

Information sheet for Erith and District Swimming Club

Club Welfare Officers

Name: Tim Wilkes and Jenny Kennedy
Tel: 07917500436 07957221409

District Welfare Officer

Name: [Colin Brown](#), Director for London Swimming

Tel: 07799476160

Local Authority Services

Social Services Department East Child Care Unit

Tel: 020 8294 6628

E mail: eastchildcareunit@bexley.gov.uk

Address: Civic Offices, Broadway, Bexleyheath, DA6 7LB

Out Of Hours Contact Number Tel: 0208 303 7777

Police Child Protection Team DI Russ PEARSON,
Address: Marlow House Station Road Sidcup DA15 7ES
Tel: 0207 230 3700

Email: russell.pearson @met.police.uk

National Body Amateur Swimming Association
Legal Affairs Department
Harold Fern House
Derby Square
Loughborough
LE11 5AL

Telephone: 01509 221350

Swimline: 0808 100 4001

Other Services

Child Protection In Sport Unit Tel: 0116 234 7278
Email: cpsu@nspcc.org.uk

NSPCC Child Protection Line Tel: 0808 800 5000
Web Site: www.nspcc.org.uk

Kidscape Tel: 020 730 3300

Erith and District Swimming Club believe that the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming - administrator, club official, coach, parent, friend, children themselves, everyone - can help.

Abuse can occur anywhere there are children - at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are, simply in order to abuse them. We believe that everyone in Erith and District Swimming Club has a part to play in looking after the children with whom they are working.

The Children Act 1989 and Working Together to Safeguard Children (DOH 1999) highlight the shared responsibility of organisations to promote children's wellbeing and safeguard them from harm. They stress the importance of effective information sharing, collaboration, and understanding.

Erith and District Swimming Club has a moral and legal obligation to appropriately deal with concerns raised regarding the well being of children involved in our club.

Erith and District Swimming Club Child Protection Procedures stem from the following principles

- The child's welfare is the first consideration.
- All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.
- The ASA with their responsibilities for the welfare of children and young people who take part in our sport needs to be fully supported.
- Erith and District Swimming Club has a responsibility to maintain professional confidentiality in all cases involving child protection in line with the current legislation.

Erith and District Swimming Club supports the ASA , who, in good faith will receive reports concerns that a child is at risk of, or may actually be, being abused.

A child is defined as any person under the age of 18.

What is Child Abuse?

It's generally acknowledged that there are four main types of abuse - Physical, Sexual, Emotional and Neglect.

PHYSICAL ABUSE may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities.

SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts, involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

EMOTIONAL ABUSE is the persistent emotional ill treatment of a child that adversely affects their development. It may involve conveying to a child that they are worthless, unloved, and inadequate, or where inappropriate expectations are put upon them. In a sporting context this may include severe parental or coaching pressure to succeed. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

NEGLECT is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development, such as failing to provide shelter, food, clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure they are safe or exposing them to harm.

Erith and District Swimming Club note that bullying currently accounts for a high proportion of referrals to the ASA. A separate anti - bullying policy has been written based on ASA guidelines.

Child Abuse in Swimming

Swimming plays a major part in the lives of many children and families and for most the experience is a positive one that provides them with many opportunities to have fun, keep fit and even participate at national and international competitions.

However, sadly we know from the ASA that a small minority of individuals who wish to harm children will access them through our sport. Many types of abuse and poor practice have been observed and reported in the swimming environment. It is often committed by a person well known and trusted to the child in the swimming club.

It can also be committed by another young person. Sibling and peer abuse has been recognised as an ongoing aspect of child protection in swimming and should be recognised and addressed.

Other concerns involve the possible use of racist language and racist taunts which is not tolerated in Erith and District Swimming Club, nor is bullying by children or adults.

All adults involved in swimming have a responsibility to report concerns of a child abuse nature appropriately and to act in a manner at all times that keeps children safe from harm.

Children with Specific Needs

Some disabled children may require specialised care. Erith and District Swimming Club when working with children with physical and learning problems ensure:

- The guidelines of Disability Sport England “Protecting Disabled _ Children and Adults in Sport and Recreation” are followed,
- All coaches and teachers are suitably qualified to teach/coach children with specific needs.
- The views of the child and parent/ carer are always obtained prior to any activity, specifically those requiring any physical handling or of a physical nature, to gain both consent and agreement of all concerned.
- No child is discriminated against in any manner by the club or any member or from taking part in an activity, which it is safe and proper for them to undertake.

