parent has signed the club's Photography Book Register we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.

4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. The ASA guidelines on photos for publication are as follows.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

Published photographs may identify the swimmer by name and club but should not state the swimmer's place of residence or school attended. The ASA do not wish to stop parents photographing their children if they wish at their "moments of glory" but all clubs have to ensure they do all we can to safeguard children's well being in the current climate of concern.

The official photographer

The aim of each official photographer should be to help celebrate and promote swimming. When taking an image they should be asked to:

- Focus on the activity rather than the individual child.
- Include groups of children rather than individuals if possible.
- Ensure all those featured are appropriately dressed.
- Represent the broad range of youngsters participating in swimming - boys and girls, children with disabilities, members of minority ethnic communities.
- Photographers should be invited to apply for inclusion in the ASA list of designated children's photographers, explaining to them that they will be screened and trained by the ASA on safeguarding children matters before they are placed on the list.
- Clubs should screen applicants for their suitability (just as they would check any other member of staff or volunteer working with children) and then provide training for them in the club's Safeguarding Children policies and procedures.

The official photographer (whether a professional photographer or member of the club staff) should receive clear instructions, preferably in writing, from the club at an early stage.

- Clubs should provide them with a copy of this Policy and a clear brief about what is appropriate in terms of content - images should not be

allowed to be taken outside the activity being covered.

- Clubs should determine who will hold the images recorded and what is to be done with them.

Policy on videoing children during club sessions

The videoing of children during club sessions is not recommended. Any videos that are taken would have to be justified by the club as to why this video has been made, (e.g. to assist in swimming stroke development).

Assuming a video is taken then the written consent is required from the parents of the children with an invitation to the parents to attend the videoing and subsequently view the video.

Any concern and the videoing should cease and the video not used.

After videoing, unless it can be justified as to why the video is to be kept the video should be destroyed once it has served its purpose.

Additionally, the videoer should be extremely careful in the content of the video.

Mobile phones

Mobile phones should be registered as a camera if it has that facility in line with our policy on cameras. All clubs need to make its members aware that while the ASA does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a "noticeable sound" that it is audible if a phone camera is used. In the meantime clubs should remind members that any photos taken should fall within our guidelines and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

Should photographs (with or without) names of children be posted on a club website?

It is recommended that individualised photographs should not be kept on a club's website and certainly not with identifying names as this could lead to a child being approached and placed in a vulnerable position. The same applies to a club's printed materials such as a club's annual report.

The only exception to this policy is where the child's parent or carer provides specific written consent to the club publishing photographs.

This consent may be withdrawn at any time and clubs should take all reasonable steps to respect the wishes of the parent/carer.





(Name of Club) Club Letterhead

Child Photography Refusal of Consent Form

Name of Child: _____

Date of Birth: _____

I refuse permission for the taking and/or publication of images of my child by the club's Official Photographer(s) in respect of (enter activity)

Signed (Parent/Carer): _____

Print Name: _____

Date: _____

Policy on the use of mobile phones and email by swimming coaches and teachers

Introduction

This policy is a joint policy statement by the British Swimming Coaches and Teachers Association (BSCTA), Institute of Swimming (IoS), British Swimming and the Amateur Swimming Association (ASA). It is endorsed by the Child Protection Unit in Sport Unit (CPSU).

Background

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults and children and young people in sport with a number of cases in sport relating to this issue. Understandably, with the rapid development of mobile phones, text messaging, email and other forms of electronic communication, these methods of communicating have become a feature of the sporting landscape.

The purpose of the policy is to provide a recommendation of best practice to swimming teachers and coaches regarding the following:

- Use of mobile phones whilst having responsibility for the supervision and safety of young people.
- Communication between coaches and teachers and young swimmers to the swimmers' mobile phones.

Policy

1. Coaches and Teachers should not contact young swimmers by text or voice directly to their mobile phone. All communication should either be from the coach/teacher to the swimmer's parent or guardian or, if it is essential, communication is made directly to the young swimmer, it should be by a nominated female person at the club who has undergone CRB checking and appropriate training and is authorised to hold the mobile phone details of young swimmers. Any such communication must be with the consent of each swimmer's parent or guardian.

2. It is recommended that clubs retain a confidential list of mobile numbers approved by parents or guardians, to which batch text messages advising of changes to training times, coach departure times for events etc. may be sent by the nominated female person at the club who has undergone CRB checking and appropriate training.

3. Coaches of elite swimmers may, with the consent of the swimmer's parents or guardian, use text messaging or email to communicate with the swimmer when they are away with international teams. The text messages or emails must be restricted to information on training, events, results etc.

4. Coaches and teachers should not email young swimmers directly unless it is a circular email to an undisclosed distribution list held by a nominated female club member who has undergone CRB checking and is authorised to hold the email addresses of young swimmers with the consent of each swimmer's parent or guardian.

5. Coaches and teachers should not take or make calls whilst supervising young swimmers in a teaching or training session. It is permissible for a coach to make or take a call during a swimming event providing she/he is not the sole supervisor of the swimmers and is not actively engaged in supervising warm up or swim down at the time of the call.

