



Safeguarding Policy Statement 2025



Wincanton Swimming Club prides itself on providing a welcoming and inclusive environment for all our members. This Safeguarding Policy Statement outlines how the Club will sustain a safe and inclusive environment, allowing people from across the community to join, enjoy and develop their swimming.

The policy is applied in conjunction with the principles outlined in the Club's Equality Strategy¹ and the Safeguarding Policy of Swim England². In addition, the club will seek to follow best practice from fellow clubs across Somerset and the Swim England South-West region.

Wincanton Swimming Club's Safeguarding Aims:

Wincanton Swimming Club aims to make swimming accessible, inclusive and safe for everyone. We believe everyone has the right to participate in our sport, with our club, in a positive and enjoyable environment.

Our club officers, members, coaches & teachers, volunteers and parent/guardians shall support this vision by acknowledging their duty of care and adhering to the principles outlined in this Policy Statement and other Club protocols.

This Policy Statement will support Wincanton Swimming Club to:

- Protect children and young people who participate in club activities from harm.
- Safeguard adults, including adults at risk, who participate in club activities.
- Provide club members, staff and volunteers, as well as members' families, with the overarching principles that guide our approach to safeguarding.

¹ Wincanton Swimming Club, "Club Equality Strategy 2025 Incorporating Club Diversity & Inclusion Action Plan (DIAP)", version 1.3, Sep 2024:

https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20240901-equality_plan_-_diap_-_2025.pdf

² Swim England, "Wavepower", version 1, 3 Jan 2024:

<https://www.swimming.org/library/documents/6383/download>



This policy applies to anyone working on behalf of Wincanton Swimming Club, including management committee, coaches, teachers and volunteers.

Definitions:

For the purposes of this Policy:

- ‘Adult’ means any individual aged 18 or older;
- ‘Adult at Risk’ means an adult at risk as defined in the Care Act 2014;
- ‘Child / children’ means any individual(s) under the age of 18;
- ‘Member’ means any registered participant of Wincanton Swimming Club, including swimmers, management committee, coaches, teachers, volunteers and parents/guardians of child members;
- ‘Safeguarding’ means the policies and measures taken to protect the rights and well-being of individuals, especially children, young people and vulnerable adults;
- ‘Subject of Concern’ means an individual for whom a safeguarding concern has been raised;
- ‘Welfare Officer’ means the Club officer responsible for implementing and overseeing a suitable policy framework for the implementation of safeguarding measures at the club and for leading on the management of safeguarding matters. The Wincanton Swimming Club Welfare Officer is identified on page 9.
- All other definitions for matters of a safeguarding nature, as used in this policy, are in line with the Swim England Safeguarding Policy (Wavepower)³ and the Swim England Regulations⁴.

³ Swim England, “Wavepower”, version 1, 3 Jan 2024:

<https://www.swimming.org/library/documents/6383/download>

⁴ Swim England, “Swim England Handbook 2024”, version 3, 13 Jun 2024:

<https://www.swimming.org/library/documents/6635/download>



Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England.

It is based on the policy and safeguarding requirements outlined in the Swim England Safeguarding Policy⁵ and Regulations⁶.

Supporting Club Policy:

This policy statement should be read alongside our Club constitution, policies, procedures and other related documents including:

- **Club Constitution**⁷. The club's constitution outlines our aims and reason for operation. It outlines Wincanton's commitment to providing a welcoming and inclusive environment for all. The club's constitution has been created in line with Swim England guidance; it is published on the club's website and will be reviewed on an annual basis.
- **Club Equality Strategy, incorporating Club Diversity & Inclusion Action Plan (DIAP)**⁸. Wincanton Swimming Club's Equality Strategy outlines the club's commitment and intended actions to uphold legal requirements and maintain an inclusive ethos.
- **Role description for the Club Welfare Officer**⁹. A trained club Welfare Officer is appointed to oversee the club's framework for safeguarding management, and to lead on matters of a welfare nature in line with Swim England requirements.