Some children will suffer with an illness but show no outward appearance of being a child with specific needs, such as those diagnosed with epilepsy or diabetes. Erith and District Swimming Club will co-operate with parents on their child’s needs should they develop an attack at training or competition. Advice is also sought from the ASA medical advisor if required. Such children are not excluded or prevented from taking part in any club activity in which all other swimmers are entitled to take part, as this would be discriminatory. With the correct knowledge and information, and the required parental support, children with such illnesses can train and compete as any other swimmer.

Procedures

Please remember it is not the individual's responsibility to decide whether a child is being abused, but we are asking you to act on your concerns. It is your responsibility to ensure the concerns raised are passed on appropriately.

Erith and District Swimming Club has two club welfare officers. Both have knowledge of ASA policy and procedure to advise anyone with a child welfare concern. They should always be involved in any concern raised within the club unless they are in some way implicated in the concern. As a member, official or parent involved in our swimming club the following guidelines should be used :

- If the child or young person is in immediate danger or has been physically injured, ensure they are safe and contact the police or social services.
- If the child is not in immediate danger but you have concerns, either:
Discuss the concerns with a club welfare officer or a club official who will advise you on the correct procedure for referring your concern appropriately.

Or

Ring the Swimline number 0800 100 4001. This is displayed on our notice board. The club welfare officer will be able to inform you on how to refer your concerns to gain appropriate advice and action.

Or

Ring Childline on 0800 1111. This is mainly for young people but is helpful. This phone number will not appear on any phone bill.

- Make a note of what you've seen or heard but don't delay passing on the information. As soon as possible complete the ASA referral form found in this document.

NB You or a club welfare officer should, in every case, send a completed referral form to the ASA Legal Department to advise them of your concern and to whom you have reported it. Address the letter to:

ASA Legal Affairs Dept.,
Harold Fern House,
Derby Square,
Loughborough LE11 5AL

PLEASE REMEMBER - it's not your responsibility to decide whether a child is being abused but we are asking you to act on your concerns.

When a concern is referred to the ASA the ASA protocol is followed. This outlines what possible actions will be taken and what further contact will be made with the referrer. This document is located in the appendix section of this document

