



# **Child and Vulnerable Adults Protection Policy**

**version 1.2**

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## Review History

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## 1. Introduction

All sporting organisations that make provision for children, young people and vulnerable adults must ensure that:

- The welfare of the child/vulnerable adult is paramount
- All children/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer

**Note: Ingleton Swimming Pool staff/volunteers are not trained to deal with incidents of abuse or to decide if abuse has occurred. This is a direct constraint of only being open 3 months per year and a lack of continuity of staff.**

**Note: The practices and processes detailed in this document are only applicable from the date of issue of the first version of this document.**

North Yorkshire County Council provides resources at the following locations (this list is not definitive):

- <http://www.safeguardingchildren.co.uk/>
- <http://www.safeguardingchildren.co.uk/resources>
- <http://www.northyorks.gov.uk/article/23566/Safeguarding>

If there are any issues or confusion relating to anything mentioned in this document then contact the **Child and Vulnerable Adults Protection Officer** for Ingleton Swimming Pool to discuss.

The first point of contact within Ingleton Swimming Pool for any issues relating to children or vulnerable adults is the **Child and Vulnerable Adults Protection Officer**. If they are not available then any member of Ingleton Swimming Pool Management Committee is the next point of contact. Contacts details are available in the Pool Office/Pay Kiosk.

The swimming pool is part of Ingleton Rural Community Association (IRCA) which has a qualified Child Protection Office who liaises with our Child and Vulnerable Protection Officer

## 2. Policy Statement

Ingleton Swimming Club has a duty of care to safeguard all children, young people and vulnerable adults involved in Ingleton Swimming Club, from harm. All children, young people and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Ingleton Swimming Club will endeavour to promote the safety and protection of all children and vulnerable adults involved in Ingleton Swimming Club, through adherence to the North Yorkshire Safeguarding Children Procedures (<http://www.safeguardingchildren.co.uk/multi-agency-procedures>) and guidelines adopted by Ingleton Swimming Club. A copy of these procedures and guidelines is available from the designated **Child and Vulnerable Adults Protection Officer** or in the Pool Office/Pay Kiosk.

## 3. Definitions

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, 11 watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### **4. Policy Aims**

The aim of the Ingleton Swimming Pool Child and Vulnerable Adults Protection Policy is to promote good practice:

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of Ingleton Swimming Club
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues

## **5. Promoting Good Practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment.

Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

## **6. Good Practice Guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations including never allowing a situation to arise where they are on their own with a child or vulnerable adult, which could be misinterpreted or where an opportunity for abuse could arise.

### **6.1 Practices to be encouraged**

The following are common sense examples of how to create a positive culture and climate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each child, young or vulnerable adult person first
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Additional awareness and care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people & vulnerable adults should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered
- Keeping up to date with technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Keeping a written record of any injury that occurs, along with the details of any treatment given. This will be kept in the Ingleton swimming pool office

## 6.2 Practices to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of the child's parents or guardian and someone with management responsibilities. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event
- Avoid entering changing rooms alone. Wherever possible, 2 staff should enter together or wait until the changing room is empty

## 6.3 Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay and tickling games
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

## 7. Incidents that must be Reported/Recorded

If any of the following occur you should report this immediately to a senior colleague and record the incident, in the **Accident Book** which is located in the Pool Office/Pay Kiosk. You should also ensure the parents of the child are informed:

- If you accidentally hurt a swimmer
- If he/she seems distressed in any manner
- If a child or young person misunderstands or misinterprets something you have done

Furthermore, the designated **Child and Vulnerable Adults Protection Officer** will have management oversight of the **Accident Book** for those incidents related to children or vulnerable adults. They will check the **Accident Book** on a regular basis and sign and date the evidence, when seen. The Pool Supervisor or Pool Attendant must contact the **Child and Vulnerable Adults Protection Officer** in the event of an incident which is of concern.

## 8. Use of Photographic/Filming Equipment

The use of all photographic or filming equipment, social media, tablets and mobile phones is prohibited on the premises of Ingleton Swimming Pool unless prior consent is agreed by the Ingleton Swimming Pool Management Committee.

Customers are welcome to use any device outside of the main entrance in an appropriate manner.

Signs are displayed around the pool area stating that the use of such devices is not permitted.

The use of photographic/filming equipment at sporting events at the swimming pool requires written parental and child consent prior to taking and using photographs.

Videoing as a coaching aid requires that parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Poolside staff must continually be alert to breaches in the policy regarding the use of photographic and filming equipment within the pool premises. They must immediately notify the person(s) breaking the policy and request they comply or cease. If they do not comply or cease then they must be asked to vacate the premises immediately. This must be recorded **Accident Book**.

