



ESC Safeguarding Children & Vulnerable Adults Policy

ESC is committed to promoting a positive experience for all adults and children in a safe environment where they are protected from any harm. This policy adopts Swim England's Wavepower 2020/2023 procedures to ensure that we do our utmost to protect the wellbeing of Children and Vulnerable Adults in all of ESC's activities.

Scope

This policy applies to ESC's entire workforce. The term workforce applies to employees, volunteers, apprentice, interns and any other persons operating under ESC. ESC will take reasonable steps to make sure that those persons working with children have had the appropriate vetting and training in line with the guidance given in the ASA Wavepower document.

ESC commitment

ESC actively promotes the safeguarding of children and vulnerable adults by:

- Ensuring that the Wavepower document 2020/23 is promoted in the Welcome Packs for any new members or workforce people, in our organisation newsletter, via a link on our website and any necessary training.
- Ensuring that all new workforce people working with children have the appropriate training, DBS checks and review the necessary policies required in accordance with this policy.
- Appointing an operating board member to work with the welfare officer to ensure ESC's workforce adhere to the ESC Policies and procedures. Confirming that they understand their own duty of care to ESC's members.
- Ensuring the welfare officer's contact details are made known to all workforce people, members and parents of members via ESC's information sheet.
- Ensuring that managers recruit new workforce people in accordance with ESC's Recruitment Policy and Swim England's Safe Recruitment Policy.

Who to contact and their roles

Welfare Officer

The Welfare Officer is the first point of contact for raising a concern to discuss safeguarding matters which have been raised by members, parents or guardians about the welfare or safety of a child or vulnerable adult, within or outside of the swimming setting. This person:

- Is trained to lead and manage situations of a child safeguarding nature in a discreet and confidential way, in accordance with the best interests of all those concerned.
- Will liaise with the Local Authority Services Children and Social Care Team, Police and Swim England where necessary.
- Advises ESC managers and relevant staff on the appropriate course of action when an incident is reported.
- Will complete a Swim England Referral form where necessary.
- Ensures all papers relating to any safeguarding matters are held and stored as required by GDPR 2018.
- Will remain independent from the club.

Program Manager and Community Links Manager

If the Welfare Officer cannot be contacted for any reason, the Program Manager can be contacted instead. They are available to help and can advise and support you until the Welfare Officer is available.

Head of Human Resource

The Head of Human Resource works with the Welfare Officer where people of the workforce are included. This person:

- Ensures that all necessary workforce people attend Child Protecting and Safeguarding courses where appropriate.
- Is responsible for raising awareness of this policy to ESC's entire workforce.
- Supports managers to publicize and promote this policy to their staff, swim members and their parents/guardians. As well as ensure that they manage their workforce people to be supportive in creating and adhering to a safe environment for children and vulnerable adults.
- Undertakes all DBS checks of workforce people deemed to be working in Regulated Activity and works with the Welfare Officer in maintaining all administrative work related to these checks.
- Ensures the Recruitment Policy and procedures adhere to the Swim England's Safe Recruitment Policy, and that throughout the recruitment process best practice guidelines are adhered to.

Welfare of a child or a vulnerable adult

Duty of Care

All ESC members and workforce people have a duty of care to safeguard children under 18 years of age and vulnerable adults. A vulnerable adult is someone, who is unable to protect him/herself against harm or exploitation. The course of action depends on whether there are signs and symptoms of the welfare of a child or vulnerable person being compromised, or if someone witnesses an immediate act which is deemed abuse. If anyone witnesses something which may indicate harm is being done then they should proceed to the *Action to Take* section of this policy.

What is considered abuse?