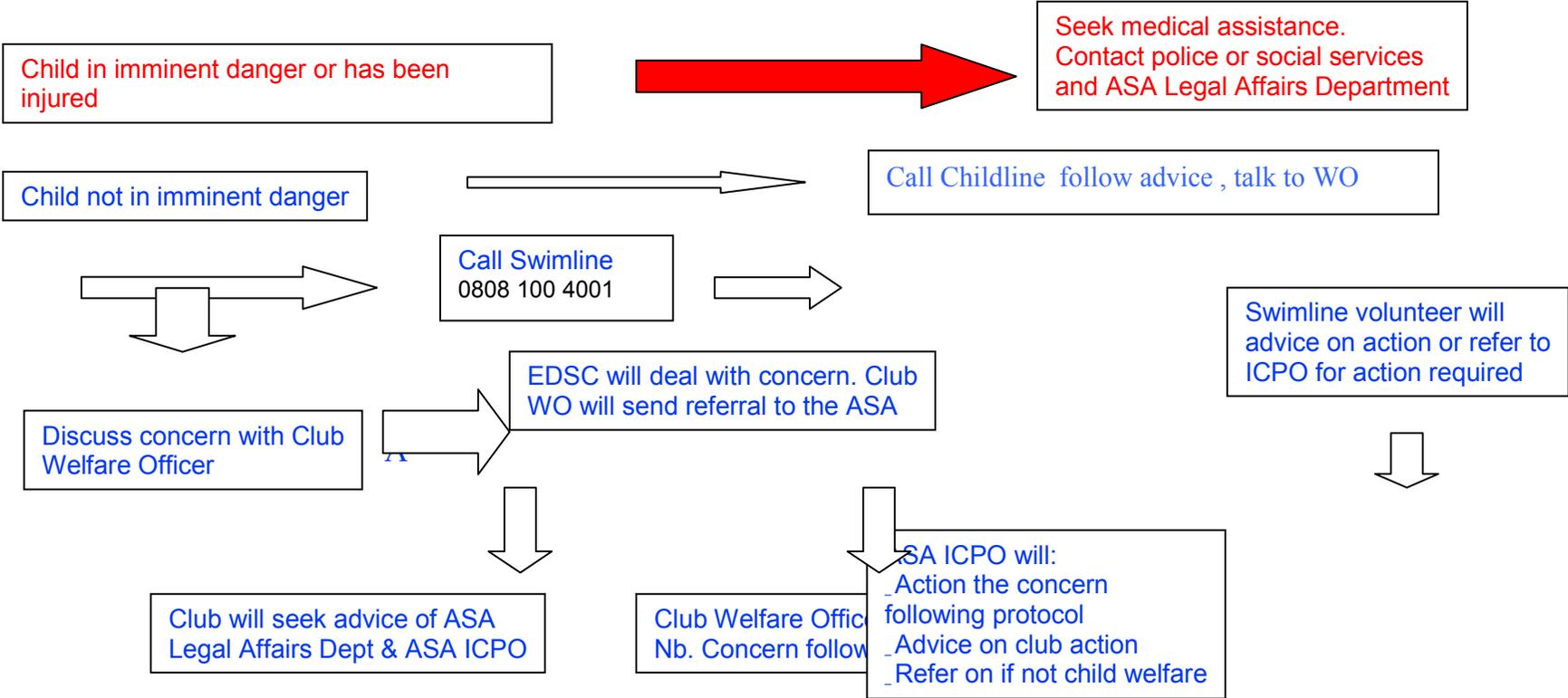
Guidance

Action to take if a child tells you that he or she is being abused:

- Stay calm
- Don't promise to keep it to yourself
- Listen to what the child says and, please, take it seriously
- Only ask questions if you need to identify what the child is telling you don't ask the child about explicit details
- Make a detailed note of what the child is telling you but as advised in the previous section, please don't delay passing on the information

Abbreviations
 ASA- Amateur Swimming Association
 EDSC – Erith and District Swimming Club
 ICPO – Independent Child Protection Officer
 WO – Welfare Officer

Procedure Flow Chart – REFERRAL



RECORD OF INCIDENT

1. Erith and District has an Incident Book where incidents, including those of a child welfare nature are recorded. This book is held by a nominated member of the club, and is kept in a secure and confidential manner. It is available at all club sessions.
2. The club welfare officer or another officer of the club will complete the ASA referral form whenever a child welfare issue is raised and send it to the Legal Affairs Department of the ASA

ASA Referral Form

NAME OF PERSON COMPLAINED OF: _____

Male/Female	
Club	
Club Address - (N.B - this may be the Honorary Secretary's home address)	

NAME OF REFERRER: _____

Male/Female	
Club	
Position in club	
Home Address	
Postcode	
Telephone Number	
Mobile Number	
Email Address	

NAME OF THE CHILD/CHILDREN CONCERNED: _____

Male/Female	
Any disability/Specific needs	
Ethnic origin	
Club	
Position in club	
Age/DOB	
Home Address	
Postcode	
Telephone Number	

DETAILS OF ACTION TAKEN:

OTHER RELEVANT INFORMATION:

HAVE YOU CONTACTED SWIMLINE BEFORE *YES / NO

If "YES" please give brief details with dates

ACTION RECOMMENDED/TAKEN

SIGNED: _____ DATE: _____

AMATEUR SWIMMING ASSOCIATION

Protocol for all child protection investigations copied from 'Wave Power – The Amateur Swimming Association Child Protection Policy

ASA Investigations

The ASA has developed a protocol for all child protection investigations. This protocol has been developed over many years with the knowledge gained from the many cases dealt with to date.

PROTOCOLS FOR CHILD PROTECTION INVESTIGATIONS

This document is to act as a guide for all members of the ASA with regard to the Protocols that have been put into place for the conduct of investigations. If there are any queries that you may have with regard to the content of these Protocols then please do not hesitate to contact

The ASA Department of Legal Affairs
Telephone (01509) 264668
or via e-mail to legal@swimming.org

1. Any concerns of a child protection nature with regard to any individual involved in the sport of swimming must be referred to the ASA Department of Legal Affairs through any of the following initial contact communication channels;
Swimline message
telephone call,
letter or E-mail.

The concern or query will then be noted and referred to the ASA Independent Child Protection Officer, ("ICPO"), for her initial assessment. The ICPO will report her views and any recommended course of action direct to the Department of Legal Affairs, and a decision will be taken as to how the matter will proceed. This procedure will normally be completed within 3 working days of receiving the initial information.

The ICPO may at her discretion decide to hold an early case conference meeting with such of the affected persons as the ICPO believes appropriate in the circumstances of the case. Regard will be given to the nature and seriousness of the allegations made.

