

OXFORD SWANS SWIMMING CLUB

Affiliated to the Halliwick Association of Swimming Therapy
Registered Charity No. 1052858

PROTECTION OF CHILDREN AND VULNERABLE PERSONS – CODE OF GOOD PRACTICE

A Code of Good Practice should be brought to the notice of every Swans' helper and a copy will be available on the poolside at each session.

1. Oxford Swans has adopted a policy and procedure to safeguard the welfare of children and vulnerable persons. For this reason the club has appointed two responsible persons as Protection Officers. These persons are Hazel Beaver and Ann Gresswell. They will be responsible for dealing with all documents and correspondence relating to protection with strict confidentiality. The Protection Officers are conversant with the Halliwick AST publication:- 'Safe To Swim'.
2. The activities of every session should be planned to minimise situations where abuse of children or vulnerable adults may occur.

Basic principles:

- To ensure no Swans' helper is left alone with a child or vulnerable person where someone else cannot see his or her activity.
 - Swans' helpers should not be with any children or vulnerable persons alone.
 - Swans' helpers are not allowed to take a group of children or vulnerable adults outside the pool area without a minimum of two adults and the permission of the responsible adult.
 - Swans' helpers will respect and understand the rights, safety and welfare of all members.
 - Any physical support that is used in the water will be explained to each swimmer and/or carer and the reason why it is being used. Consent will always be obtained.
 - Swans' helpers meet to review Swans' activities, plan work, share experiences, receive training and talk about a 'swimmer's' progress.
3. Oxford Swans has a system in place whereby children and vulnerable persons may independently talk or contact a club representative. These are:
 - Hazel Beaver and Ann Gresswell (Protection Officers). Contact numbers are kept on the poolside and displayed on the website
 - 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 0345 050 7666 (out of hours Helpline 0800 833408)
 4. Oxford Swans will endeavour to ensure that the Children and Vulnerable Persons Policy procedures are being applied. All Members will be made aware of the Protection Policy procedures.
 5. All new Swans' helpers must have an enhanced Disclosure and Barring Service (DBS) disclosure. If a Carer/Personal Assistant accompanies a swimmer in the water they will be required to complete Helpers' Forms and Swans will ask to see their current enhanced DBS.

6. Oxford Swans will provide training regarding aspects of protection awareness to its helpers. The Halliwick AST publication ('Safe to Swim - A training Package on the Protection of Vulnerable Persons from Abuse') provides the information that is needed.
7. All Swans' helpers should have clearly defined roles and know what is expected of them.
 - Abuse may be concealed where there is confusion around roles and responsibilities.
8. There should always be at least one Swans' member available on the side of the pool to 'supervise' each session to protect children and vulnerable persons.
 - A person on the poolside has more opportunity to see what is happening in the pool.
 - When there is group work the group leader can also monitor what is happening in the pool.
9. Names of 2 referees will be obtained for all Swans' helpers.
 - References may be taken up.
 - References will be kept securely filed.
 - References are confidential documents but may be needed in the event of an investigation.
10. Swans should ascertain, as far as is reasonable, an applicant's experience of working with children and vulnerable persons.
 - Applicant's experience should be discussed individually
 - If there are any doubts about a potential Swans' helper's suitability, await references and DBS checks before allowing them to work with the club.
11. The Protection Officers will ensure prospective applicants have no material or relevant criminal convictions by ensuring all new Swans' helpers have an enhanced DBS disclosure (see Point 5).
 - All situations that involve children and vulnerable persons are exempt from the Rehabilitation of Offenders Act 1974.
 - All convictions must be declared.
12. The Protection Officers will follow the guidelines on how to deal with the disclosure or discovery of abuse
 - All Swans' helpers should be aware of the procedure for dealing with alleged or suspected abuse
 - Any concerns should be reported immediately to one of the two Protection Officers
13. Swans' helpers will only be fully accepted as a volunteer following a successful training period with the Oxford Swans Swimming Club.
14. A Code of Good Practise should be available to **every** Swans' helper and they should sign to say they have seen and read this. This document should then be put into practise and **be seen to be practised**.

Date Policy reviewed June 2020
Date for next review June 2021

Phone numbers checked 13 May 2020

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Protection of Children and Vulnerable Persons – Code of Good Practice Confirmation Form

I have been given a copy of the Code of Good Practice and confirm that I have read and understood it

Signed.....

Print name.....

Date.....

I do not understand the Code of Good Practice and would like it explained to me.

Signed.....

Print name.....

Date.....

I confirm that I have gone through and explained the Code of Good Practice and I am satisfied that s/he now understands it.

Signed.....

Position in Club.....

Date.....

Signed and confirmed helper.....

Date.....

A copy to be kept by the Protection Officer.