Physical:	Pushing, kicking, hitting, pinching, poking, shaking and other forms of violence of this nature. This could also include abusive gestures.
Verbal:	Persistent teasing or name calling, sarcasm, spreading rumours, jokes at the persons expense, anything said to humiliate the person in front of others.
Emotional:	Continuous treatment of a person where it affects their emotional state.
Sexual:	Unwanted physical contact or remarks, exposing them to sexual material or abusive comments about their sexuality. This could include pressure to send images of a sexual nature.
Cyber:	The misuse of digital technologies or communications to bully a person or a group, typically through messages or actions that are threatening and/or intended to cause offence, anxiety or humiliation.
Disablist:	The bullying of someone who has special needs and disabilities.
Racist:	Bullying based on ethnicity, skin colour, gender, language, religion or cultural practices.
Neglect:	This is also a form of abuse. Failing to meet the persons' psychological or physical needs results in effecting the persons health.

This is not a definitive list and other behavior not specifically referred to may also be considered abusive or similar.

Action to take

On witnessing an incident

Report immediately to the most senior member of management/staff on duty. They must inform the Welfare Officer. If they cannot be reached then contact the Head Coach or Program Manager.

If necessary or otherwise considered appropriate contact the parents/guardians of the child or vulnerable adult, briefly explain the circumstances and ask that they come to the site if they are not already present.

Do not discuss the details of the matter with the parents/guardian until advised by the Welfare Officer.

Write a factual statement recording everything that was witnessed.

From here the Welfare Office will lead the investigation and advise appropriate parties on steps to follow. During this process under no circumstances should details be discussed with anyone, and strict confidentiality must be maintained.

On hearing of an allegation against a member of ESC's workforce:

1 – Allegation from a child or vulnerable adult; whether concerning themselves or another.

If you are approached by a child or vulnerable adult with an allegation against another member of ESC's workforce:

1. Reassure the person that they have the right to raise this with someone and ask the person if they are happy to discuss this with both you and a senior member of management.
2. Gather as much information from the person making the allegation, away from parents, carer, children or other members of the public.
3. Contact the Welfare Officer, if they cannot be reached then contact the HR Manager. This information must be managed sensitively and confidentially.
4. Write a factual statement either during or after this discussion.

2 – Allegation from a member/parent/guardian/member of the public or another ESC Workforce member

The person making the allegation must be assured they are able to raise their concerns in a safe and confidential manner and that their concern would be handled appropriately.

In addition to details of the incident, ask that they provide their contact details and inform them that after this discussion is complete you will be contacting the Welfare Officer. They will then investigate the allegation and will be in contact with them shortly.

What happens next?

The Welfare Officer will decide the appropriate steps and may complete a Swim England Referral Form if necessary. A copy can be seen at the end of this policy document and they will contact where necessary:

- The Police Child Protection Investigation Team
- Children's Social Care Team
- The Swim England Safeguarding Team

Throughout the process the Welfare Officer will communicate regularly with all relevant parties and notify them all of the outcome of the investigation. This is to reassure all parties that the investigation is taken seriously no matter how relatively minor it may seem.

If following the investigation there is an indication of an incident of gross misconduct, then the HR Manager will lead a disciplinary procedure for that person in the workforce. The disciplinary procedure is explained in ESC's Disciplinary Policy.

Whistleblowing

Every person must be assured any concerns raised regarding the safeguarding and protection of a child or vulnerable adult will be dealt with appropriately and confidentially without them being in fear of being victimized or disadvantaged in any way. This includes ESC's entire workforce, members, their parents/guardians and members of the public.

ESC appreciates that it can be difficult for a person to raise a concern, especially if they feel disloyal to a colleague or friend. However, that person must remember they have a duty of care to the child and/or vulnerable adult and ESC will do all that they can to treat concerns fairly, properly and confidentially

If it is proven that a concern is unfounded and done through malice, then action may be taken against that individual under ESC's Disciplinary process.



ESC Welfare Information Sheet

ESC Welfare Officer

Name: Maria Abrams
Tel: 07970 744 170
Email: welfare@swimesc.co.uk

Finance & HR Manager

Name: Aminder Manjhadria
Tel: 020 8582 3790
Email: finance@swimesc.co.uk

Compliance Officer

Name: Karin Vazirani
Tel: 07449 779 839
Email: karin@swimesc.co.uk

Community Links Manager

Name: Fred Burley
Tel: 07428 783 509
Email: fred@swimesc.co.uk