



# Appendix 1

## British Swimming World Class Programmes – Child Safeguarding Policy

The British Swimming World Class Programmes Safeguarding Policy (“the Policy”) is an addendum to:-

- The Swim England Child Safeguarding Policy and Procedures – Wavepower;
- The Swim Wales Child Protection Policy - YPlant; and
- Scottish Swimming Child Protection Policy.

The Policy should be read in conjunction with the relevant sections provided in Wavepower as highlighted throughout this document and the Swim England Safeguarding Team would like to thank Swim Wales and Scottish Swimming Safeguarding Teams with their help and assistance in creating this document.

For the purposes of this Policy the term “athlete” is a generic term covering participants under the age of 18 in all disciplines that fall under World Class Programmes in British Swimming.

## British Swimming Commitment and Safeguarding Statement

British Swimming World Class Programmes are committed to providing an environment in which all athletes can participate in its activities and have a safe and positive experience.

In order to achieve that the British Swimming World Class Programme will:

- Adopt and implement the British Swimming World Class Programme safeguarding guidance to be read, where relevant, in conjunction with the relevant Home Nation Child Safeguarding/Protection Policy and Procedures.
- Recognise that all athletes participating in World Class Programme activity regardless of age, class, sexual orientation, gender, religion or disability have a right to a safe environment and to be protected from harm.
- Ensure all those who are involved in providing World Class Programme activities directly with athletes provide a safe and positive environment.
- Appoint a person from within each discipline to take the lead responsibility in ensuring all safeguarding practices, policies and guidance is adhered to in full and ensures succession planning. For the World Class Swimming and Para-Swimming Programme this is Adam Clarke.



- Ensure that all those recruited to work directly with athletes have been recruited in line with best practice and in accordance with the requirements of the Disclosure and Barring Service (DBS) in England and Wales and the Protection of Vulnerable Groups Scheme (PVG) in Scotland.
- Ensure that all those recruited to work directly with athletes have the opportunity to undertake relevant Home Nation approved child safeguarding training and adhere in full to the safeguarding guidance and policies of British Swimming.
- Ensure that safeguarding concerns are reported in line with best practice and dealt with appropriately. A flow chart of the this process can be found at the end of this document.
- Ensure that British Swimming and Para-Swimming World Class Programmes provides a culture whereby concerns can be raised by all personnel, volunteers, athletes and their parents, which will be acted on in a proper and timely manner.
- Ensure that confidentiality is maintained, where appropriate and act in the best interests of the athlete and / or World Class personnel.
- Ensure all information held in respect of a child safeguarding matters is held in a safe and secure manner in accordance with the Data Protection Act.

## **Duty of Care in British Swimming - World Class Programmes**

All organisations and individuals have a duty of care to safeguard children when they are participating in the organisations activities. A duty of care may be imposed or may exist by contract with the individual.

British Swimming recognises that a duty of care exists for all adults involved in World Class Programme activities in whatever capacity, with specific responsibility lying with Adam Clarke. Each discipline is responsible for ensuring role succession in the event of personnel change.

To fulfill a duty of care all British Swimming personnel must acknowledge that a duty of care exists and maintain the policies and procedures of British Swimming to maintain proper safeguards to minimise the likelihood of foreseeable harm arising.

This document, together with the policy and guidance provided in Wavepower and the Swim Wales and Scottish Swimming Child Safeguarding/Protection Policies and Procedures sets out the principles and procedures for British Swimming, which must be followed by all World Class Programme personnel and those representing British Swimming, for example, volunteers.

World Class personnel and volunteers must act upon issues of concern. To do so anyone can contact Adam Clarke ([adam.clarke@swimming.org](mailto:adam.clarke@swimming.org) / 07825 768858) the safe guarding representative for World Class Swimming and Para-Swimming, the relevant Home Nation Safeguarding Team, the Local Authority Children's Social Care Team or the Police Child Abuse Investigation Team.



