

WELFARE PLAN

City of Bristol Aquatics

April 2018

1. Introduction

THIS WELFARE PLAN IS DESIGNED TO MINIMISE THE RISKS TO THE CHILDREN AND YOUNG PEOPLE TAKING PART IN THE ACTIVITIES OF CITY OF BRISTOL SWIMMING CLUB AND TO MAXIMISE THEIR ENJOYMENT AND WELL BEING

In order to achieve this everyone who receives this Plan is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It recognises that 'the SWIM ENGLAND' already has a comprehensive Wavepower document in place to cover the welfare and duty of care requirements. This Plan is intended to supplement, not replace or reproduce those policies.

Purpose of the Welfare Plan

The purpose of the Welfare Plan is to promote and ensure the wellbeing of those children and young people taking part in the City of Bristol Swimming Club activities. The Plan will also ensure that all those responsible for the welfare of children and young people will:

- Understand their safeguarding role and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedures for responding to concerns about children's welfare
- Are able to act on these appropriately and effectively
- Ensure the safety and wellbeing of vulnerable adults

Values and Principles

The Welfare Plan is underpinned by the following values and principles:

- The welfare of the swimmers and all young people is paramount
- All swimmers and young volunteers, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.
- Safeguarding our children is everyone's responsibility

2. WELFARE STRUCTURE

Welfare Panel:

**Club Welfare Officer
Discipline Head Coach
Chair of Aquatics Board**

Supported by

**Discipline Chairperson
Swimming Assistant Welfare Officers (female & male)
Synchro Assistant Welfare Officer (female)
Waterpolo Assistant Welfare Officers (female & male)
Volunteer Coaches
Team Managers**

Supervising:

Swimmers and all young people plus vulnerable adults within their jurisdiction

3. WELFARE ROLES AND RESPONSIBILITIES

Name	Position	Training requirements	Responsibility
	Chair of Aquatics Board	Safeguarding & Protecting Children	Responsible for smooth running of the Club. Chair of Welfare Panel Ensure welfare reports are included in meeting agendas Hold a current and enhanced DBS check Attend Safeguarding & Protecting Children training every 3 years. Conform to all the requirements of the current SWIM ENGLAND Wavepower document
	Club Welfare Officer	Safeguarding & Protecting Children Time to Listen	Member of Welfare Panel. Provision of expertise, advice and support in safeguarding and protecting children and vulnerable adults in accordance with the SWIM ENGLAND current Wavepower document. Liaise with Discipline Welfare Officers and organise meetings. Attend Aquatics Board meetings to report on welfare issues. Represent the club concerning welfare issues and liaise with the SWIM ENGLAND and outside bodies on matters of concern. Ensure a detailed written record is kept of all safeguarding issues reported to the club. Carry out and record all DBS checks, ensuring all staff hold a current DBS check. Ensure all staff have attended Safeguarding & Protecting Children course within the last 3 years and keep records & copies of certificates. Hold a current enhanced DBS check. Attend Time to Listen and Safeguarding & Protecting Children training every 3 years. Conform to all the requirements of the current SWIM ENGLAND Wavepower document
	Discipline Chairperson	Safeguarding & Protecting Children	Responsible for smooth running of their Discipline. Chair Discipline meetings Attend Welfare Panel meeting when requested Hold a current enhanced DBS check Attend Safeguarding & Protecting Children training every 3 years. Make themselves aware of current Risk Assessments Conform to all the requirements of the current SWIM ENGLAND Wavepower document
	Discipline Head Coaches and Assistant Head Coaches (swimming, synchro & waterpolo)	Safeguarding & Protecting Children First Aid in Sport	Ensure requirements of the Welfare Plan are adhered to within their Discipline and refer any concerns to either their Discipline Welfare Officer, or the Club Welfare Officer Conform to all the requirements of the current SWIM ENGLAND Wavepower document Ensure all accidents & incidents are recorded in the Club Accident & Incident Book and forward copy to

