



Paddles Swim School

Safeguarding policy:

1.0 Range

This procedure defines the principles and methods to be followed to ensure that all reasonable practical steps are taken to safeguard swimmers with a disability and to help swimmers with a disability protect themselves from harm, discrimination or degrading treatment.

2.0 Recruitment and Selection

Pre-selection checks shall include the use of a formal Application form. All new volunteers and staff working for Paddles should complete an Application Form which is designed to elicit the following information about the applicant:

- Past care or involvement in sport including any gaps
- Any criminal record
- Whether known to any social services department as being an actual or potential risk to children
- Whether they have ever had any action taken against them in relation to child abuse, sexual offences or violence
- The names and addresses of at least two people (not relatives) who are willing to provide references that comment upon the candidate's previous work with children and any former involvement in sport



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The form also:

- States that failure to disclose information will result in exclusion from Paddles
- Request permission to make police and social service checks as necessary
- Includes a Volunteer Agreement to abide by a code of ethics and conduct appropriate to sport
- Includes a self-disclosure form

3.0 Training

Paddles recognises that checks are only part of the process to protect swimmers from possible abuse by members and staff. Staff/volunteers with access to children and vulnerable adults will undertake Child and Adult Protection Training. Volunteers will be encouraged to attend local training through accredited courses (eg Local Authority)

Paddles is committed to ensure that all staff/volunteers are offered appropriate training for the roles and responsibilities they have been given. All staff, relatives, carers and enablers to ensure they understand the implications and are fully aware of procedures for reporting abuse.

Paddles Child/Adult reporting system applies.

The protection of adults and children with a disability in sport is based on the following principles:

- The swimmers with a disability welfare is paramount
- All swimmers with a disability, whatever their age, culture, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately



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- Any decisions that are taken will be made as far as possible in partnership with the swimmer with a disability
- Personal information will be treated in the strictest confidence - within the limits of the law, which requires that the police be informed where there is serious risk to life, or information about a serious crime is discovered.

There are no exact figures relating to the abuse of people with a disability in sport but it is a fair assumption to make that abuse is happening. It is recommended that all staff, whether paid or voluntary, receive training in the protection of disabled children and adults in sport and in promoting good practice.

We should strive to make sport as safe as possible and to make it a positive experience.

4.0 Action to be taken in cases of suspected abuse

Report your concerns to the person in charge who must then ensure the safety of the child/person. If the person in charge is not available, refer your concerns to Social Services or the police immediately.

The person in charge and/or the person suspecting abuse should record what the child/adult has said or what has been seen, including dates and times of occurrence. Copies should then be sent to Social Services and Paddles Welfare Team.

The Social Services and Paddles will then decide how to involve parents/carers.

If the allegation/concern relates to the person in charge, refer directly to another member of the Paddles Welfare Team, who must then refer concerns to Social Services who may involve the police. After advice from Social Services, contact should be arranged with parents/carers.



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5.0 Related Forms

- Criminal Records Bureau application forms (C P Sport registration with
- National Council for Voluntary Organisations)
- Volunteers' Reference Forms
- Volunteer Professional Qualifications/Courses Attended Form
- Code of Conduct (Coaches/Athletes)
- Flow Chart Reporting Procedure
- Record Form

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