To meet a Duty of Care World Class personnel and volunteers must:

- Acknowledge and adhere to this policy in full and the policies and guidance contained therein;
- Promote a safe environment as paramount in all World Class Programme activities;
- Report concerns appropriately to Adam Clarke, the relevant Home Nation Child Safeguarding Team and/or the Statutory Agencies;
- Promote good practice within all World Class Programme activities and ensure confidentiality is paramount;
- Ensure that all those recruited to work directly with athletes have been recruited in line with best practice and in accordance with the requirements of the Disclosure and Barring Service (DBS) in England and Wales and the Protection of Vulnerable Groups Scheme (PVG) in Scotland;
- Treat all those athletes within the World Class Programme with respect and dignity;
- Ensure there is proper and effective communication to maintain the wellbeing of athlete's both within and external to the sport;
- Recognise and adhere to the special requirements of athletes with a disability; and
- Adhere to the relevant Discipline or Home Nation Code of Conduct.

## Definitions and Indicators of Abuse and Self Harm

The key areas of abuse are:

- Physical
- Sexual
- Emotional
- Neglect
- Bullying
- Harassment

Full details of the types of abuse and indicators of abuse are available in Wavepower and the relevant Home Nation Child Safeguarding/Protection Policy and Procedures and should be read and considered by all British Swimming personnel.

Specific guidance on bullying and anti-bullying procedures is available in Wavepower and the relevant Home Nation Child Safeguarding/Protection Policy and Procedures and should be read and considered by all British Swimming personnel.

Self-harm is an area that is increasing in prominence in sport and society in general. Guidance on self-harm is available in Wavepower and should be read and considered by all British Swimming personnel. Further updates to this guidance when published will be made available at [www.swimming.org](http://www.swimming.org) under the Wavepower pages.



## Reporting a Concern

To be read in conjunction with guidance in Wavepower or the relevant Home Nation Child Safeguarding/Protection Policy and Procedures and to be considered by all British Swimming personnel.

Actions to be taken if you have a safeguarding concern in respect of a World Class athlete:

- If the concern is that an athlete has been harmed or may be at risk of harm to report the concern immediately to the statutory agencies (Police or Children's Social Care Team) and inform the parents (if not implicated in the concern) and the Lead Person for child safeguarding in your discipline.
- The Lead Person, Adam Clarke must inform the relevant Safeguarding Team or individual Home Nation Representative responsible for child safeguarding as soon as possible or seek advice at the time of the concern arising.
- If the concern does not require immediate action but requires step to be taken you should discuss the concern with the Safeguarding Lead Person for your discipline or the relevant Home Nation Child Safeguarding Team. They will be able to advise you on the matter and agree the actions to be taken.
- If the concern is medical in nature consult the medical practitioner for your discipline and inform the Lead Person for your discipline.
- If the safeguarding concern is one you have dealt with refer the details to your Safeguarding Lead Person for information only.

## Confidentiality and Information Sharing

Confidentiality is of prime importance in any matter involving British Swimming athletes. Guidance on confidentiality comes from Government Guidance "Every Child Matters" for England, Wales and "Getting it Right for Every Child" in Scotland. It is important British Swimming personnel understand and maintain confidentiality in all matters of child safeguarding.

Full guidance is available in Wavepower or the relevant Home Nation Child Safeguarding/Protection Policy and Procedures and should be read and considered by all British Swimming personnel.

## Whistle Blowing Policy

British Swimming World Class Programmes follows the Swim England Whistle Blowing Policy. Whistle Blowing is based on the premise that all persons who raise concerns in good faith will be supported by the organisation. The Whistle Blowing Policy is available in Wavepower and should be read and considered by all British Swimming personnel.



## Changing Room Policy

British Swimming acknowledges that World Class Programme personnel have a duty of care at training and competition venues, which extends to all areas including the changing rooms. The changing facilities provided, particularly when competing and training abroad, may vary considerably and prior consideration must be given to the safety of the facilities provided, as far as practicable.

The Swim England Changing Room Policy in Wavepower should be followed where World Class training is part of a club set up.

Additionally, the following actions should be taken for specific World Class Camps and Competitions abroad:

- Any athlete found to be in breach of the Athlete Code of Conduct should be referred in the first instance to the Team Leader (in accordance with the Code of Conduct).
- A report of a non British Swimming athlete (junior or senior) acting in a manner that is unacceptable should be referred immediately to the meet training venue/meet organizer and/or relevant Team manager (or similar).
- A report of a member of the public acting in a concerning or illegal manner should be referred immediately to the venue manager/meet organiser.
- Support should be given by the Designated Safeguarding Officer at the event/competition/training camp to any athletes involved in the concerns.

## Electronic Communication and Social Networking

The guidance in Wavepower or relevant Home Nation Child Safeguarding/Protection Policy and Procedures should be read and considered by all British Swimming personnel.