6. Coaches who have mobile phones with camera facilities must fulfill the obligations set out for the use of cameras and guidelines for the use of photographs.

Any teacher or coach wishing to use the phone to take photographs at an event must register the phone/camera with the promoters of the event. Whenever mobile phones are taken into changing rooms the facility to take photos must not be used.

The publishing of a photograph of a swimmer under 18 years should only be done with the parent's consent and it should be noted that parents and guardians have the right to refuse to have a child photographed.

If a photograph is taken for publication it should be a head and neck only photograph, or in full tracksuits if full length. Identifying details such as full name, place or residence or school attended should not be given alongside the photograph.

7. In the event of a swimmer showing a teacher or coach a text message or image which is considered to be inappropriate for a child to have, the teacher/coach must advise the nominated person at the club.

Recording and retention of mobile phone numbers and email addresses of young swimmers

1. Clubs should not insist on obtaining email addresses or mobile telephone numbers from young swimmers. Parental/guardian consent must be obtained before the information is obtained.

2. If a club does obtain email addresses or mobile telephone numbers of young swimmers the data should only be used by a nominated female adult member who has undertaken CRB checks.

3. The club should set a policy for the use of the lists, e.g. mass circulation of training news by email or emergency contact by mobile phone if parents/guardian agree and are unavailable.

4. All email distribution lists must be set up to ensure the recipients of the email cannot see the email addresses of the other recipients.

The ASA anti bullying policy

The ASA have noted an increase in referrals of bullying in clubs in recent years. This is due to the proper identification of bullying and the pro-active nature of clubs in dealing with allegations. All clubs should have adopted the ASA Anti Bullying policy.

The ASA have also formed a relationship with Kidscape and have access to services for children in our sport who have been bullied as well as videos that clubs can use to educate children and adults in the club about bullying, its effects and how it can be identified and dealt with through good practice.

It is for clubs to identify to parents and children that they have an anti bullying policy and to ensure the children and parents are aware of how to refer concerns.

Anti-bullying policy for swimming clubs

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all swimmers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the club Welfare Officer or any committee member.

What Is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures).

- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of, or focusing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to respond to bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Swimmers who are bullying need to learn different ways of behaving. A club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this policy

All committee members, coaches and teachers, swimmers and parents should have an understanding of what bullying is. All committee members, teaching and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported. All swimmers and parents should know what the club policy is on bullying, and what they should do if bullying arises. As a club we take bullying seriously. Swimmers and parents should be assured that they would be supported when bullying is reported.

Bullying will not be tolerated.

Signs and symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he or she is being bullied.
- Is unwilling to go to club sessions.
- Becomes withdrawn anxious, or lacking in confidence.
- Feels ill before training sessions.

- Comes home with clothes torn or swimming equipment damaged.
- Has possessions go "missing".
- Asks for money or starts stealing money (to pay bully).
- Has unexplained cuts or bruises.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.
- In more extreme cases starts stammering.
- Cries themselves to sleep at night or has nightmares.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Attempts or threatens suicide or runs away.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee or ring Swimline.
2. In cases of serious bullying, the incidents will be referred to the ASA for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate a small panel (made up from Chairman, Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, and these should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has in their view taken place, the swimmer should be warned and put on notice of further action, i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied swimmer can be asked to attend training sessions, if they are able to do so and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both swimmers should be made aware of the concerns and outcome of the process, i.e. the warning.

In the case of adults reported to be bullying swimmers under 18

1. The ASA should always be informed and will advise on action to be taken.
2. It is anticipated that in most cases where the allegation is made regarding a teacher or coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

Prevention:

The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti bullying policy is one part. All swimmers and parents will sign to accept the constitution upon joining the club. The club Welfare Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with swimmers to discuss the issue openly and constructively. This policy is based on that provided to schools by KIDSCAPE.

KIDSCAPE is a voluntary organization committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300.

ASA policy on guidance on late collection of children

Late Collection of Swimmers

On occasion, parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate club officer if they are delayed with a clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The club officers must never leave a child or young person alone unless they are over 16 and then only with parent's permission. It is recognised some young people aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. Until a child is not collected, to maintain the wellbeing of all concerned, two appropriate club officers or parents must remain with the swimmer.

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing in their care of their child. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect the swimmer. If no

one nominated is available to collect the swimmer, and the parent has still not contacted the club officers after a reasonable period of time the club should consult the police or Local Authority Safeguarding Team duty officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club should gain advice from the police or Local Authority Safeguarding Team duty officer.

The club should:

1. Attempt to contact the parent/ carer – from the information sheet completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other official/ coach/teacher/volunteers or parents.

5. If no one is reachable, contact the local police to enquire about the best course of action.

6. Remind parents/carers of the policy relating to late collection.

The club Coaches/Teachers and Officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

Persistent failure to collect a child/ young person on time:

If a parent/carers fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, the club Welfare Officer and another club officer should arrange to meet with them and discuss the matter. It may be the parent/carers can be assisted in arriving promptly.