⁵ Swim England, "Wavepower", version 1, 3 Jan 2024:

<https://www.swimming.org/library/documents/6383/download>

⁶ Swim England, "Swim England Handbook 2024", version 3, 13 Jun 2024:

<https://www.swimming.org/library/documents/6635/download>

⁷ Wincanton Swimming Club, "Club Constitution":

www.wincantonswimmingclub.co.uk/uploads/3/1/3/4/31346051/wsc_constitution_1.pdf

⁸ Wincanton Swimming Club, "Club Equality Strategy 2025 Incorporating Club Diversity & Inclusion Action Plan (DIAP)", version 1.3, Sep 2024:

https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20240901-equality_plan_-_diap_-_2025.pdf

⁹ Wincanton Swimming Club, "Role Statement – Club Welfare Officer", version 1.0, 31 Dec 24:

https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20231221-role_statement_-_welfare_officer.pdf



- **Code of conduct for management committee and volunteers**¹⁰. The requirements of the management committee are maintained in line with Swim England requirements.
- **Code of conduct for coaches and teachers.** ¹¹ Training, safeguarding and procedures for coaches and poolside staff are maintained in line with Swim England requirements.
- **Code of conduct for parents**¹². Expectations for parents of children and young adults who are members of the club are outlined in line with Swim England requirements.
- **Behaviour codes for members, including children and young people**¹³. Member protocols are maintained in line with Swim England requirements.
- **Club photography and sharing images guidance – iaw Club Membership Form (page 4)**¹⁴. Includes a ban on the use of mobile phones, for any purpose, within the Wincanton Sports Centre changing rooms.
- **Club Safe Recruitment Policy.** In accordance with Swim England Wavepower safe recruitment policy¹⁵.
- **Safeguarding Reporting.** In accordance with Swim England Reporting Requirements¹⁶.

¹⁰ Wincanton Swimming Club, “Code of Conduct – Management Committee and Volunteers”, version 2.0, 31 Dec 24: https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20231227-code_of_conduct_-_committee_and_volunteers_1.pdf

¹¹ Wincanton Swimming Club, “Code of Conduct – Coaches and Teachers”, version 2.0, 31 Dec 24: https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20231227-code_of_conduct_-_coaches_and_teachers_1.pdf

¹² Wincanton Swimming Club, “Code of Conduct – Parents”, version 2.0, 31 Dec 24: https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20231227-code_of_conduct_-_parents_1.pdf

¹³ Wincanton Swimming Club, “Code of Conduct – Swimmers / Members”, version 2.0, 31 Dec 24: https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20231227-code_of_conduct_-_members_1.pdf

¹⁴ Wincanton Swimming Club, “Club Membership Form”, version 1.5, 2025: https://www.wincantonswimmingclub.co.uk/uploads/1/4/2/0/142064301/20241108-wsc_membership_pack_v1-5_-_2025.pdf

¹⁵ Swim England, “Wavepower”, version 1, 3 Jan 2024: <https://www.swimming.org/library/documents/6383/download>

¹⁶ Swim England, “Safeguarding Reporting”: <https://www.swimming.org/swimengland/how-raise-concern-complaint/>



We believe that:

No member, including children, young people and vulnerable adults, should experience abuse of any kind.

Wincanton Swimming Club has a responsibility to protect and promote the welfare of its members, including children, young people and vulnerable adults, to keep them safe when participating in club activities.

We recognise that:

The welfare of our members, including children, young people and vulnerable adults, is paramount in all club activities and in all the decisions we take.

Working in partnership with our members, including children, their parents and other agencies, principally Swim England, is essential in upholding member's welfare.

All members, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

We will seek to keep members including, children, young people and vulnerable adults, safe by:

- Valuing, listening to and respecting our members.
- Retaining a Club Welfare Officer, in line with Swim England requirements, to oversee the management of safeguarding procedures. The Welfare Officer is trained in Safeguarding matters and understands how to handle and report safeguarding concerns to Swim England in accordance with the sport's governing body requirements.
- Adopting child protection and safeguarding best practice through our policies, procedures and codes of conduct for



committee, volunteers, coaches, teachers, members and their parents.

- Providing effective management for committee, coaches, teachers and volunteers, through supervision, support, training and assurance measures so that all members and volunteers know about and follow Swim England policies, procedures and behaviour codes confidently and competently.
- Following Swim England safer recruitment procedures to recruit and select staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern.
- using Swim England safeguarding and child protection procedures to share concerns and relevant information with Swim England and other agencies who need to know.
- using Swim England procedures to manage any allegations against staff and volunteers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



Safeguarding Training & DBS Checks:

All coaches, teachers, volunteers and committee members that are required to interact with Child or Adult swimmers are mandated to have received (Swim England delivered) safeguarding training. To be recorded on individuals Swim England registers, and refreshed every 3 years in line with Swim England Wavepower requirements.

All coaches, teachers, volunteers and committee members (over the age of 16) that are required to interact with Child or Adult swimmers are mandated to have an in-date DBS (with Barred List Check) completed by Wincanton Swimming Club, with the results confirmed and recorded before individuals may work with swimmers.