However, it is acknowledged that some contact may take place between the coach / personnel and the athlete one to one. The following guidelines should be followed to avoid placing the athlete or the person in a position of trust at risk wherever possible:

- Communication with athletes is via a parent/s (e-mail/phone text).
- Copy in the parent or another British Swimming personnel member into all communications directly sent to the athlete.
- Never discuss any matter other than in respect of their training or the sport.
- Never use inappropriate language or discuss matters of a personal nature.
- Maintain appropriate coach/athlete boundaries in all communications.
- Report any inappropriate communications sent to you or that you become aware of.



- If you are communicating with an athlete on a matter you feel you cannot share with others as it may cause a breach of trust with the athlete make your Lead Person aware. They will advise on handling difficult matters appropriately.
- Do not have your athletes as friends on social media platforms (Facebook, Twitter, Instagram, etc). To do so could be misinterpreted and may expose the young person to information that is inappropriate for an athlete to see. Be aware of other social media posting, and review Social Media Policies regularly.
- Wherever possible use “group communication” to your athletes that is fully open and transparent i.e. group facility on “WhatsApp” or “Team App”.

## **Guidance on Photography at British Swimming Training and Events and the Use of Photographic Equipment**

The guidance in Wavepower should be followed or the relevant Home Nation guidance and where “the club” is named it should be taken to also apply to British Swimming World Class Programmes.

Significantly, it is recognised that within World Class Programmes the use of video diagnosis is likely to play a key part in the training programme. To assist coaches the following guidance should be followed:

- All photography and filming should be in line with the requirement of the sport.
- Filming athletes should be to analyse swimming technique and used only to enhance the development of the athlete.
- Filmed footage should only be kept as long as the requirements of the sport dictate and should only be shown to other members of British Swimming with the agreement of the athlete and parent (where relevant).
- Any filmed footage seen to have accidental inappropriate content should be deleted immediately.
- Photographs should follow Home Nation guidance in respect of content and dress code.
- The publication of photographs should be in line with the Home Nation guidance with relevant consents received from the parties concerned.

## **Guidance on Athletes Living Away From Home**

British Swimming and the World Class Programmes currently have National High Performance Centres (“the Centres”) that require athletes to live away from home. These Centres may increase in number in the future and it is important the needs of the athlete in terms of their welfare are considered alongside their training on site.

Any athlete living away from home should be viewed as vulnerable. The majority of young people moving away from home to be part of high level training within their chosen sport are



likely to feel very happy at their achievement in being selected. However, when the reality of living away from parents, siblings and friends and the comforts of home many athletes may become sad or unhappy and in extreme cases depressed. Most young people can be supported by the organisation, the host family and their own family to manage those feelings and will settle into the situation after a short period. However, it is important that such potential emotions are acknowledged and the host family is able to offer support, manage issues of concern when they arise and refer concerns when they can't.

To assist in this process below is a list of some (but not all) simple guidelines and practices that will assist the athlete to settle into their new living arrangements.

- A period of introduction to the host family/accommodation, venue of training, and the personnel with whom they will come into contact and athletes already part of the British Swimming Centre. This should be with parents in attendance.
- Have written information from the parents of the athlete that you will require to meet your duty of care to the young person. This will include, but is not limited to medical information, diet and particular needs.
- Agree to regular contact between the athlete and their parents by phone and other electronic communication, home visits and parental visits. While the athlete will need to settle in it is important they know when they will see their parents.
- A senior member of the training squad to which the athlete will be attached should be appointed as a "buddy" to support the young person and assist them in getting to know others in the centre/training group.
- A member of British Swimming personnel (ordinarily the Performance Lifestyle advisor) should also be named as the primary support for the athlete to whom they can go to with questions and concerns should they arise.
- If the athlete has any particular special needs then agreement should be reached in advance with the parents as to how the British Swimming World Class Programme and the host family can manage those needs.
- The host family should have a clear contract (preferably in writing) with details of expectations of the care to be provided. A copy should be provided to the parents and the athlete.
- The host family should have clear guidance on house rules and these should be agreed in advance by the athlete, host family, parents and British Swimming World Class Programmes lead person.



