



Safeguarding

Beechwood Swimming Pool and Beechwood swim school both follow the guidance issued by Swim England in their Wavepower 2020-2023 document. (A full copy of this is available on the website

<https://www.swimming.org/swimengland/wavepower-child-safe-guarding-for-clubs/>)

Anyone who has concerns regarding safeguarding should, in the first instance, discuss their concerns with the pool/swim school management; should it be required contact details for the local safeguarding board are found in the sheet in the Beechwood Pool or Beechwood Swim School policies folder and information may be found here

<https://hcymsp.haltonsafeguarding.co.uk/>

Safe recruitment:

All pool staff and volunteers will undertake suitable checks before being allowed to work within the pool. Suitable checks vary by position, and are outlined below.

Lifeguards:

1. Relevant qualifications to ensure they appropriately trained for the role being undertaken (NPLQ or acceptable alternative)
2. DBS checks - for new members of staff they may begin work prior to receiving a DBS check but must not be allowed to be alone with members of the public until the check is complete

Teachers:

- 1 - relevant teaching qualifications for the work being undertaken (issued usually by Swim England or STA, other award bodies may be considered on an individual basis)
- 2 - DBS checks - these must be dated within the last 3 years, and an update or check on validity may be undertaken at any time
- 3 - Safeguarding training is required for level 2 teachers, recommended for level 1 teachers
- 4 - insurance that covers their activities

Non-pool Beechwood Staff:

These staff will have training/qualifications relevant to their position. Where their role changes to include work poolside Beechwood will review requirements regarding training and DBS checks. Non-Pool staff will be treated as volunteers when working poolside unless directed otherwise.

Volunteers and visitors:

Volunteers will not be left alone unless they have completed DBS checks and any relevant training. This covers work experience, young workers looking for opportunities to complete awards such as Duke of Edinburgh or other non-staff members.

Visitors to the centre, such as workmen, will not be left alone where members of the public also have access. Where it is possible these visitors will be based in parts of the building where they are alone or they will be accompanied by a member of staff.

In any circumstance where the above cannot be met or any concerns are present then a recruit will not be left unsupervised until such requirements can be met.

Reporting:

If any member of the site staff/volunteers or other user believes another person is in imminent danger then the police should be contacted, and if possible the individual held safely at the centre until further advice can be sought.

For other issues -

- Initial concerns should be raised with the pool/swim school management as soon as is possible
- The issue should be recorded on an incident form or in the safeguarding log book which is held in the office.
- Next steps should be discussed and undertaken - next steps might include discussing with relevant parties e.g other staff involved; reviewing policies and procedures to ensure that vulnerable people are safeguarded;
- speaking with carers/guardians/parents/school teachers (as appropriate) - this should only be done where it is not thought that those people are involved in the issue; reporting to and seeking advice from external agencies.

The wavepower document contains more detailed advice about the process of recording and reporting which should be used as a guide in the event support is needed.

Whistleblowing:

If any member of staff has concerns about the actions of another member of staff or person working within the centre

they should report to a manager - if the person in question would be their normal line manager they may approach any other member of the management team.

If any member of staff feels unable to report the issue to management but still has concerns they should contact the relevant safeguarding agencies themselves for advice - if this relates to the swim school then Swim England can offer guidance and advise; otherwise direct contact should be made to the local safeguarding officers (This information can be obtained from the office, or can be found on the website <https://hcypsp.haltonsafeguarding.co.uk/>).

Changing room policy

Parents/guardians must take responsibility for all children under the age of 8 while in the changing rooms. Parents may decide for themselves if children over the age of 8 can change alone or need support.

Cameras/phones and other recording equipment should be kept away while in the changing room.

Changing facilities at the centre may be single sex or unisex at different times of the day or for different session types - both rooms have a number of cubicles to allow for privacy when changing if required.

Use of toilets during a lesson/end of the lesson

Children under the age of 8 must be collected from the teacher/lifeguard, and should remain in the vision of either the lifeguard or teacher until a designated guardian can

collect them - either for using the toilet during a lesson or at the end of the lesson for going home.

Children over 8 may, at the parent/guardians discretion, access the toilet or return to the changing room at the end of the lesson without the parent. For the use of the toilet in the lesson, the teacher should note that the child has gone and ensure that they return within an appropriate time. If they have not returned the teacher should alert the lifeguard or another relevant member of staff that the child has not returned and they should be looked for. If not found quickly, missing child procedures should be started.

Parents/guardians of children over the age of 8 who allow their child to go to the changing rooms at the end of the lesson without them should be aware that they are responsible for the child after the end of the lesson, and should ensure that they make appropriate arrangements with the child - for example, where should they meet their adult after they are changed.

It is possible that a child will return to poolside or seek the help of another member of staff if they are unable to find their parent/guardian - staff should follow the found child procedures.

Use of cameras/photographic equipment

Cameras, or other photographic or recording equipment are not permitted to be used on the poolside, in the changing rooms or from the viewing area.

The lifeguard, or other relevant pool staff, may give permission for specific requests to take photographs - e.g first time at the pool. Where this is done, the staff should

ensure that no other members of the public are in the photographs and the equipment is put away once the photograph is taken.

All staff are responsible for ensuring that photos or videos of swimmers are not being taken. In the centre this may be particularly difficult to monitor in the coffee shop viewing area, where there may be a high volume of visitors. Signs are posted and all staff should feel confident to ask anyone using camera equipment to stop as this is a safeguarding matter.