2. Depending on the circumstances, the matter could then proceed in one or more of the following ways:
 - (i) if the matter is being handled correctly by the club, organisation or affiliated body then advice may be given to proceed, but to keep the Legal Department updated as to progress.
 - (ii) a decision may be made to refer matters to a relevant agency, either the Police or Social Services.
 - (iii) a decision may be made to appoint an independent investigator to conduct an independent fact finding investigation.
 - (iv) A decision to make a complaint under the ASA Judicial Laws.
3. All members who refer matters of a Child Protection nature must be aware that in certain circumstances the ASA's powers to take action may be compromised and the ASA would bring the following points to members attention:
 - (i) In any circumstances giving cause for concern, there must be early communication to the Legal Department via any of the channels mentioned above.
 - (ii) the ASA can not, normally, play any role in any Child Protection concerns involving the parent/child relationship. Such matters would be immediately referred where necessary to a relevant agency. Any action recommended to the ASA by the statutory body regarding the person's role in swimming would be acted upon. This may require direct action by the ASA or the relevant club.
 - (iii) failure to communicate to the Department of Legal Affairs at the earliest possible stage **MAY INHIBIT THE ABILITY OF THE ASA AND RELEVANT AGENCIES TO ACT**. In addition, it could render the club or individual subject to disciplinary or other action by the ASA.

4. If the decision is made to appoint an investigator, then it would be standard practice for the investigator to make contact with the initial referrer/ complainant normally within 3 – 5 working days of initial contact with the Department of Legal Affairs. Preliminary contact will be made by telephone to confirm the appointment of an investigator and to make arrangements to meet with the referrer/complainant. The meeting and it's content will be reported back to the Department of Legal Affairs and the ICPO, and a strategy would be initiated. The likely course of action is as follows:

- (i) Serious allegations of abuse would immediately be referred by the Department to the Police and/or Social

Services. If the police and/or Social Services are unable or unwilling to act the matter will be referred back to the ICPO/Department of Legal Affairs. A decision may then be made to instigate a full ASA investigation.

(ii) Less serious allegations which the sport is competent to handle may be made the subject of a full investigation by the ASA independent investigator.

5. Dependent on the particular circumstances and without prejudicing the investigation the subject of the inquiry will, at the earliest appropriate opportunity, be informed of the complaint. The Subject will be given an indication of the nature of the complaint and possible outcomes from the investigation. If he so desires, the subject may provide a written response to the independent investigator, at this stage.

6. Both the complainant/referrer and subject would be offered a "friend" to assist them in explaining procedures and lead them through the normal practice of an investigation.

7. During the investigation process there will be regular communication, and as appropriate, meetings between the Department of Legal Affairs, ICPO and the investigator to discuss the progress of the investigation. The investigator will send to the Department of Legal Affairs weekly reports detailing the action taken and a schedule for the following week. This will enable the Department of Legal Affairs to keep up to date as to the progress of the investigation.

8. The complainant/referrer and subject of the complaint will be updated periodically on the progress of the investigation. The initial update will normally be in writing, within 6 weeks of initial notification. Thereafter, not less than monthly intervals by either telephone contact or letter.

9. The highest possible standards of investigation will be used during the inquiry.

10. Before the subject of the complaint is interviewed by the investigator, a precis of facts and any matters of concern will be supplied to the individual. This will be an outline of the matters that will be put to them. They will not include statements, nor will they detail any questions that will be asked. The meeting may be tape recorded, if appropriate. (See paragraph 11 below)

11. The ASA reserves the right to record any interview conducted under its Child Protection Procedures. In any such case the interviewee will be provided with a copy of the tape recording.

12. After the investigator has met the subject of the complaint, a report will be supplied to the Legal Department, ICPO and the Independent Disciplinary and Dispute Resolution Commissioner, in cases where an investigation has been called for by the Commissioner and/or the Chief Executive for their information. A meeting will be held to decide the best course of action. There are a number of possible outcomes, these include:

(i) Evidence of poor practice which indicates a lack of competence then the matter may be referred to our Education department with a view to guidance being given with regard to correct methods.

(ii) Where issues arise regarding the ethical aspects of behaviour then this would be in the first instance be dealt with as an educational issue with guidance and support to be given to the individual to encourage them to modify their behaviour in line with accepted practice.

(iii) Should this guidance be refused or whether there is clear subsequent indications that malpractice is continuing or taking place then this would result in a formal complaint being brought by the Association under the Judicial system.

(iv) The ASA will consider the actions of any member club or affiliate body and whether its internal management should be looked into and further support or guidance provided. However the Association reserves the right to give consideration as to whether the club and its officers should be made the subject of a formal complaint.