- The host family should be aware of Wavepower and this addendum and have a named contact at the Centre that will be their primary contact in all situations.
- The host family should be given written guidance on what to do and who to refer to if they have concerns in respect of the young person over and above making contact with parents.
- Watch for signs that may lead you to consider the athlete is not settling in or is unhappy and listen to what they are saying. It is inevitable some athletes, however committed to their sport, will not find best progress can be made away from home and will need to consider returning to their family and home club.

AND never ignore concerns that a young person raises either verbally or by their actions and be aware of the guidelines on how to manage concerns and who to refer them to for guidance, advice and action.

This is not an exhaustive list and should be seen as a starting point for your discipline to consider the young person's welfare living away from home.

Young people living away from home are also known, through studies in the residential school environment, to be particularly vulnerable to abuse and neglect. Every setting in which young people live away from home should provide the same basic safeguards to protect them against abuse and harm of all kinds, promote their welfare and treat them with dignity and respect.

In all settings in which World Class athletes live away from home, the following safeguards should be in place:

- Ensure the athlete is listened to, feels valued and respected and their self-esteem is promoted.
- Ensure the athlete has access to a trusted adult outside of the home to speak to.
- There are clear safeguarding procedures in place.
- The host family is able to communicate with young people and know where to go to seek help where necessary.
- Ensure complaints procedures that can deal with issues both within the training environment and the host family are in place and accessible to all the athletes involved.
- An effective anti-bullying strategy is in place.
- Safe recruitment and selection procedures are rigorous and include relevant Disclosure and Barring Service (DBS) checks in England and Wales and Protection of Vulnerable Groups Scheme (PVG) checks in Scotland for all British Swimming personnel and host families who are eligible.
- Effective support is provided for all host families including a named person from the sporting discipline to contact in an emergency.
- There is respect for equality and diversity and sensitivity to race, culture, religion, gender, sexuality and disability.





## Useful Websites

<http://www.edutrav.org/host-guidelines.asp> - guidance to host families in a residential setting. This could be used by your discipline to further develop written guidance for your host families.

## The Role of the Chaperone and Team Managers at British Swimming World Class Programme Events

The Chaperone and Team Manager is a vitally important position of trust and as such should be subject to a safe recruitment process including a Disclosure and Barring Service (DBS) check in England and Wales or Protection of Vulnerable Groups Scheme (PVG) check in Scotland.

These roles should be stand alone in nature and not occupied by a coach or other British Swimming personnel at the training camp or competition.

It is acknowledged that on occasion Camp/Competition Teams may contain very few competitors (i.e. lower single numbers).

In this case, any person performing a Chaperone role may also hold another role, however if this applies, prior advice should be sought from, in the first instance, the named contact for the discipline or the Home Nation Safeguarding Team Officer (person with responsibility for Safeguarding in the Home Nation).

A member of the travelling team will be responsible for conducting a Risk Assessment to address this lower proportion of competitors, which, in some circumstances, can lead to a heightened risk. This should include measures to address risks surrounding travel and disruption, illness, accommodation, for example away from venue activity. Parents/competitors must be made aware fully knowledge and agree the arrangements.

Guidance on the ratio and balance of male and female chaperones is available in Wavepower and should be read and considered by all British Swimming personnel.

Wavepower additionally provides clear guidance on the role and training required for chaperones.

Scottish Swimming clubs have Team Managers a role description is available at [www.scottishswimming.com](http://www.scottishswimming.com)

The Team Manager role is subject to relevant Home Nation Team Manager and British Swimming World Class Programme Team Manager Training. It is strongly recommended that all persons undertaking the role of Team Manager should attend this course as a requirement of appointment.



## Guidance on Transport of Athletes

This guidance is in addition to that given in Wavepower and the NSPCC Child Protection in Sport Unit (CPSU) document Safe Sport Events, Activities and Competitions.

For the British Swimming World Class Programme activity where a young athlete and a coach are the only persons attending a competition, event or training camp parents should be expected to transport their child to the event as laid down by British Swimming.

When the parent is unable to transport in person they may ask the coach or official attending to do so. This can place the adult concerned in a difficult position where they wish to facilitate the athlete attending but good practice dictates otherwise.

Additionally, when a young person is at a British Swimming National Centre they may require transporting for a particular reason e.g. to a medical appointment.

- It is expected to be a one off arrangement and not a situation that will occur on a regular basis.
- The parents cannot, in this situation, make a private arrangement with another parent;
- The young person cannot attend through any other means.
- The adult concerned is comfortable with the situation.
- The adult has appropriate insurance cover for such an arrangement. If this is not known it must be checked with the relevant insurance company.

