

Wave

The ASA Child Safeguarding Policies and Procedures



NSPCC



Information sheet and emergency contact details

Welfare Officer

Tel:

Please complete the information below as soon as you receive this document, and keep it at the front of Wavepower 2016-19 for reference. Please contact the ASA Child Safeguarding Team if you would like some assistance.

National Governing Body (NGB)

E-mail: signposting@swimming.org

Name: Tel:	The ASA Legal Affairs Department, Pavilion 3, SportPark, 3 Oakwood Drive, Loughborough University,
	Leicestershire, LE11 3QF Tel: 01509 640270
County Welfare Officer	E-mail: legal@swimming.org
Name:	Website: www.swimming.org
Tel:	ASA Child Safeguarding Team
Regional Welfare Officer	Keith Oddy: Independent Child Protection Officer (ICPO)
Name:	Jenni Dearman: National Child Safeguarding Coordinator (NCSC)
Tel:	At the NGB address above. Tel: 01509 640270
Children's Services	E-mail: jenni.dearman@swimming.org
Tel:	ASA Disclosure and Barring Service
Out Of Hours/Emergency Duty Team	Samantha Massey: DBS Coordinator Tel: 01509 618738 E-mail: dbs@swimming.org
Tel:	Child Power
Local Safeguarding Children Board (LSCB)	Leaflets available from jenni.dearman@swimming.org
Tel:	Website and under 16s section: www.swimming. org/asa/clubs-and-members/under-16s-advice/
Local Authority Designated Officer (LADO)	ASA Office of Judicial Administration (OJA)
Tel:	Tel: 0161 2731044 E-mail: kerry.moss@swimming.org
Police Child Protection Investigation Team	Swimline ASA/NSPCC
Tel:	Child Protection Helpline
	Tel: 0808 100 4001
Multi Agency Safeguarding Hub (MASH)	ASA Signposting Help Desk



Other Services

NSPCC Child Protection in Sport Unit (CPSU)

Tel: 0116 366 5590

E-mail: cpsu@nspcc.org.uk **Website:** www.thecpsu.org.uk

NSPCC Helpline

Tel: 0808 800 5000

Website: www.nspcc.org.uk

ChildLine

Tel: 0800 1111

Website: www.childline.org.uk

Kidscape

Tel: 020 7730 3300

Website: www.kidscape.org.uk

Other Important Contact Details

Name:
Position:
Tel/E-mail:
Name:
Position:
Tel/E-mail:

Name:

Position:

Tel/E-mail:



Contents

Section 1: Introduction to Wavepower		Guidance on communicating with	75
Forewords	9	children and young people	75 70
Introduction	11	ASA Photography Guidance	76 70
The ASA Child Safeguarding Policy	12	Guidance on lane sharing between adults and children	78
Key definitions	15	Guidance for young people and adults training	
Key abbreviations	16	and competing together in water polo	79
		ASA Late Collection of Children Policy	81
Section 2: Toolbox		ASA Missing Child Policy	82
Subsection 2.1: Abuse, Duty of Care		ASA Transport Policy	83
and Reporting Process		Guidance on the supervision of members	
Using the toolbox	20	when away from the organisation	84
Duty of care	21	Section 3: Child Safeguarding	
Reacting to, recording and reporting concerns	23		
Definitions of abuse	30	Responsibilies	
Indications of abuse	33	Responsibility for child safeguarding	0.1
Confidentiality and information sharing	34	within the ASA	91
Whistleblowing	36	Section 4: Guidance for Coaches,	
Subsection 2.2: Training and Recruitment		Teachers and Poolside Helpers	
ASA Safe Recruitment Policy	40	Safeguarding members	95
The Disclosure and Barring Service (DBS)	41	Relationships with members aged 17 and unde	er 97
Roles and their DBS requirements	45	Grooming	99
Safeguarding and protecting children:		Managing challenging behaviour	100
workshops and courses	46	FAQs	103
The role of the welfare officer	48		
Subsection 2.3: Codes of Conduct		Section 5: Templates, Forms	
Member's Code of Conduct	52	and Checklists	
Parent's Code of Conduct	53	ASA Child Safeguarding Policy Statement	107
Code of Conduct for coaches and teachers	54	ASA Referral Form	108
Code of Conduct for committee members,		ASA Reference Form	111
officials and volunteers	55	Application Form	113
Subsection 2.4: Policies, Procedures		Medical Information Form	114
and Guidance		Child Photography – Parental Consent Form	116
ASA Equality and Diversity Policy	58	Child Photography – Refusal of Consent Form	117
ASA Anti-bullying Policy	59	Template welcome letter to parents	118
Guidance on self-harm concerns	62	Template welcome letter to new members New members information checklist	120
ASA Changing Room Policy	65	Behaviour Contract Template	122 123
Guidance on child abuse images/indecent		Bellaviour Contract Temptate	123
images of children	67	Section 6: Index	
Guidance on the use of electronic		Index	127
communication	70		
Guidance on the use of social networking	72		

