



CITY OF  
SUNDERLAND  
AMATEUR SWIMMING CLUB



# Child Protection Procedure

**Revised and updated June 2005**

## Child Protection Procedure

The City of Sunderland Amateur Swimming Club, in partnership with the Amateur Swimming Club and NSPCC believe that the “welfare of children is everyone’s responsibility particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, club official, coach, parent, friend, children themselves, everyone – can help”.

Abuse can occur any where – at home, at school, at the club. Sadly there are some people who will seek to be where children are, simply to abuse them. We believe that everyone in the City of Sunderland Amateur Swimming Club and Amateur Swimming Association, has a part to play in looking after children with whom they are working. The Children Act (1989) and Working Together to Safeguard Children (DoH 1989) highlighted that it is a shared responsibility of organisations to promote children’s well being and safeguard them from harm.

The City of Sunderland amateur swimming club adopts the principles of the Amateur Swimming Association ( WAVE POWER 2004 ) , and in its accordance reinforces that:

- The welfare of children and young people are its first consideration.
- All children regardless of age, gender, racial origin, religious belief, sexual identity and disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.
- We have a responsibility for the welfare of children and young people who take part in our sport.
- We have a responsibility to maintain confidentiality in all cases involving child protection and poor practice in line with current legislation.
- To maintain high standards, and follow the recommended guideline when dealing with child welfare.
- To ensure awareness of the child protection procedures within the club, couple with a knowledge of the issues.
- To actively encourage / promote club volunteers, members, coaches participating in regular child protection training.

- To ensure all coaches and volunteers have a copy of the child protection policy, and that a copy is also available to members via the City of Sunderland Club website ([www.citysunswim.org](http://www.citysunswim.org)) or hard copies on request.
- To appoint a Club Welfare Officer to oversee that the procedures are followed at appropriate times. (Appendix 2, defines the role of the Welfare Officer)

A child is defined as any young person under the age of 18 years.

Definitions of child abuse can be found in appendix 1.

### Procedures

**It is not an individual club member / committee member / coach / swimmers responsibility to decide whether a child / young person is being abused, however the ASA expect the former to act on their concerns. It is a club member / committee member / coach / swimmers responsibility to ensure the concerns raised are passed on appropriately.**

### **Local Authority Swim Schemes**

If a child is part of a school group or on a local authority play scheme, and the swimming club are involved, the expectation is that the guidelines laid down by the employer, or the centre at which the concerns arose, are followed.

Club and swim schemes affiliated to the Amateur Swimming Club, in this case City of Sunderland Amateur Swimming Club.

It is mandatory that the club appoint a club welfare officer. This person should have knowledge of the ASA policy and procedures to advise anyone within the club with a child welfare concern. They should be involved in any concern raised within the club unless they are some way implicated in the concern.

Member(s) / official (s) or parent should follow the following guidelines:

- ❖ If a child or young person is in immediate danger or has been physically injured, ensure they are safe and contact the police or social services.
- ❖ If a child or young person is not in immediate danger but you have concerns either:
  - Discuss the concerns with your club welfare officer or a club official who will advise you on the correct procedure for referring your concern appropriately.
- Or
  - Ring the Swimline number 0800 100 4001 displayed on the notice board. The club welfare officer will advise on how to refer the concerns expressed in order to gain appropriate advice and action.
- ❖ Make a written record of the incident (what was seen / heard) but do not delay passing on the information. As soon as possible complete an ASA referral form – these are available from the club welfare officer.
  - The completed form is sent either by the individual expressing the concerns or the club welfare officer, to the ASA Legal Department:

**ASA Legal Affairs Department**  
**Harold Fern House**  
**Derby Square**  
**Loughborough.**  
**LE11 5AL**
- ❖ When a concern is raised to the ASA and further action is required, a copy of the ASA protocol document will be sent. This outlines what possible actions will be taken and what further contact will be made with the referrer.

## **Poor Practice**

Reporting procedures regarding:

- Complaints about poor practice
- Poor practice which raise suspicions about abuse

Allegations / concerns about child abuse within the City of Sunderland ASC.