Anyone who observes or receives reports of photographs or videos being taken without permission in the poolside area or from the viewing area should report this under the safeguarding policy.

Contacting swimmers/users

This applies primarily to the swim school, but may also relate to contact of pool users for example private bookings.

Teachers and other staff should avoid communication with swimmers on personal forms of contact - e.g facebook, what'sapp, emails etc. Should they need to contact a swimmer or customer then work emails and platforms should be used.

Should it be necessary to use a private means of communication, (for example arranging a one to one, emergency contacting of someone) this should be openly declared and noted. Where a teacher or other member of staff has the private contact number of a swimmer, permission to hold such information should be sought, in writing where possible. Where possible, the contact should be made with the parent/guardian and not with the child

directly. Any contacts should be deleted when no longer needed.

It is possible, although unlikely, that a swimmer may obtain and use a personal number or personal account (such as facebook) to contact a swim teacher or other member of staff. This should be discouraged, and any such incidents reported to management. Where appropriate, the pool or swim school management may approach the swimmer in question and/or their guardians to discuss the issue.

It is possible, although unlikely, that a swimmer may obtain personal contact information for a teacher or member of staff and use it to make a safeguarding disclosure. In this case, the safeguarding reporting procedures should be followed, and any messages should be held in case they are required as evidence.

Any member of the teaching or pool staff who have personal relationships with customers or swimmers/their parents or guardians should ensure that management is made aware of the relationship - management can then decide if any action should be taken to ensure fairness or additional action to ensure appropriate safeguarding if needed.

Use of social media

All employees or self-employed service providers should be aware that they may not post about matters relating to the swim school or the pool or the centre on facebook, without prior consent of the management.

Missing child

1. In the case that the teacher notices that a child who has been released from lesson to go to the toilet has not returned - the teacher should summon assistance to the poolside; there will now be two staff poolside, one of which can check the changing room they would expect the child to be found in. If the child is found then the situation is over and the child should return to their lesson as usual.

If the child is not located then the pool missing child policy should be followed - in summary, the pool should be checked to ensure that the child has not returned unnoticed, and a full search of the building should be undertaken. If the child is not found quickly the building should be secured, the police informed and their support sought. (Police should be informed no longer than 30 minutes after the child has last been seen)

2. In the case that a parent/sibling/carer reports they are unable to find their child - the lifeguard or teacher on duty should summon assistance to the poolside, and immediately check the pool for the missing child, clearing the pool if necessary. By the time this is complete, two staff will be available poolside - one should continue at this time to monitor the pool and the other to obtain information relating to the child - description, name, where and when last seen etc. Any available centre staff may be used to assist the search, and it is good practice to begin to monitor entrances/exits to the building. If necessary (such as approaching lesson changeover), all swimmers should remain in their current classes with teachers, any swimmers not yet changed should be asked to wait in the viewing area/cafe until the situation is resolved. This will allow staff to more easily search the building as other

children/adults will be contained. A thorough search of the building should be undertaken and if not found, the building should be secured and the police contacted - the police should be contacted no more than 30 minutes after the initial report of the missing child.

In either case, the situation is over when the child is found or if the police instruct that our responsibility is complete. In any event of a missing child an incident report should be completed to allow a full review.

Late collection of child

All parents/guardians must remain at the centre for the full duration of their child's lesson.

Where a child has not been collected, the teacher should continue to supervise the child as they remain responsible for their safety until the parent/guardian arrives.

Initially the lifeguard/other member of staff should check the viewing area for the adult (in case they have lost track of time etc), or possibly the changing room that they would expect the child to use.

If not quickly found, the teacher or pool staff should call for assistance to the poolside. With two adults on the poolside for support, one should begin to search the building for the adult - perhaps outside, the corridors etc.

The child should continue to be supported in the water with their class teacher; it may be possible to allow them to join the class of another teacher if they have a more appropriate level but this should only be done if the child is happy for this

to happen (they may by this time begin to be worried themselves and should remain with an adult they feel confident with).

If an adult cannot be located, the swim school administration staff can access the child's records and begin to contact other appropriate adults via phone. If after 20 minutes of attempting to contact, the matter should be referred to the police/local social services for advice.

If at any time the staff become concerned for the safety or wellbeing of the child, they may also need to report under the centre's safeguarding policies.

Beechwood Swimschool will take appropriate action regarding late collection of children, as this is a safeguarding issue.

In the first instance, a verbal discussion about the importance of being on time should be undertaken, possibly with the manager in charge at the time. Most instances of late collection are genuine mistakes - lost track of time, chatting to a friend etc. and do not present a cause for concern.

Repeat offenders may be reminded in writing of our policy - email is the best form of this as it can enable the centre to keep a record.

In some cases late collection of a child, particularly persistent late collection, may be a sign of a more serious issue and this should be reported as a safeguarding matter.

Behaviour policy

Children should be frequently reminded of the rules and expectations of them during lessons so that they are clear on what they should/should not do.

Where a child is finding it difficult to follow instructions they should be reminded of what is being expected of them, with specific and clear instructions.

Where the teacher feels it necessary to sit a child out, they should be mindful of the cooler temperature of the poolside, and a child should only be out of the water for a few moments, usually as a means of ensuring full attention.

If a child's behaviour is persistent or poses a threat to their own safety or the safety of others then it may be necessary to remove the child from the lesson. Support should be sought from the manager on duty, so as to minimise disruption to the lesson.