

PIMLICO PUFFINS POLICIES AND PROCEDURES

In order to implement the following policies and procedures, we shall:

- Communicate the policy to volunteers, swimmers, carers and supporters.
- Make them available on the website

Club members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the chair person or welfare officer.

1. Child and vulnerable adult Protection Policy and Procedures

- Pimlico Puffins has responsibilities for the welfare of children and vulnerable adults who take part in our club,
- All children and vulnerable adults without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- Pimlico Puffins commits to safe recruitment and practices;
- Pimlico Puffins will not tolerate poor practice in dealing with child welfare.
- Pimlico Puffins has a responsibility to maintain confidentiality in all cases involving child protection in line with current legislation.

Abuse can come categorised into the following groups: Physical injury, Neglect, Emotional, Sexual, financial, discriminatory abuse. A description of what this can comprise in appendix A. Abuse can take place in any setting, public or private, and can be perpetuated by anyone. Many types of abuse have been reported in a swimming environment so Pimlico Puffins has to be extra vigilant to protect the children and vulnerable adults.

It is important to remember that it is not the club's role to decide whether a child has been abused, but to refer concerns to the correct authorities.

Guidance for what to do if there is a suspicion of abuse

- If the 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 the child is not in immediate danger but you have concerns, 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.
- Confidentiality is very important in our work and relationships and the confidentiality policy should be adhered to except that the welfare of children or vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

- Report it to the welfare officer
- The welfare officer will follow the process for reporting and recording incidents and concerns.
- If a member has a suspicion of another volunteer, of club member – they are encouraged to share in confidence these concerns with the nominated welfare officer or chairman.

Guidance for when a child or vulnerable adult reports something to a volunteer:

- 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 or vulnerable adult is telling you - don't ask the child about explicit details
- Make a detailed note of what the child is telling you but, please don't delay passing on the information as per guidance on what to do if there is suspicion of abuse.

Pimlico Puffins will:

- Nominate a welfare officer to responsible for reporting child protection,
- Ensure all members are aware of club policy and procedures and know where to get guidance on how to deal with a safeguarding issue.
- Practice safe recruitment and practices by carrying out CRB checks on all committee members and volunteers who have been attending for x period of time.
- Include a question on the application form whether volunteers have had a CRB check to deter people who may not want to be checked
- If it is felt necessary, reserve the right to ask swimmers to have a CRB check.
- Ensure that volunteers, where possible, will not be alone with children and vulnerable adults.
- Ensure it has adequate and relevant insurance in place.

Contact details:

Westminster social services assessment team

0207 641 7525

For advice on child protection issues you can also contact the Child Protection Unit and speak to a child protection advisor on

0207 641 7668

NSPCC run a confidential child protection helpline. Children and Young People can call them if they are suffering from abuse and need to talk to someone or report it.

0808 800 5000

2. Equal Opportunities Policy

It is Pimlico Puffins policy to provide equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age.

We are opposed to all forms of unlawful and unfair discrimination and will not tolerate discrimination. All volunteers, swimmers and others who work with us will be treated fairly and will not be discriminated against on any of the above grounds. Members who are caught discriminating against anyone else for these reasons will face disciplinary action.

3. Code of Conduct

Volunteers will:

- conform to all relevant national and international laws
- be aware of theirs and their fellow members health and safety.
- behave ethically and will not do anything which might damage the reputation of Pimlico Puffins.
- take special care when working with children vulnerable adults.
- Respect the rights and dignity of each member of the club and all other competitors/swimmers
- be a positive role model, set good examples to other volunteers and swimmers
- Develop an appropriate working relationship with swimmers, based on mutual trust and respect
- Recognise and celebrate good performance

Volunteers and swimmers will not:

- Discriminate against people on the grounds of race, gender, disability, religion or belief, sexual orientation and age.
- Bully, intimidate or attempt to intimidate others.
- Use their position improperly.
- Punish or belittle a others for a poor swim or making mistakes

Swimmers will:

- Inform the club of any changes in health that may affect their swimming or wellbeing whilst participating in club activities.

4. Codes of Practice

The club will:

- ensure that swimming sessions, outings, galas and social occasions are planned, carried out transparently with all members needs in mind and to the appropriate quality.
- ensure the rights of swimmers as private individuals are respected.
- Ensure that children and vulnerable adults only change for swimming in the designated changing areas provided.
- Request permission before taking any photographic images with a camera/mobile phone or video, and asks the ame of supporters, volunteers and swimmers.
- Welcome new volunteers and swimmers by showing them around during their first visit and introducing them to other volunteers / relevant staff members
- Make provisions for the safety of the volunteers working with children and vulnerable people, as outline in the children and vulnerable adult policy
- Teach volunteers how to use specialist equipment such as the hoists, and ensure that these are safety tested by the Pool?