Issues of poor practice should be reported to the ASA Judicial Administrator. If a formal complaint is made the Judicial Laws and Rules are followed and the ASA Judicial Administrator deals directly with the parties concerned.

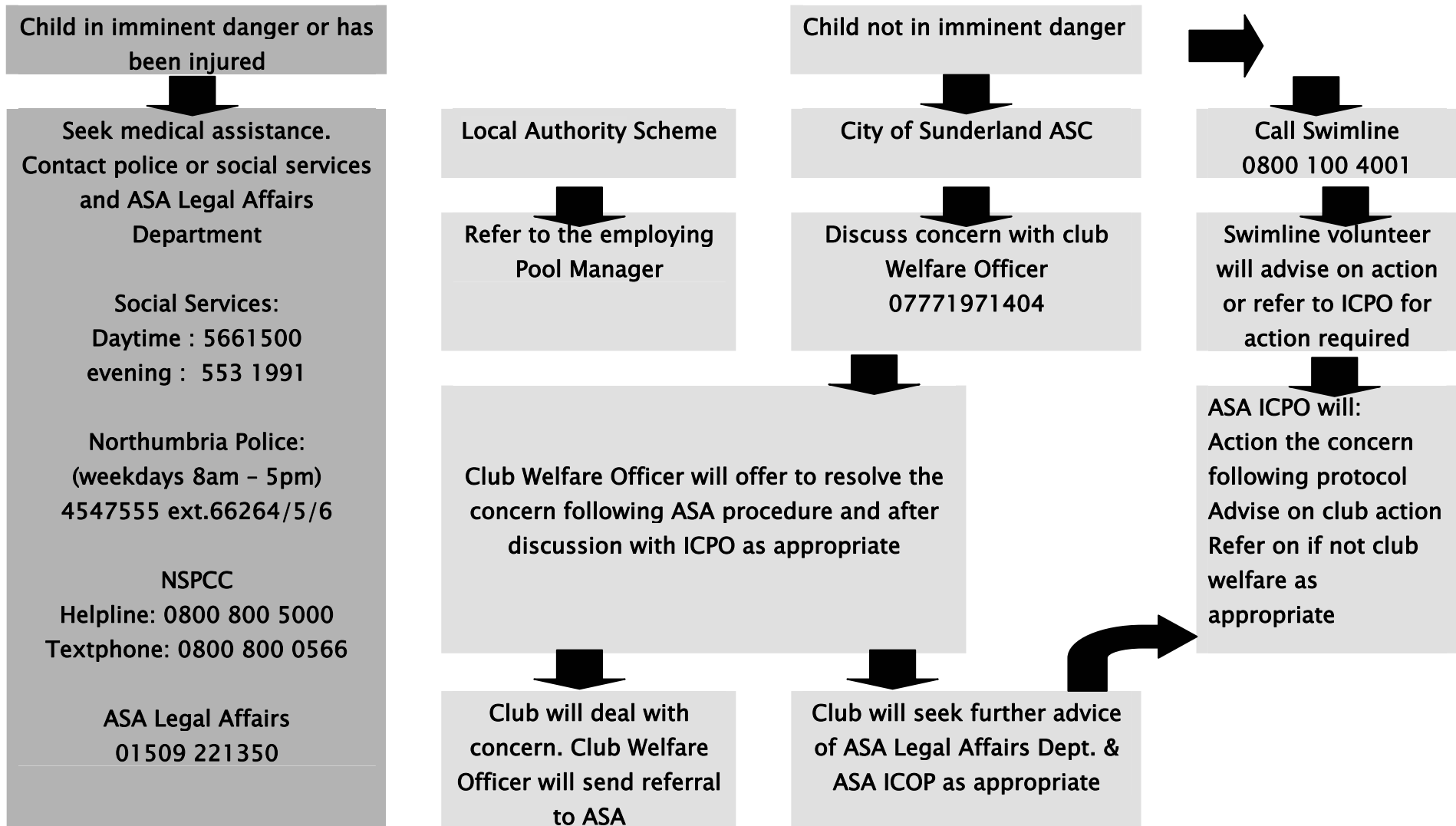
- ❖ The ASA Independent Child Protection Officer and ASA Judicial Administrator are separate and apart. A complaint will be referred from one to the other as appropriate.
- ❖ The ASA Judicial Administrator may appoint an “ASA Friend” to assist both parties through the process.
- ❖ If the complaint has elements which may relate to a child welfare concerns the ASA Judicial Administrator will refer this element to the ASA Independent Child Protection Officer for consideration.
- ❖ All issues of concern regarding child welfare and child abuse will be considered by the ASA Independent Child Protection Officer and discussed with the ASA Head of Legal Affairs before a decision on where the concern should be dealt.
- ❖ If the decision is made that a complaint does not involve Child Protection Issues, it is referred back to the ASA Judicial process.