Safeguarding Reporting & Occurrence Management:

Reporting requirements, to be applied in the event of an incident or concern, are summarised at **Annex A** to this Policy Statement.

Swim England Safeguarding Team:

The club will report safeguarding occurrences to the Welfare Officer & Swim England in line with the Wavepower Policy. This does not affect individuals' right to inform Swim England of concerns directly should they wish. Contact details are outlined at Annex A.

Urgent concerns

If the concern is urgent and about a child at risk, and you cannot contact your Welfare Officer or the Swim England safeguarding team, you can call the NSPCC on 0808 800 5000.



Safeguarding Lead and Points of Contact:

Club Welfare Officer

The club has a Welfare Officer, available for guidance or to assist if you have a welfare or safeguarding query or concern.

Welfare Officer: Jaki Farrell

Contact: WincantonSwimmingClubWelfare@gmail.com.

Club Chairperson

The club's Chairperson oversees the effectiveness of this framework.

Club Chairperson: Colin Lovegrove

Contact: colin.lovegrove@btinternet.com

Policy Review:

This policy was last reviewed on: 15 Aug 24



Annex A – Safeguarding Occurrence Reporting Procedure.

Injury or Safety Hazard:

In the event of Injury or identification of a hazard that may pose a risk to the safety of a club swimmer, or other pool user, a Coach or Pool Lifeguard should be alerted.

Injury.

- **Action:** First aid will be administered by an RLSS qualified Lifeguard, with emergency medical assistance sought if required.
- Where emergency medical assistance, beyond first aid, is not required, a club coach should contact the supervising parent or recorded 'next of kin'.
- **Reporting:** Occurrences requiring first aid or emergency assistance should be recorded by the club coach leading the session in the Club's Incident Book¹⁷ (via Swim Club Manager). Required incident details are at Annex B.
- The club's Welfare Officer should be notified.

Safety Hazard.

- **Action:** The club coach leading the session should inform the duty lifeguard where the risk to safety is immediate. Otherwise, the centre's duty manager should be informed at the earliest safe opportunity.
- The reporting coach shall take measures to confirm the hazard has been addressed ahead of the next club session.

Safeguarding Concern:

The club has a Welfare Officer, trained in safeguarding and welfare matters. They are the principal point for the club's management committee, coaches, teachers, members and parents on queries of a safeguarding matter.

¹⁷ Wincanton Swimming Club "Incident Book": <https://app.swimclubmanager.co.uk/Users/Incident-Book.aspx>



If the safeguarding lead is not available, the club's Chairperson or Lead Coach may be consulted for assistance. Where this is not possible, or appropriate, the Swim England safeguarding team should be informed directly.

Swim England Safeguarding Team:

The club will report safeguarding occurrences to the Welfare Officer & Swim England in line with the Wavepower Policy. Individuals may report concerns directly in confidence to Swim England Safeguarding at:

Swim England Heart of Aquatics portal:

<https://www.swimming.org/swimengland/heart-of-aquatics/>

Telephone: 01509 640700 (Option 1 for Swim England and then Option 3 for Safeguarding).

Coaching / Staff Concerns

Concerns or queries with regards to coaching techniques for swimming, which cannot be resolved by the club's Lead Coach, should be reported directly to Swim England as above. Coaching concerns will be addressed in line with the Swim England Coaching Referral Protocol¹⁸.

Urgent concerns

If the concern is urgent and about a child at risk, and you cannot contact your Welfare Officer or the Swim England safeguarding team, you can call the NSPCC on 0808 800 5000.

¹⁸¹⁸ Swim England, "Coaches Referral Protocol":
<https://www.swimming.org/library/documents/2626/download>



Annex B – Occurrence Reporting Form.

Occurrences requiring first aid or emergency assistance should be recorded by the club coach leading the session in the Club’s Incident Book¹⁹. To aid poolside recording, the required details are duplicated on this proforma.

Incident Title	
Incident Date	
Member Involved	
Where Incident Happened	
How Incident Happened	
Level of Injury	<input type="checkbox"/> None <input type="checkbox"/> Minor <input type="checkbox"/> Major (Hospital Treatment) <input type="checkbox"/> Emergency (Ambulance)
Details of Injury	
Advice & Treatment Given	
Proposed Action	
Consequences	
Parents Informed	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹⁹ Wincanton Swimming Club “Incident Book”: <https://app.swimclubmanager.co.uk/Users/Incident-Book.aspx>