## 9. Recruitment and Training of Staff/Volunteers

Ingleton Swimming Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks for staff and volunteers must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record
- The Management Committee may ask applicants for consent to seek information from the Disclosure and Barring Service (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>) or alternatively may ask applicants to provide evidence of any current DBS checks they have in their current role.
- Where an employee/volunteer has not worked for the pool previously the Management Committee reserve the right to request character references. Two confidential references (only the contact details for a reference is required). Ideally, including one relating to previous work with children would be very beneficial. References may be taken up and confirmed through either a telephone conversation or via written correspondence
- Where an employee/volunteer has not worked for the pool previously, evidence of identity (passport or driving licence with photo) may be required
- Lifeguards must produce a copy of their Lifeguard's and First Aid qualifications, which must include an official stamp and a record of the document(photocopy) be kept in the Ingleton Swimming Pool Office/Pay Kiosk

The Disclosure and Barring Service offer 3 different levels of checks, **Standard**, **Enhanced** and **Enhanced with list checks**. DBS checks applicants must be over 16 years of age and it can take up to 8 weeks to perform a check. Ingleton Pool Management Committee can only seek DBS checks using an umbrella organisation such as RLSS or another body. Where staff already have a DBS check carried out for other employment in the same role (for example, as a lifeguard at another pool) the Management Committee may consider relying on that existing DBS check as evidence that clearance has been given.

## 10. Interview and Induction

All staff and volunteers must be treated the same.

### 10.1 Interview



There is currently no formal interview process for appointing staff. All staff and volunteers are required to complete an application form.

- A check should be made that the application form has been completed in full (including sections on criminal records self-disclosure)
- Their qualifications should be substantiated and documentation viewed
- Where applicants have not worked for the pool previously, the Management Committee reserve the right to seek character references. Two references (contact information only) need to be provided and may be taken up

## 10.2 Induction

All staff and volunteers should receive a formal or informal induction, during which:

- Their qualifications should be visually substantiated (if not done so before)
- The job requirements and responsibilities are explained
- The Child and Vulnerable Adults Protection Policy are explained
- All staff and volunteers will be asked to sign and date a form that they have read the Swimming Pools key documents. A record will be kept in Ingleton Swimming Pool Office/Pay Kiosk. The key documents are:
  - **Risk Assessment Plan (RAP)**
  - **Normal Operation Procedures (NOP)**
  - **Emergency Action Plan (EAP)**
  - **Child and Vulnerable Adults Protection Policy (CVAPP)**
  - **Plant Operators Procedures (POP - applicable to Plant Operators only)**

## 11. Training

In addition to pre-selection checks, the safeguarding process includes a briefing as part of the induction sessions on the key points of this **CVAPP** to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse to the delegated child protection officer
- Respond to concerns expressed by a child or young person
- Work safely effectively with children

Ingleton Swimming Pool requires staff and volunteers to:

- Participate in any induction sessions organised by the Management Committee to provide briefings on child and vulnerable adult's protection
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person
- Relevant personnel to gain a national first aid qualification (where necessary)
- A commitment to update training, when necessary. Information about meeting training needs can be obtained from Sports Coach UK, the NSPCC, and the Sport Council

The Management Committee will inform the ***Child and Vulnerable Adults Protection Officer*** that the above has taken place by recording the event in the Office Diary along with details of which staff and/or volunteers were present.

## **12. Responding to Allegations or Suspicions**

It is not the responsibility of anyone working in Ingleton Swimming Pool, in a paid or unpaid capacity, to decide whether or not child abuse has taken place by a member of staff or a member of the public. However, there is a responsibility to action any concerns by following the North Yorkshire Safeguarding Adult Policy Procedures.

Ingleton Swimming Pool will assure all staff/volunteers that the Management Committee will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff/volunteer there may be three types of investigation:

- A child protection investigation
- A possible disciplinary or misconduct investigation
- A possible criminal investigation

### 13. Actions if there are Concerns

#### 13.1 Concerns about Poor Practice

The following represents the process to be followed regarding concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; the **Child and Vulnerable Adults Protection Officer** will deal with it as a misconduct issue, in consultation with the Management and Club Committee's, who hold ultimate responsibility
- If the allegation is about poor practice by the **Child and Vulnerable Adults Protection Officer**, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chairman of the Management and Club Committee's, who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings

#### 13.2 Concerns about Suspected Abuse

The following represents the process to be followed regarding concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the **Child and Vulnerable Adults Protection Officer**, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- The **Child and Vulnerable Adults Protection Officer** will refer the allegation to the Children Services Department or in the case of vulnerable adults the police public protection unit who may involve the police, or go directly to the police if out-of-hours
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services Department, or NSPCC Helpline
- The **Child and Vulnerable Adults Protection Officer** should also notify the Chair of the Swimming Pool Management Committee
- If the **Child and Vulnerable Adults Protection Officer** is the subject of the suspicion/allegation, the report must be made to the Chair of the Swimming Pool Management Committee

### 14. Confidentiality

Confidentiality is absolutely essential and must be maintained for all concerned.