			<p>Club Welfare Officer</p> <p>Ensure Risk Assessment are kept up to date and available to all coaches.</p> <p>Attend Welfare Panel meetings when requested</p> <p>Hold a current enhanced DBS check.</p> <p>Attend SWIM ENGLAND approved Safeguarding & Protecting Children training every 3 years.</p>
	<p>Discipline Assistant Welfare Officers</p> <p>(Swimming Performance and Swimming Development - male & female),</p> <p>(Synchro female)</p> <p>(Waterpolo male & female)</p>	<p>Safeguarding & Protecting Children</p> <p>Time to Listen</p>	<p>Ensure requirements of the Welfare Plan are adhered to within their Discipline and refer any concerns to the Club Welfare Officer.</p> <p>Ensure all appropriate persons hold a current DBS check.</p> <p>Ensure all discipline staff receive Safeguarding & Protecting Children training every 3 years.</p> <p>Verify documents used for DBS checks and pass information to Club Welfare Officer.</p> <p>Ensure all accidents & incidents are recorded Club Accident & Incident Book. Keep a written record of all safeguarding issues reported to them.</p> <p>Carry out the welfare requirements within the SWIM ENGLAND current Wavepower document.</p> <p>Attend Discipline Committee meetings and report on welfare issues.</p> <p>Attend meetings organised by Club Welfare Officer.</p> <p>Attend meetings of Welfare Panel when requested.</p> <p>Hold a current enhanced DBS check.</p> <p>Attend a Safeguarding & Protecting Children and a Time to Listen course every 3 years and copy sent to Club Welfare Officer.</p>
	Volunteer Coaches	<p>Safeguarding & Protecting Children</p> <p>First Aid in Sport</p>	<p>Ensure the requirements of the Welfare Plan are adhered to and in conjunction with the Head Coach, report any concerns to their Discipline Welfare Officer or the Club Welfare Officer.</p> <p>Be aware of the requirements set out in the current SWIM ENGLAND Wavepower document</p> <p>Be aware of and comply with current Risk Assessments.</p> <p>Ensure all accidents & incidents are recorded in Club Accident Book and copy sent to Club Welfare Officer.</p> <p>Attend meetings of Welfare Panel when requested</p> <p>Hold a current enhanced DBS check</p> <p>Attend a Safeguarding & Protecting Children course every 3 years and forward copy certificate to Club Welfare Officer</p>
	Team Managers	<p>Team Manager Training</p> <p>Safeguarding & Protecting Children</p> <p>First Aid in Sport</p>	<p>Ensure the requirements of the Welfare Plan are adhered to and in conjunction with the Head Coach, report any concerns to their Discipline Welfare Officer or the Club Welfare Officer.</p> <p>Ensure all accidents & incidents are recorded in the Club Accident and Incident Book.</p> <p>Be aware of and comply with current Risk Assessments</p> <p>Attend meetings of Welfare Panel when requested.</p> <p>Conform to all the requirements of the current</p>

			SWIM ENGLAND Wavepower document. Hold a current enhanced DBS check Attend a Safeguarding & Protecting Children course every 3 years and forward copy certificate to Club Welfare Officer
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The Welfare Panel

Name	Position
Mike Pearce	Chair of Aquatics Board
Marion Britton	Club Welfare Officer
	Discipline Head Coach

The Welfare Panel:

- Will have a good knowledge of swimming and be aware of any particular hazards/danger. They will be available to support athletes, taking time to listen to any concerns, issues or fears and respond appropriately in accordance with 'the current SWIM ENGLAND' Wavepower' procedures.
- Will have good knowledge of club policies, risk assessments and club rules
- Have an understanding of the need for confidentiality
- may co-opt another member if necessary.
- respond immediately to a reported incident
- decide what level each case will be dealt with (minor poor practice through to suspected abuse)
- decide the route the case will take (ie no further action, referral in writing to parent, 'the Swim England', external statutory agencies etc).
- identify and act on any emerging themes such as bullying behaviour
- in cases where a fast response is necessary (ie during an overnight stay) the Welfare Panel will be available by mobile phone to make decisions
- take concerns forward to either 'the Swim England', Social Services, or the police following decision-making by the Welfare Panel.
- the Club Welfare Officer will keep a written record of all meetings and archive appropriately