The adult concerned should follow the advice provided by the CPSU document Safe Sport Events, Activities and Competitions namely:

- The young person should sit in the back of the car.
- The parents should give written consent to the agreed transport arrangements.

If this is to be a regular arrangement:

- Follow the guidance above;
- Have a second adult seated in the front of the car if that is an option; and
- Vary the staff member who is transporting the young person.



## Accommodation and Rooming Arrangements

This guidance is in addition to that given in Wavepower and the CPSU document Safe Sport Events, Activities and Competitions:

Where the situation arises that a young person under the age of 18 is the only junior attending an event staff or volunteers responsible for arranging the room allocation should risk assess the situation dependant on:

- Age of the young person – could they safely be in a room on their own or would that place them at risk?
- The mental and physical capacity of the young person - could they safely be in a room or their own or would that place them at risk?
- The age of others attending the event. Is there a same sex athlete of a similar age who is willing to share with the young person and is that appropriate to the young person's age i.e. a 17 and 18 year old athlete sharing a room?
- The vicinity of a single room to staff and is there a phone in the room for help to be sought if required?
- The wishes of the parent and young person must be considered but should never be agreed to if the risk of the proposed arrangement is unacceptable for the adult or athlete concerned.

Where accommodation is to be provided in apartments British Swimming World Class Programmes must ensure:

- Each apartment should preferably have two adults in each apartment, of the same sex as the athletes.
- The athletes should room share only with other athletes following guidance given for room sharing.
- Wherever possible have same sex apartments only.
- Have clear guidelines on what is acceptable dress around the apartment and act upon any breach for example no wearing of just underwear in the communal areas.
- Have clear guidelines on access to athletes, the adults supervising and other athlete's rooms.



## Guide to Athletes Free Time at Events and Training Camps

This guidance is in addition to that given in Wavepower and the CPSU Safe Sport Events, Activities and Competitions.

It is possible that the age range of the attending athletes will be varied. Agreement and guidelines should be made available in advance of attending the camp/competition to the athlete, the parent and the personnel attending. Parents should be asked to sign their agreement on free time in advance of the event.

General guidance for the agreement is as follows:

- Guidance on what arrangements will be made for their free time – it is suggested any trips out should be in groups and should be closely supervised i.e. staff members always with them or under indirect supervision. A practical example could be in the same shopping precinct with prearranged meeting venue and time.
- Guidance on whether athletes can spend time away from the venue and hotel with other like age athletes without staff supervision at specific venues only.
- No athlete should be outside of the training venue or hotel under any of the above agreements without have logged with a staff member/Team Manager where they will be and have an agreed return time.
- All athletes should have contact details of a staff member/Team Manager attending the completion/camp, the accommodation and the event venue provided in a format that can easily carried e.g. on a card the size of a credit card.
- Agreement on what outside venues are off limits to athletes.

Should an athlete go missing the Missing Child Policy in Wavepower must be followed.