## ASA Guidance

Action to take if a child tells you that he or she is being abused:

- **Stay calm**
- **Don't promise to keep it to yourself**
- **Listen to what the child says and please, take it seriously**
- **Only ask questions if you need to identify what the child is telling you – don't ask the child about explicit details**
- **Make a full written record complete the ASA incident form of what the child is telling you but as advised in the previous section, please don't delay passing on the information.**

**Procedure Flow Chart – ASA referral of child protection/ welfare concerns inside and outside the club.**



## **Appendix 1: ASA Definitions of Child Abuse**

There are four main types of abuse:

### **Physical Abuse**

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities.

### **Sexual Abuse**

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non – penetrative acts, involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

### **Emotional Abuse**

This is the persistent emotional ill treatment of a child that adversely effects their development. It may involve conveying to a child that they are worthless, unloved and inadequate, or where inappropriate expectations are put upon them. In a sporting context this may include severe parental or coaching pressure to succeed. Radically and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

### **Neglect**

This is the persistent failure to meet a child's basic physical and / or physiological needs, likely to result in the serious impairment of the child's health or development, such as, failing to provide shelter, food, clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure that a child safe or exposing them to harm.

## Appendix 2: Role of the Club Welfare Officer

The role of the Welfare Officer is administrative to ensure proper procedures are followed in cases involving child welfare.

They need to:

- To have an understanding of child protection, and how best practice and the use of the criminal bureau checks and recruitment and selection procedures can help prevent child abuse. To assist the Amateur Swimming Association (ASA) to safeguard children and young people in swimming and to implement the ASA child protection plan at club level.
- To do this by working to the ASA policy document and by consultation with the legal affairs department and the independent child protection officer of the ASA.
- To ensure all persons who have significant contact with children in the club complete a CRB check when they joining the club or when requested to if they are existing club personnel.
- To have details of the following contact numbers :
  - Swimline
  - The ASA Legal Affairs Department
  - The local Social Services Department
  - The Local Police Child Protection Team
  - Out of hours services
- To have an understanding of the role of the police and social services in child protection and how to make referrals as necessary through the ASA Legal Affairs Department or directly in an emergency.
- To ensure all club swimmers, parents, officials, teachers and coaches are aware of the child protection policy and procedure of the club and the ASA and make available copies of the relevant club and ASA documents.
- To be available to advise any person in the club who has a concern of a child protection or poor practice nature of the appropriate procedure to follow to refer the concern appropriately. To maintain appropriate records of all concerns raised.
- To promote best practice within the club at all times and question issues from poor practice and ensure the club deals with them appropriately. If necessary refer concerns of poor practice to ASA legal affairs department.

- To promote and raise awareness of child protection training available and to ensure all persons under take appropriate Child Protection training according to their role.
- To sit on the club management committee and ensure the issue of child welfare in the club is raised, monitored and reviewed appropriately. To advise the committee on actions required when child welfare issues are referred.
- To ensure confidentiality is maintained at all times by all members of the club committee over issues of a child protection nature.
- To promote anti-discriminatory practice within the swimming club.
- To have an awareness of equity issues and the ASA equity policy.
- To ensure Swimline notices are displayed at club training venues.
- To refer all concerns of a child protection nature to the ASA Legal Affairs Department for action / information.

To ensure club polices and practices are reviewed every 3 years and revised appropriately.