4. WELFARE PROCEDURES

The Club Welfare Officer will have:

- developed the Welfare Plan
- ensured all relevant local agencies contact details are available
- constituted a Club Welfare Panel
- have attended a Safeguarding & Protecting Children and Time to Listen course within the last three years.
- ensured all staff have undertaken enhanced level DBS checks within the last 3 years.
- Carry out all DBS applications in accordance with SWIM ENGLAND guidelines after receiving verification details from Discipline Assistant Welfare Officers
- ensured all staff are familiar with the Club Welfare Plan and the current SWIM ENGLAND Wavepower document
- know how to respond and who to report to should concerns arise
- ensured Risk Assessments have been carried out and kept up to date and available

All Discipline Assistant Welfare Officers, Coaches and Team Managers will have:

- attended a Safeguarding & Protecting Children course within the last three years
- all Discipline Welfare Officers will also have attended a Time to Listen course.
- familiarised themselves with the Club Welfare Plan
- undertaken DBS checking at enhanced level
- read and understood and agreed to abide by the SWIM ENGLAND Code of Ethics for Teachers and Coaches plus club policies and codes of conduct.
- agreed to ensure a safe environment for their assigned swimmers
- agreed to liaise with Discipline Assistant Welfare Officers and Club Welfare Officer
- agreed to pass relevant information on to the Discipline Welfare Officers and Club Welfare Officer and work in accordance with the Welfare Plan
- make themselves aware of current Risk Assessments

A copy of the Welfare Plan should be distributed to the following:

- Chair of Aquatics Board
- Discipline Chairpersons
- Head Coaches and Assistants
- Volunteer Coaches
- Team Managers
- Club Secretary

- Avon & Somerset Police Safeguarding & Protecting Children Team (where necessary)
- Club web site

DBS application procedure:

- Discipline Assistant Welfare Officer to ensure everyone with direct access to children under 18 yrs. receives an enhanced DBS check every 3 years.
- Pass email contact details of applicant to Club Welfare Officer
- Club Welfare Officer will initiate process via on-line TMG Online web site.
- Applicant will receive an email from TMG Online with on-line application form.
- Applicant completes on-line application
- Applicant meets with Discipline Assistant Welfare Officer to show the documents used in the application.
- Discipline Assistant Welfare Officer to take all details of documents used and pass to Club Welfare Officer
- Club Welfare Officer to complete on-line verification
- Club Welfare Officer and applicant receive letter from SWIM ENGLAND with DBS No. and date. Detail to be entered on club data base by Club Welfare Officer (if DBS application is unsuccessful, appropriate action must be taken immediately)
- Club Welfare Officer to keep a database of DBS expiry date and DBS No. Team Unify can be used to also record this information.
- SWIM ENGLAND send reminder to applicants and Club Welfare Officer 2 months prior to expiry of DBS.
- Club Welfare Officer to send reminder to Discipline Assistant Welfare Officer.
- If applicant is still in post, application is repeated to renew application.

Safeguarding & Protecting Children and Time to Listen Courses

Club Welfare Officer will circulate information on courses in the area. The club will pay for all appropriate staff to attend.

SWIM ENGLAND approved Safeguarding & Protecting Children courses to be attended every 3 years by all paid and volunteer coaches and teachers, team managers, chaperones, chairpersons, and anyone else with direct access to children under 18yrs old.

Renewal courses can be carried out online.

Time to Listen courses to be attended every 3 years by all Welfare Officers.