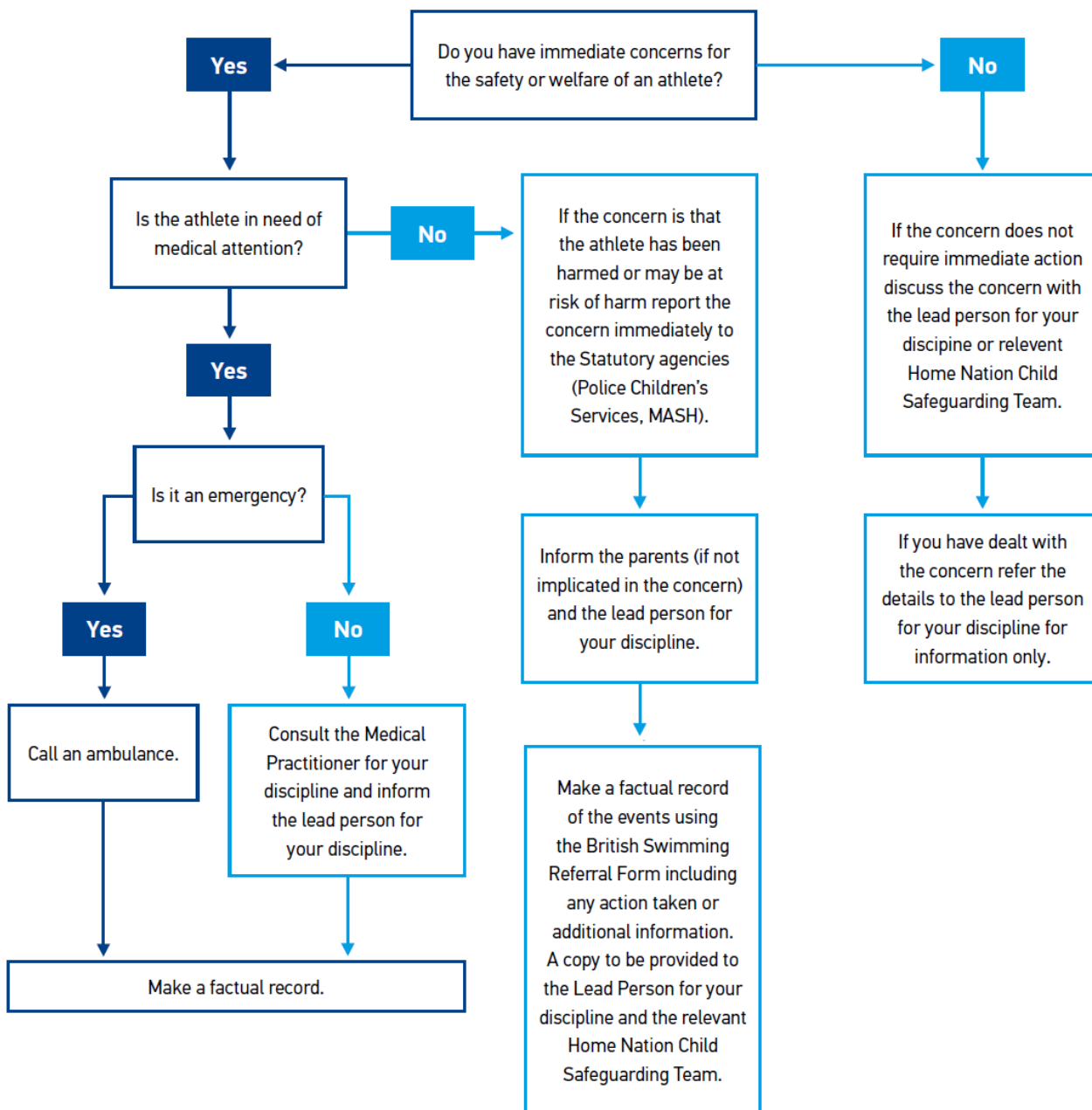
## Links to Home Nations Policies

Swim England – [Wavepower](#)

Swim Wales – [Y plant](#)

Scottish Swimming – [Child Protection Policy](#)

**Action to be taken if you have a Safeguarding concern in respect of a World Class Athlete under 18 years**



**In all case advice and guidance can be sought from the relevant Home Nation Child Safeguarding Team.**



## REFERRAL FORM

Date: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

### Section 1 – Details of referrer (your details)

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

### Section 2 – Details of child concerned

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnic Origin: \_\_\_\_\_

Disability/Special Needs: \_\_\_\_\_ Yes/No \_\_\_\_\_

If yes, give detail: \_\_\_\_\_

Parents/Carers: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_



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

Name: \_\_\_\_\_

Position in the organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**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 Organisation: \_\_\_\_\_

Contact Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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Child's account of what happened (please state what the child actually said or indicated it not their exact words). Continue on separate sheetR if necessary.

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**For British Swimming Office use only**

Category of referral: (delete as appropriate)

Sexual      Bullying      Physical      Other

**Section 5 – Action taken by British Swimming**

Police informed: Yes/No

If yes, give name of the police officer dealing: \_\_\_\_\_

Phone / e-mail contact details: \_\_\_\_\_

Children's Services informed: Yes/No

If yes name of social worker dealing: \_\_\_\_\_

Phone / e-mail contact details: \_\_\_\_\_

Lead Person for the discipline informed Yes/No

Home Nation Safeguarding Officer informed Yes/No





**ONE TEAM.  
WINNING WELL.  
IN WATER.**

Medical assistance required:  Yes/ No

If yes, give details: \_\_\_\_\_

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Parents informed  Yes/ No

Details of action taken (or attach report sheet separately)

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Signed:

Date:

Once completed please return to Adam Clarke (adam.clarke@swimming.org)