If there is no change, the club Welfare Officer should either contact the children's team at the local social services or seek advice from the ASA ICPO.



ASA missing child policy

Hopefully no child will ever go missing from your club. If they do remember most children are found within a few minutes of their disappearance.

However, if a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other young people in your care are looked after appropriately while you organise a search for the young person concerned.
- Inform the young person's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- 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.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the young person including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police.
- A REPORT SHOULD GO TO THE POLICE NO LATER THAN 30 MINUTES AFTER THE YOUNG PERSON'S DISAPPEARANCE IS NOTED EVEN IF THE SEARCH IS NOT COMPLETE.
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the young person is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern ASAP to the ASA ICPO as appropriate.



Code of Conduct for swimmers from ALL disciplines

General behaviour

1. Treat all members of the club with due respect including:
 - Fellow swimmers
 - Coaches
 - Officials
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.

Swimming training

1. Arrive in good time to stretch, 15 - 20 minutes before start time.
2. Have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training.
4. Listen to what your coach is telling you.
5. Always swim to the wall as you do in a race, and practice turns as instructed.
6. Do not stop and stand in the lane, you may get injured.
7. Do not pull on the ropes as this may injure other swimmers.
8. Do not skip lengths or sets you are only cheating yourself.
9. Think about what you are doing during training.

Competition

1. You must swim events and galas that the Chief Coach has entered/selected you for unless agreed otherwise by prior agreement with the relevant club official.
2. At Open Meets, check when you should post your cards and be sure to post them on time.
3. Warm-up before the event. Prepare yourself for the race.
4. Warm up properly by swimming, not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.
6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.

Signed: _____

Date: _____



Code of Conduct for parents

Parents are expected to:

1. Complete and return the Health and Consent form as requested by the club and detail any health concerns relevant to the child on the consent form. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions. And ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect the child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the coach/WO before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage their child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality, diversity and inclusion.
7. Ensure they do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach/nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club W/O can be found on _____
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

The club will undertake to:

- a. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
- b. Ensure good child protection guidelines are followed at all times to keep your child safe.
- c. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of that previously agreed.

The parent has a right to:

- a. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA/club laws and rules. Details of how to do this can be obtained from the club Welfare Officer.
- b. Make a complaint on behalf of their child to the ASA.

Any misdemeanors and breach of this code of conduct will be dealt with by the club.

Signed: _____

Date: _____



Code of Conduct for swimming coaches and teachers

This Code is an extension to the ASA Code of Ethics. Both should be followed.

The Teacher/Coach must:

- Put the well-being, health and safety of members above all considerations including developing performance.
- At all times adhere to the ASA Code of Ethics, Rules and Laws.
- At all times adhere to the ASA Child Safeguarding Policy and Procedures.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Meet the ASA commitment to equality, diversity and inclusion.
- Always place the well-being, health and safety of swimmers above all other consideration including developing performance.
- Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Always identify and meet the needs of the individual swimmer as well the needs of the team/squad.
- Be fair and equal in team and training squad selection.
- Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the club/ASA safeguarding children policy.

Equality, Diversity and Inclusion

1. The ASA and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming. To this end the Association will not tolerate:
 - a. Discrimination on the grounds set out in 1 above.
 - b. Harassment.
 - c. Bullying.
 - d. Abusive or insensitive language.
 - e. Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. The ASA and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the sex discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.
4. Committees, Officials and Volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

Signed: _____ Date: _____



Code of Conduct for those committee members, officials and volunteers who work directly with children in the Swimming Club

- At all times adhere to the ASA Code of Ethics, Rules and Laws.
- At all times adhere to the ASA Child Safeguarding Policy and Procedures.
- Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual swimmer.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
- Meet the ASA's commitment to Equality, Diversity and Inclusion.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sports and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the club/ASA safeguarding children policy.

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2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming. To this end the Association will not tolerate:
 - a. Discrimination on the grounds set out in 1 above.
 - b. Harassment.
 - c. Bullying.
 - d. Abusive or insensitive language.
 - e. Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. The ASA and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the Sex Discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.
4. Committees, officials and volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

Signed: _____

Date: _____

Children in disability swimming

Children are children first and Wavepower 2009/11 is relevant to the clubs safeguarding practices for all children in their club. However it has to be recognised that children with disabilities do have specific needs that clubs will need to meet.

The ASA have been committed to disability swimming for many years and have produced many Paralympics champions as well as providing the opportunity, through specialist and mainstream clubs, for children with disabilities to take part in the sport. The ASA produced a "Vulnerable Persons Policy" in 2007 which can be obtained from the ASA website.

Many ASA clubs have children with disabilities as full members who compete and train. The ASA are currently producing a guidance document that will assist clubs in maintaining appropriate safeguarding to children with disabilities. This document will be made available on the ASA website by December 2009. We would recommend that clubs add this information to their Wavepower 2009/11 toolbox.