The club will not

- allow personal data they collect to be used for any purpose other than Pimlico Puffins communication or in an emergency
- Reimburse volunteers for out of pocket expenses (such as travel & lunch)
- Prevent people form volunteering due to criminal unless they would have a impact on child and vulnerable adult protection.
- prevent someone from volunteering due to medical issues as long as they do not impact the safety of others
- take responsibility for children and vulnerable adults when not in the water or on poolside. At all other times children remain the responsibility of their parents/carers.

5. Discipline and Grievance Procedures

- A formal, oral warning in the case of a minor offence.
- A written warning for subsequent minor offences or a more serious offence.
- A final written warning for further misconduct. The warning should make it clear that dismissal may follow failure to comply.
- Dismissal with appropriate notice will follow if there is insufficient improvement.

Pimlico Puffins will record all written warnings. Any disciplinary action taken should be disregarded after a specified period of time.

Gross misconduct including theft, Physical violence, or serious bullying or harassment may lead to instant dismissal

6. Data protection Policy

Pimlico Puffins need to collect and use personal data about members in order to for correspondence and for safety reasons.

We recognise the importance of lawful and correct treatment of personal data. Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998 ("Act"). We fully endorse and adhere to the eight principles of Data Protection as set out in the Act. These principles state that personal data must be:-

- fairly and lawfully processed
- processed for specified and lawful purposes and not in any other way which would be incompatible with those purposes
- adequate, relevant and not excessive
- accurate and kept up to date
- not kept for longer than is necessary
- processed in line with the data subject's rights
- kept secure
- not transferred to a country which does not have adequate data protection laws.
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In additional, we will not disclose information to any third party unless we believe it is lawful to do so.

7. Health and Safety Policy

Pimlico Puffins uses the Health and safety policies of the Queen Mother Sports centre.inc. Risk Assessment for the venue and activity

Appendix A

What is Child Abuse?

It's generally acknowledged that there are four main types of abuse - Physical, Sexual, Emotional and Neglect.

PHYSICAL ABUSE 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 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 is the persistent emotional ill treatment of a child that adversely affects 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. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

NEGLECT is the persistent failure to meet a child's basic physical and/or psychological 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 they are safe or exposing them to harm.

IN ADDITION BULLYING currently accounts for a high proportion of referrals to the ASA. A separate anti bullying policy has been written by the ASA with the assistance of KIDSCAPE. The guidance in this document should be followed in any case where bullying has been reported or observed within the club setting.

Child Abuse in Swimming

Swimming plays a major part in the lives of many children and families and for most the experience is a positive one that provides them with many opportunities to have fun, keep fit and even participate at national and international competitions. However, sadly we know from experience that a small minority of individuals who wish to harm children will access them through our sport.

In 2002, the ASA and NSPCC jointly published the report "In at the Deep End", which analysed child welfare cases that had been referred to the

ASA between 1997 and 2001. The study identified that having a policy and procedure was an essential part of child protection in our sport. All clubs were supplied with a copy of the report and any club member can access it from their club welfare officer.

Many types of abuse and poor practice have been observed and reported in the swimming environment. It is often committed by a person well known and trusted to the child in the swimming club. It can also be committed by another young person.

Sibling and peer abuse has been recognised as an ongoing aspect of child protection in swimming and should be recognised and addressed. Other concerns have involved the use of racist language and racist taunts which should not be tolerated in clubs, nor should bullying by children or adults. The ASA will be publishing an anti bullying policy, which all clubs should adopt if they do not already have an acceptable policy on bullying.

All adults involved in swimming have a responsibility to report concerns of a child abuse nature appropriately and to act in a manner at all times that keeps children safe from harm.

Children with Specific Needs

Some disabled children may require specialised care and clubs who work with children with physical and learning problems should ensure that:

- The guidelines of Disability Sport England “Protecting Disabled Children and Adults in Sport and Recreation” are followed by clubs, teachers and coaches who work with children (and adults) with disabilities.
- All coaches and teachers are suitably qualified to teach/coach children with specific needs.
- The views of the child and parent/ carer are always obtained prior to any activity, specifically those requiring any physical handling or of a physical nature, to gain both consent and agreement of all concerned.
- No child is discriminated against in any manner by the club or any member or from taking part in an activity, which it is safe and proper for them to undertake.

Some children will suffer with an illness but show no outward appearance of being a child with specific needs, such as those diagnosed with epilepsy or diabetes. It is essential the club co-operate with parents on their child's needs should they develop an attack at training or competition. Advice can also be sought from the ASA medical advisor if required. Such children should not be excluded or prevented from taking part in any sporting activity in which all other swimmers are entitled to take part, as this would be discriminatory. With the correct knowledge and information, and the required parental support, children with such illnesses can train and compete as any other swimmer.