

## Policy on Safeguarding of Children and Vulnerable Adults

1. Oxford Swans appoints 2 people as Protection Officers. They are responsible for dealing with all documents relating to safeguarding with strict confidentiality. The Protection Officers must be conversant with the Halliwick AST publication – 'Safe to Swim'.
2. Oxford Swans has a 'Code of Good Practice'. All new helpers must receive a copy of this and sign to say that they have understood it.
3. Oxford Swans applies for Enhanced Disclosure and Barring Service (DBS) checks on all new volunteers/carers/personal assistants who are 16 or over unless he/she provides a current Enhanced DBS check which will then be checked on line by one of the Protection Officers.
4. The activities of every session are planned so as to minimise the situations where abuse of children and vulnerable adults may occur.
  - No helper is left alone with a child or vulnerable adult where someone else cannot see his or her activity. This means there are sufficient people to observe the session.
  - Helpers do not meet with children or vulnerable adults when they are alone. Helpers must ensure another responsible person is available to be with them.
  - Respect and understanding must be shown for the rights, safety and welfare of all members. Physical support with minimal body covering is an integral part of Halliwick in one-to-one and group situations so the awareness of safeguarding issues is of extra importance.
  - When a close support is being used it must be explained to the swimmer and/or parent/carer/personal assistant, why it is being used and consent obtained.
5. Children and vulnerable adults may talk with an independent person.
  - The name and contact number of the Protection Officers should be available and everyone should be made aware of this facility should they ever need it.
    - The number of Childline is 0800 1111 and NSPCC 24 – hour, free Helpline is 0800 800 5000. The number of Social and Health Care is 0845 050 7666 (out of hours Helpline 0800 833408)
6. Oxford Swans ensures that children and vulnerable adults' safeguarding procedures are being applied. Everyone is made aware of the Children and Vulnerable Adults Safeguarding Policy and procedures to be followed in the event of suspected abuse or abuse actually taking place.
7. All helpers must complete a generalist safeguarding course organised by Oxford Swans or Oxfordshire Safeguarding Children Board (OSCB) or equivalent safeguarding organisation. It is recommended that this training is renewed every 3 years.
8. When training has been given, helpers should be aware of the actions to be taken.
9. All helpers should have clear roles and know what is expected of them.
10. There should always be a person available on the side of the pool to "supervise" a session as a means of protecting children and vulnerable adults. A person on the poolside has more opportunity to see what is happening in the pool.

11. Oxford Swans will ask all volunteers for the names of two referees and references will be taken up if deemed necessary.
- References must be kept securely filed.
  - References are confidential documents but may need to be seen at a later date should the need ever arise for an investigation.
12. Oxford Swans discuss with new helpers their experience of working or contact with children and vulnerable adults. If there are any doubts about a helper's suitability, Oxford Swans will await references before allowing a helper to work with children and vulnerable adults.
13. All helpers should be aware of the procedures for dealing with alleged abuse. Any concerns should be explored immediately.

Date Policy reviewed June 2020

Date for next review June 2021

## Reporting Contact Sheet

If a safeguarding suspicion or disclosure occurs, report it to the club's:

### Designated Safeguarding Officers:

Ann Gresswell - 01865 792061  
Hazel Beaver – 07768 294990

### Committee Chair:

Hazel Beaver – 07768 294990

If you cannot contact your Safeguarding Officer or Committee Chair, please contact: -

Locality and Community Support Service LCSS (for advice and guidance) –  
**LCSS Central - 0345 2412705**

Multi Agency Safeguarding Hub MASH for an IMMEDIATE Concern –  
**MASH - 0345 050 7666**

If you have an urgent concern for a child call 999

Numbers checked 14 May 2020