



Sutton & Cheam SC recognises that all children participating in the club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and water polo in a safe environment and be protected from harm.

Sutton & Cheam SC further acknowledges it has a duty of care to safeguard children when they are participating in its activities, and further recognises that a duty of care exists for all adults in positions of responsibility including coaches, teachers, poolside helpers, volunteers and club officers, in respect of the child members in the club.

To demonstrate a duty of care through proper safeguarding, certain measures must be put in place to minimise the likelihood of 'foreseeable harm' arising.

All ASA affiliated clubs and organisations that have members under the age of 18 are required to adopt the ASA child protection procedures as set down in the ASA model club constitution 2.3.2 and 2.3.3 (see Constitution).

To assist all ASA clubs and responsible individuals within them to meet that duty of care, The ASA has produced Wavepower 2016-2019; a safeguarding toolbox which identifies the principles, policies and procedures to be followed and promoted; the actions the clubs must take when a concern is identified, and what support is available to all concerned.

Sutton & Cheam Swimming Club is fully committed to providing a club environment in which all children and young people participating in its activities have a safe, enjoyable and positive experience.

In order to achieve this club agrees to:

1. Ensure equal opportunities for all.
2. Adopt and implement the ASA Wavepower 2016-2019 policy in full.
3. Promote to all members that a safe environment is paramount.
4. Promote Wavepower and make it available to all members, parents, employees and volunteers as required.
5. Advise staff and volunteers that failures in safeguarding will be acted upon in line with the policy.
6. Ensure that an environment is promoted within the club where legitimate concerns can be raised without fear of recrimination or victimisation.
7. Adopt, promote and adhere to the following policies in particular:
 - ASA guidance on the safe supervision of children
 - ASA Equality Policy
 - The ASA Code of Ethics
 - The ASA Codes of Conduct
 - ASA guidance on supervising children within the pool
 - CPSU Safe Sport Events, Activities And Competitions (2013) Document - www.thecpsu.org.uk/resource-library/2013/duty-of-care
 - ASA Whistle Blowing Policy (Wavepower p36)
 - ASA Safe Recruitment Policy (Wavepower P40)
 - ASA Anti Bullying Policy (Wavepower p59)
 - ASA Changing Room Policy Wavepower (p65)
 - ASA Guidance on child abuse images/ indecent images of children (Wavepower p67)
 - ASA Guidance on the use of electronic communication (Wavepower p70)
 - ASA guidance on the use of social networking (Wavepower p72)
 - ASA Photography Guidance (Wavepower p76)



- ASA Missing Child Policy (Wavepower p82)
 - ASA Late Collection of Children Policy (Wavepower p81)
 - ASA's guidance on the supervision of members when away from the organization (Wavepower p84)
8. Appoint and train one or more welfare officer(s) with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the club, and from whom advice and guidance can be gained in safeguarding matters.
 9. Ensure that the Club Welfare Officer's name and contact details are known to all staff, club members and parents of members.
 10. Ensure the Welfare Officer is available to discuss issues of concern on matters of safeguarding and deals with such concerns appropriately and in line with Wavepower 2016-2019
 11. Ensure that all individuals who will be working or will work with children in the club are recruited in accordance with the ASA Safe Recruitment Policy.
 12. Designate a person in the organisation who is responsible to ensure all appropriate DBS checks are completed.
 13. Ensure staff and volunteers who have access to children at the organisation are DBS checked in accordance with ASA policy.
 14. Ensure that all individuals who work with children in the club receive training as required for the role undertaken.
 15. Ensure all relevant individuals who work directly with children attend an approved safeguarding children in sport course.
 16. Put in place Codes of Conduct for all teachers, coaches, poolside helpers, members and parents
 17. Ensure that all staff and volunteers recognize and adhere to the needs of children with a disability or special needs.
 18. Ensure that no child or adult (unless they are directly related) is put in a position where they are left on a one-to-one basis, except in an emergency when to abandon the child or young person would place them at risk of harm.
 19. Ensure that all training sessions have at least two appropriate adults present, as failure to do so puts all concerned at risk of allegation.
 20. Adopt ASA good practice in terms of children and their parents:
 - Provide parents and members with a welcome/information pack including updated information about child safeguarding at the organisation.
 - Ensure the provision of written consent, up-to-date health and contact details on each individual member and agreement to act in loco parentis if the parent is not accompanying the child.
 - Provide an open door environment.
 - Communicate regularly with parents and members concerning child welfare and safeguarding matters.
 - Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
 - Deal with all complaints in line with the rules on confidentiality and information sharing, and comply with the ASA Judicial Rules and Regulations.



- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately, in accordance with the guidance for reporting and action in Wavepower 2016-2019.
- Act upon any concerns appropriately:
 - Offer support to any individual who raises a concern or allegation.
 - Ensure confidentiality is maintained appropriately and in line with the best interests of the child.
 - Use the services of the ASA Child Safeguarding Team to advise, guide and take direct action as required.
 - Know how to contact the statutory agencies.
 - Keep a written record of every concern or allegation of poor practice or child welfare related incidents and accidents, together with full details of the action taken.
 - Ensure all records are kept in a secure manner and copies sent to the ASA Child Safeguarding Team as appropriate – Refer to the guidance on reacting, recording and reporting concerns (Wavepower 2016-2019 for further information).