(v) A complaint under the ASA Judicial system.

(vi) The imposition of a suspension under the ASA Child Protection Laws.

13. At the conclusion of an investigation the subject of the complaint will normally be provided with a copy of any written report and be given the opportunity to comment on matters of accuracy and will be made aware that any such report (or a summary thereof) may be made available to such individuals and organisations as considered appropriate in all circumstances of the case. In any event the ASA may advise in writing an individual or appropriate organisation of the outcome of the investigation and any proposed action.

14. Any action to be taken will be dependent upon the particular circumstance of the case but may include any of the following:

- (i) The bringing of a complaint under the ASA Judicial Laws.
- (ii) The issue of a formal warning as future conduct.
- (iii) A requirement upon any person to undertake a period of training or re-training and to submit to monitoring and ongoing review.

15. It is important to note that at any stage during the course of an investigation, matters may be referred to a relevant agency (ie police or social services) which may result in the ASA investigation concluding or being temporarily placed on hold pending action by the police and/or Social Services.

Andy Gray Barbara Barrett
Head of Legal Affairs ASA Independent Child Protection Officer

PREVENTION

To minimise the risk of a child being abused, Erith and District Swimming Club:

- Follow ASA policy and guidelines on recruitment and ensure all personnel who have significant contact with children and young people undertake a CRB check .
- In the interim period all existing club members who have significant contact with children and young people are required, in addition, to complete the ASA self declaration (Purple) form.
- Publicise that the welfare officers are the appropriate person to whom concerns of a child protection nature should be raised, or in his or her absence a member of the club committee.
- The welfare officer will be able to give you the information on how to appropriately refer on the concern or will take responsibility for referring the concern on him or herself.
- Has a clear policy on taking children away for events based on the procedures laid down in "Safe sport away".
- Has a written club policy outlining the direct responsibilities for running and providing activities and operating standards to ensure children and young people are adequately supervised by adequately trained persons at all times.
- Has a clear written policy on Bullying.

GOOD PRACTICE

Erith and District Swimming Club follows this code of good practice that outline what is acceptable behaviour. In addition it also has a complaints policy which is available to all parents and club members and which outlines the disciplinary policy of the club and an anti bullying policy.

To comply with the above those involved in the running of the club :

Ensure all members comply with the ASA code of ethics.

Acknowledge they have a duty of care for swimmers until they leave the club venue or event with an appropriate adult. If a carer or parent persistently fails in their duty of care towards their child by failure to collect that child at the appropriate time the club will refer the matter appropriately.

Avoid one to one situations with a swimmer except in an unavoidable emergency.

Provide guidelines to all coaches, teachers, officials and helpers who have significant contact with children on appropriate/expected standards of behaviour towards children and young people at all times.

Encourage all personnel involved with children directly in the club to undertake suitable training.

Provide guidance of the expected and acceptable behaviour of children towards other children.

Lay down disciplinary measures that are non-violent and do not involve humiliation of children and young persons. The disciplinary policy of the club comply with the guidelines prepared by the ASA Judiciary to assist clubs in administering discipline within their own rules to ensure compliance with principles of natural justice. If in doubt the management committee will seek advice from the ASA.

Promote a culture that ensures all children are listened to and respected as individuals.

Ensure that mixed teams are appropriately accompanied by male and female coaches/teachers/officials.

Not allow bullying, humiliating behaviour, racist or sexist comments within the club.

Not allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.

Coaches and Teachers

- Follow the guidelines of their professional organisation.
- Never invite swimmers to their home for the day or overnight as in all circumstances their professional position must be maintained.
- Ascertain the child's and the parent's/carers views about manual support for children who need this kind of help, particularly when they are in the water.
- Ensure there are two adults when it's necessary to do things of a personal nature for children who are young or disabled, Get the child's consent if at all possible and certainly get consent from the parent/carer. Let the child know what you are doing and why.
- Ask parents/carers and/or nominated club officials to be responsible for children in changing rooms.

- Get teachers/coaches/club officials to work in pairs if classes or groups of children have to be supervised in the changing room.

RECRUITMENT

When recruiting club coaches and teachers whether paid or unpaid the following guidelines are followed at all times.