Each Discipline Assistant Welfare Officer to keep a record of staff attendance and issue reminders to ensure courses are attended every 3 years. These records can be kept using Team Unify.

Copies of course certificates to be forwarded to Club Welfare Officer and recorded on Welfare database.

What should be reported ?

- Any concerns about a child's welfare
- Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour
- Suspicions or allegations of:
 - Misconduct/breach of Club Code of Conduct made against any member of staff
 - Abuse made against any member of staff
 - Misconduct/breach of Club Code of Conduct made against a swimmer
 - Abuse within a child's family or community abuse made against a child

All incidents, no matter how trivial they might appear, should be reported to the Discipline Welfare Officer and/or Club Welfare Officer. The following list highlights the type of incident that provide good indicators of safety performance and from which lessons can be learned:

- Any injury to any part of a person's body
- Any case requiring medical or first aid treatment
- Any event or circumstance which is believed could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, or personal property

Reporting Procedure

All Coaches and/or Team Managers and Club Welfare Officer and Discipline Welfare Officers must make a written report if they have any concerns in line with the above.

If an injury, accident, incident or near miss occurs, the Club Welfare Officer and Club Secretary will require the information on the Accident/Incident Report Form for their records.

Disciplinary Procedure

The Club Chairperson will have the authority to make the final decision in terms of suspending an individual from the Club or its activities in accordance with club policies. 'the SWIM ENGLAND' or club will then carry out their own investigation.

Those reporting should not contact the SWIM ENGLAND, police, Social Services, etc. directly but follow the welfare reporting procedure

5 CHILD PROTECTION GUIDANCE

Procedures for handling concerns

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual, they must report their concerns as soon as possible to their Discipline Assistant Welfare Officer and/or the Club Welfare Officer. Concerns need to be recorded but this should not delay referral.

THE 4 'R's

Recognise - you have a concern, notice a problem or receive a direct disclosure

Respond - reassure the individual and tell them what you will need to do

Refer - make contact with the Club Welfare Officer or Discipline Welfare Officer

Record - who, what, where and when

**Remember - it is not your responsibility to decide
whether or not a child has been abused.**

It is however, everyone's responsibility to report any concerns

Responding to a disclosure:

Information you receive about or from a child/young person may fall into one of the following categories:

- Concerns about abuse that has occurred outside the Club
- Suspicion or allegation of misconduct or abuse by a participant
- Suspicion or allegation of inappropriate behaviour or abuse by a member of staff, or another club member

The different forms of abuse include:

- Emotional
- Neglect
- Physical
- Sexual
- Harassment or bullying

Disclosures

A child will disclose something to the person he feels most comfortable talking to. This may be you. Find a quiet and private place (but not alone behind closed doors). Always inform someone where you are going but ensure you are not out of sight from others for any period of time.

It is important to listen carefully to the information a child discloses. A child may tell you something because they feel they can trust you. When listening to a disclosure, the following good practice must be followed:

- React calmly
- Show you are listening with positive body language and eye contact
- Reassure the child and emphasise that he/she was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child in distress says
- Encourage a child to use its own words to describe his concerns
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Only ask open questions
- Record what the child has said and what you have observed
- Be honest and say - **you will need to tell someone else if the abuse is to stop**

Disclosure Don'ts

- Panic
- Show shock, distaste or disbelief
- Ask closed questions
- Probe for more information than is offered
- Speculate or make assumptions
- Make comments about the person against whom the allegation has been made
- Introduce personal information from either your own experiences or those of other children
- Approach the individual against whom the allegation has been made
- Make promises or agree to keep secrets
- Give a guarantee of confidentiality

Responding to a suspicion or allegation of inappropriate behaviour or misconduct against a member of staff

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct by a staff member, the matter must be referred to the Club Welfare Officer immediately. The Club Welfare Officer will clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred and refer to the Welfare Panel. Keep a written record.

