



Congleton Amateur Swimming Club

Child Protection Policy and Procedure

Policy

CASC is committed to creating & maintaining the safest possible environment in which children, young people & adults may enjoy swimming.

We do this by:

- Recognising that all children have the right to freedom from abuse & harm.
- Ensuring that all teachers are vetted & have relevant experience. In addition all teachers & other volunteers accept responsibility for helping to prevent the abuse of children in their care.
- Responding quickly & appropriately to all reported suspicions or allegations of abuse.
- Providing parents, carers, children & young people with the opportunity to voice any concerns they may have.
- The careful use of appropriate discipline, & avoiding humiliation.
- Appointing a named Welfare Officer who takes specific responsibility for children's & young people's protection, safety & well-being.
- Regularly reviewing the Club's Child Protection Policy & Procedure.
- Working with external agencies, where necessary, to ensure, as far as possible, that children & young people are protected.
- Not tolerating bullying. We will treat incidents of bullying seriously. They will be investigated & the necessary steps taken to stop the bullying.

Procedure

Responding to Concerns

When a concern is raised regarding a child's welfare, but there has been no disclosure made by the child nor allegation raised, the following action will be taken:

- Concern is reported to the Welfare Officer who ensures that a written record of the information is made. This is signed & dated.
- Welfare Officer assesses the information promptly; clarifying or obtaining more information where appropriate.
- The information is stored in a secure place.
- Welfare Officer may seek advice from Social Services as to whether & how to proceed, & clarifies about speaking to parents.

Responding to Disclosure of Abuse

When a child makes a disclosure of abuse, the following action is taken:



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- The volunteer remains calm so as not to frighten or deter the child.
 - Listens carefully without interrupting & allows the child to recount at their own pace.
 - Asks questions for clarification only & preferably repeating what the child has said.
 - Reassures the child they have done the right thing & they are not to blame.
 - Explains what will happen next.
 - Ensures the safety of the child.
- The volunteer informs the Welfare Officer & as soon as possible makes a written record using the child's own words. The record includes the date, time, setting of disclosure, any names the child has used, the name of the volunteer to whom the disclosure was made, & the names of other people present.
- The Welfare Officer contacts Social Services.
- All records relating to the disclosure are stored in a safe place.

Responding to Allegations against a Volunteer or another Child

- As documented previously, all information is passed to the Welfare Officer as quickly as possible.
- If the allegation is made against the Welfare Officer, concerns are reported to the Chairman, Secretary or Treasurer of the Club who contacts Social Services for advice on how to proceed.
- The volunteer or child is fully supported, & their safety ensured.

As with all concerns & allegations, the information supplied is treated with the utmost confidence.

Bullying

Bullying is systematic, deliberately hurtful behaviour towards another person. Where incidences of bullying are reported the Club:

- Takes all reports & signs seriously.
- Investigates & makes a written record.
- Talks to the alleged bullies & victims separately.
- Informs parents of the allegations & subsequent action taken.

Children with Disabilities

The Club discusses with parents & the child what help they need to participate in the activity.



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Dressing Rooms

- CASC uses Cheshire East Congleton Leisure Centre facilities. The changing rooms are available for public use during club times. The Club, therefore, encourages parents to supervise their child during changing & showering.
- Where possible, volunteers are advised to avoid changing or showering at the same time.

Use of Cameras etc

- CASC is governed by Cheshire East leisure centre rules regarding the use of cameras on the premises. Posters are displayed throughout the leisure centre forbidding the use of cameras etc to take photographs in the pool & changing areas.
- Where the Club wishes to take photographs for promotional purposes, consent is sought from the leisure centre management & individual parents in writing, prior to the event.



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Incident Report Form

This form will be used by volunteers to record disclosures or suspicions of abuse. The completed form should be sent to the designated safeguarding handler dealing with the allegation. This may be the CASC Welfare Officer.

Your name	Your position
Place of work	Contact telephone number
The child's details	
Name:	
Address / phone number:	
Date of birth	
Other relevant details about the child: <i>e.g. family circumstances, physical and mental health, any communication difficulties</i>	
Parent / guardian / carer's details:	
Details of the allegations / suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the child? • Disclosure or suspicion from a third party? • Your suspicions or concerns? 	
Date and time of disclosure	
Date and time of incident Details of the allegations / suspicions. <i>State exactly what you were told or observed and what was said. Use the persons own words as much as possible.</i>	
Action taken so far:	
Signed	Date