- Anyone has the potential to abuse children, male/female, young /old.
- A potential abuser will choose to work where he has access to children.
- An employer who asks the right questions and does the right checks to prevent abuse will put off a potential abuser from pursuing the application.
- The same procedure in recruitment needs to be consistent whether the person is paid or unpaid, full or part time.
- A potential abuser will not appear “different” and may be the most helpful and kind person in the group. To be particularly helpful, kind and friendly is part of the process by which the abuser becomes a trusted and respected member of the group. This is known as the “grooming process”.
- He/she may spend several months or years getting the trust of those around him to enable abuse to take place. In the case of sport some people will train within a club as a teacher or coach after having made themselves “invaluable” to the club committee, parents and swimmers.

ADVERTISING POSITIONS

When advertising for all staff to work directly with children Erith and District Swimming Club:

- Note in the advert that we have a Child Protection Policy.
- Ensure all checks possible are made in advance of employment.

APPLICATION FORMS AND INTERVIEWS

Application forms and the subsequent interview are designed to elicit information required to ascertain the persons suitability to work with children and include the following:

- Past careers whether with children or not. (Any gaps in employment are questioned at the interview.)

- Any criminal record – specify that all offences against children need to be disclosed fully and will disqualify them from the position of a coach within swimming.
- Whether the applicant has ever been refused employment with children and young people in the past.
- Whether known in any capacity to a Social Services Department. If yes, details should be asked for and if need be dealt with further in the interview.
- The name and address of two people (not relatives) as references including the last swimming club for whom they worked in the capacity for which they are applying. At least one reference must be able to comment upon the candidate's ability to work safely with children and young people.
- If the reference from the previous club raises any concerns the Welfare Officer will seek advice from the ASA Legal Affairs Department.
- After a position has been offered the candidate are asked to complete a Criminal Records Bureau (CRB) application form. If they have a current CRB enhanced check the Welfare Officer will contact the ASA Legal Affairs Department to seek advice on whether a new check is required.
- Additionally the interviewer will question any concerning responses on the application form or reference regarding work with children and need to satisfy themselves that the candidate is able and committed to fulfilling their role in a manner that is appropriate and acceptable under the ASA child protection guidelines.
- All appointed candidates should be informed they may need to undertake some child protection training in line with ASA guidelines.

REFERENCES

Erith and District Swimming Club will make every effort to verify any reference received from a club that has employed a candidate with children or who supports the person as being suitable to work with children.

TRANSPORTING SWIMMERS AND AWAY TRIPS

In any swimming club event that requires transporting swimmers or staying away over night, good practice is followed at all times. When the club is taking children away overnight or longer for training, competition or social events Erith and District Swimming Club follow the guidelines in "Safe Sport Away",

ASA TRAINING IN CHILD PROTECTION AWARENESS

Erith and District strongly encourages all persons who have significant contact with children through swimming take part in available training.

PHOTOGRAPHY, MOBILE PHONES AND WEBSITES

Erith and District Swimming Club has been informed by the ASA that persons unconnected to the sport or other clubs have been taking photos and videos of swimmers for illicit use. Our club follows the ASA guidelines on photography and use of photographic material. The issue of Mobile phones with the ability to take photos is currently being debated by sports organisations and the Child Protection in Sport Unit (CPSU). The ASA believes it is not wise to ban young people from having mobile phones as they enable young people to remain in contact with parents and in an emergency to get appropriate assistance.

A parent or young person wishing to take such a photo should register in the photography book.

As it is currently possible for photographs to be taken with a mobile phone unknown to the person being photographed, Erith and District Swimming Club advise all its members to be vigilant in changing rooms and other areas of the pool and to report immediately to the pool management and the club any concern arising from the photographic use of mobile phones.

Erith and District Swimming Club follow the specific guidelines by the ASA on use of swimmers' names and details on web sites

AMATEUR SWIMMING ASSOCIATION GUIDELINES FOR USE OF PHOTOGRAPHIC/ FILMING EQUIPMENT AT COMPETITIONS

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure:

Professionals are required to register prior to an event and their identification details also recorded. Identification details are checked with the issuing authority prior to the event. On registering, an identification label is issued which to highlight those who have accreditation.

Public Information: the specific details concerning photographic / video and filming equipment registration is published prominently in event programmes and announced over the public address system prior to the start of the event. The recommended wording is:

In line with the recommendation in the ASA Child Protection Policy, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography.

AT ALL TIMES ERITH AND DISTRICT SWIMMING CLUB ADHERE TO ASA LAW with particular reference to:

The code of ethics.

The Guidance on child protection procedure. (Wavepower)

The guidance on CRB checks for all club coaches, teachers, helpers and officials.

Ensure a swimline notice is on display and this file is available when requested.