Responding to a suspicion or allegation of abuse against someone who is not present

Gather the information in the same way and refer to the Club Welfare Officer. This information will be dealt with in the most appropriate manner.

All allegations of abuse must be taken seriously. If a child says or indicates that he/she is being abused or information is obtained which gives concern that a child is being abused, you must react as soon as possible and take forward the concern. Keep a written record.

Suspension

Suspension is not a form of disciplinary action. A member of staff may be suspended whilst an investigation is carried out. The Club Chairperson will carry out this suspension.

Managing allegations of historical abuse

Allegations of abuse may be made some time after the event. Procedures are the same - record and refer.

Sharing concerns with parents etc.

- Where it is not abuse. Sometimes clarification from parents may be advisable where a child appears withdrawn or upset. They may be experiencing a family upset such as divorce, bereavement. Common sense is advised and advice sought from the Club Welfare Officer if there is any uncertainty about the appropriate course of action.
- Allegations of abuse - there are circumstances in which a child might be placed at even greater risk if concerns are shared ie. where a club coach, parent or carer may be responsible for the abuse.

IF YOU BELIEVE IT WOULD BE UNSAFE TO ALLOW A CHILD TO RETURN HOME AND THE CLUB WELFARE OFFICER IS NOT AVAILABLE IMMEDIATELY, THE FIRST RESPONSE TEAM OR THE POLICE EMERGENCY DUTY TEAM SHOULD BE CONTACTED.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the Club Welfare Officer who will refer the matter to the Welfare Panel.

Where concerns are of a significant nature and/or require follow up they will be formally reported in writing to 'the SWIM ENGLAND' and where appropriate the relevant local Safeguarding Children Board

Useful contacts:

Club Welfare Officer	Marion Britton 0117 9770348 (home) 0797 5713254 (mobile) Email: Marion_britton@yahoo.co.uk
Assistant Welfare Officer (swimming)	Sally Campbell 07456 534554 (mobile) Rob Smith 07806 794159 (mobile)
Assistant Welfare Officer (synchro)	Fred Mitchell 078555940312 Dawn Foley Email: foleymitchellcob@gmail.com
Assistant <u>Welfare Officer (waterpolo)</u>	Yvonne Figes/Rossiter Carl Wyatt
Bristol City Council Children's Services Safeguarding & Protecting Children	First Response 0117 9036444
Avon & Somerset Police Safeguarding & Protecting Children Team	Emergency Duty Team 01454 615615
The SWIM ENGLAND	Keith Oddy SWIM ENGLAND Independent Safeguarding Officer Tel 07985 505549
The SWIM ENGLAND	Jenni Dearman SWIM ENGLAND National Child Safeguarding Officer Tel 01509 640274 or 01509 640270
Childline	0800 1111
Kidscape	0207 7303300
SWIM ENGLAND Swimeline	0808 100 4001
NSPCC Child Protection Helpline	808 5000 (24 hours)

MISSING CHILDREN/YOUNG PEOPLE

If a child/young person is suspected of being missing, the following procedure must be taken:

1. Coach, friend or other person notices the absence of a swimmer
2. Coach or Team Manager makes an assessment of the situation eg. Where was the swimmer last seen ?, Carry out search of immediate area including changing rooms and throughout the immediate area. **Do not send other swimmers to search but seek help from other responsible adults**
3. **Ensure all other swimmers are under supervision**
4. If swimmer was seen getting into a car – this is an immediate concern and Club Welfare Officer, Discipline Assistant Welfare Officer or Head Coach must be informed.
5. Extend search to likely venues.
6. After a maximum of 30 minutes the swimmer is not found, inform Discipline Assistant Welfare Officer, Club Welfare Officer or Head Coach who will inform the police and parents.
7. If child is found, call off the search and inform all relevant parties
8. Incident to be logged and discussed at next Welfare meeting. Feedback to be given as required to relevant parties.

Reviewed April 2018