Information must be handled and disseminated on a strict need to know basis only.

This includes the following people:

- **Child and Vulnerable Adults Protection Officer**
- The parents of the person who is alleged to have been abused(if they are not involved in the abuse)
- The person making the allegation
- Social Services/Police
- Ingleton Swimming Pool Management Committee

**Note: Ingleton Swimming Pool will seek Social Services or NSPCC Helpline advice if required.**

## **15. Internal Inquiries or Suspension**

The following represents the process to be followed regarding internal inquiries or suspension:

- The Ingleton Swimming Pool Management Committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries
- The Ingleton Swimming Pool Management Committee will follow the advice and recommendations from the Police and Children's Services department regarding further action

## **16. Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, Ingleton Swimming Pool Management Committee must follow the procedures as detailed above and report the matter to the Social Services or the Police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## **17. Allegations or Suspicion about a Member of the Public**

There is a responsibility to act on any concerns.

Where such an allegation is made, the designated **Child and Vulnerable Adults Protection Officer** will contact the child's parents (if they are not involved in the abuse), and they will follow the North Yorkshire Safeguarding Children Procedures.

## **18. Information for Social Services/Police about Suspected Abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation including
  - Dates
  - Times
  - Any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes. Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred. Have the parents been contacted? .If so what has been said?
- Has anyone else been consulted? If so record details

- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? If so record details
- The referral to the Police or Social Services will be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

## 19. Staffing Guidelines

### 19.1 Staff Ratios

Staff/participant ratios should be based on the age and ability of the children involved, the degree of risk the activity involves and whether there are disability needs. Generally speaking, the lower the age of the participants, the greater is the need for supervision.

If the activity is mixed gender, male and female staff should be available where possible.

### 19.2 Changing Rooms

Adult staff must not change at the same time using the same facilities when children and vulnerable adults are using these facilities.

Separate facilities are available for boys and girls.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower at home and use changing cubicles provided.

If children with disabilities use the pool, their carers will be involved in deciding how they should be assisted. Consent should be given for the assistance that is offered.

If an incident that occurs in any of the changing rooms, a minimum of two members of staff must attend together where practically possible.

### 19.3 Injuries and Illness

Ingleton Swimming Pool has an **Accident Book** for any injuries that children sustain during their participation at the Swimming Pool.

Where members of staff witness an injury or illness, the parents of the child should be informed as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible.

Follow the process detailed in the Normal Operating Procedures document.

## 20. Collection by Parents/Carers

This will not be a common occurrence as parents/carers will under most circumstances be present at the swimming pool.

In cases of late collection staff and volunteers should:

- Attempt to contact the child's parent or carer on their contact number
- Use the alternative contact name/number if necessary
- Wait with the child/young person at the swimming pool with other staff/volunteers or parents present if at all possible
- Remind parents/carers of the policy relating to late collection

In cases of late collection staff and volunteers should not:

- Take the child home or to any other location
- Send the child home with another person without permission from a parent or carer
- Ask the child to wait in a vehicle or sport facility with you alone

## 21. Discipline

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively to gain power or to embarrass or humiliate a child/young person.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour
- Develop respect for others and their property
- Reinforce the rules or values of the sport
- Reinforce positive behaviour or attitudes
- Reinforce awareness of health and safety aspects of the activity

There is a **Disciplinary Book** located in the Pool Office/Pay Kiosk for staff to record disciplinary action such as exclusions.

## 22. Physical Contact

Many sports require a degree of physical contact between sports staff and children, young people or vulnerable adults.

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques
- To treat an injury
- To prevent an injury
- To meet the requirements of the sport

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child, young person or vulnerable adult for permission.

The contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others.

Ingleton Swimming Pool has an **Accident Book** for any injuries and this must be completed for any incident.

### **23. Sexual Activity**

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken by following North Yorkshire Safeguarding Children Procedures.

Within sport, as within other activities, sexual relationships do occur. All sports organisations should therefore be aware of the law relating to sexual behaviour. Ingleton Swimming Pool follows the guidelines on Sexual Activity outlined in the North Yorkshire Safeguarding Children Procedures.

### **24. Participants with Disabilities**

The Normal Operating Procedure outlines the Swimming Pools Disability Admissions policy.

Children, young people or vulnerable adults with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe. Their particular vulnerability to abuse or neglect requires sports clubs and organisations to take additional steps to safeguard them.

Information relating to Swimming Pool policies and procedures should be fully accessible to children and young people with communication difficulties. Copies of all Ingleton Swimming Pool key documentation are kept in the Pool Office/Pay Kiosk.

Specialist training or advice should be sought by clubs and organisations that involve children/young people with disabilities in sport. For example, when staff are required to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.

When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting have received appropriate training where possible.