

**TYLDESLEY SWIMMING AND WATER POLO CLUB**  
**in accordance with A.S.A. Child Protection Procedures and Guidelines**

**CHILD PROTECTION POLICY**

All sporting organisations, which make provision for children and young people, have a duty:-

- To ensure that the club provide children and young people with appropriate safety and protection whilst in the care of the club.
- To ensure that all children/young people, regardless of age, disability, gender, racial origin, religious beliefs and sexual identity are protected from abuse.
- To ensure that all children/young people are protected by the use of Video and Camera equipment accordance with A.S.A guidelines.
- All Teachers/Coaches/Volunteers/Helpers (paid or unpaid) have a responsibility to report concerns to the Child Protection Officer.
- All members or parents/guardians have a responsibility to report concerns to the Child Protection Officer.
- To ensure that all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

It is not the responsibility of Teachers/Coaches/Officials/Volunteers/Helpers to make the decision whether abuse has occurred or not.

All Teachers/Coaches/Officials/Volunteers/Helpers are governed by the A.S.A/ISTC Code of Ethics and should act accordingly. The ethical standards comprise of the following values:-

- INTEGRITY
- RESPONSIBILITY
- COMPETENCE
- CONFIDENTIALITY

All personnel of the club should ensure that they demonstrate "good practice" and "behaviour" necessary to "PROTECT" themselves from false allegations.

- Always work in an open environment (e.g. avoid private or unobserved situations).
- Treat all children/young people/disability people as equals with mutual trust, respect and dignity
- Ensure the welfare of the children/young people comes first - before winning or achieving goals.
- Ensure that any form of manual or physical support is provided in an open environment and if necessary gain the permission of the parent/parents.
- Ensure there is a male and female member of staff when teams are travelling to competitions or fixtures. (NB: it is important to remember that same gender abuse can occur),
- Maintain a safe and appropriate environment - do not share rooms with children/young people.
- Adults should always obtain permission to enter a child's/young person's room, never enter uninvited and always ensure you are accompanied by another adult.
- Ensure that parents are fully aware and give full consent if actions of a personal nature (for very young or disabled people) are required.
- Involve parents/guardians wherever possible, ensuring that they are registered on the Club's Child Protection Listing with the A.S.A.
- Recognise the developmental needs of children/young people/disability people.

All personnel should ensure that to "PROTECT" themselves from allegations they should "NEVER PRACTICE" the following:

- Use any form of bullying, whether physical, verbal or emotional.
- Use inappropriate language to any children/young people/another adult.
- Make any sexually suggestive comments to children/young people/another adult.'
- Show any or allow disrespect for another person
- Never invite children/young people into your home, unsupervised.
- Never transport children/young people unless written consent has been given by parents/guardians.
- Never smoke or drink alcohol in the company of children/young people.
- Never use excessive training or competition as a form of punishment.
- Never allow behaviour deemed inappropriate for the circumstances i.e., horseplay; sexually provocative games.
- Never advocate the use of prescribed drugs or other banned performance enhanced substances.
- Never undertake any actions of a personal nature for any child/young person.

There are occasions when emergencies arise, these are unavoidable, but should be reported to someone in charge of the club or the child's parents, i.e. someone needs transport for treatment at hospital or parent fails to pick child up from training.

## **ABUSE**

When a child or young person joins the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club should work with the appropriate agencies to ensure the child receives the necessary support required.

A coach, teacher, team manager, volunteer, helper may have regular contact with children and young people and be the important link in identifying cases where a child or young person needs protection. All suspicions of poor practice should be reported following the guidelines in this policy.

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 judgment about any action to take. Abuse can occur within many situations including the home, school and the sporting environment

## **REPORTING**

- If a child/young person reports to a coach/teacher/official/volunteer/helper that he/she is being abused
  - stay calm and avoid rushing into actions which may be inappropriate.
  - re-assure the child/young person that they are not to blame.
  - do not promise to keep it to yourself.
  - listen to what the child has to say, do not put words into their mouth, and take it seriously.
  - only ask questions if you need to identify what the child is telling you - do not ask the child about explicit details.
  - Do not approach the alleged abuser.
  - make a detailed note of what the child has told you but do not delay in reporting it to the Club Child Protection Officer.  
(see attached form for assistance)
- Any concerns, suspicions or allegations of abuse to a child/young person/adult from "outside club" or by either a coach/teacher/official/volunteer/helper should be reported to the Club Child Protection Officer, who will :-
  - take such steps as considered necessary to ensure the safety of the person in question and any other person who may be at risk.
  - report to the President (in her/his absence) one of the (4) Vice Presidents.
  - refer the suspicion or allegation to the Social department or the Police
- If the concerns, suspicions or allegations are against the Club Child Protection Officer then the President will become the Reporting Officer and will consult 1 of the (4) Vice Presidents.

## **USEFUL TELEPHONE NUMBERS:-**

<b>A.S.A SWIMLINE TELEPHONE NUMBER:</b>	<b>0800 100 4001</b>
<b>N.S.P.C.C HELPLINE</b>	<b>0808 800 5000</b>
<b>CHILDLINE</b>	<b>0800 1111</b>

**TYLDESLEY SWIMMING AND WATER POLO CLUB  
RECORD OF DISCLOSURE FORM**

<b>NAME:</b>		<b>DATE OF BIRTH:</b>	
<b>ADDRESS:</b>			
<b>POST CODE:</b>			
<b>DATE:-</b>	<b>TIME:</b>	<b>PLACE:-</b>	
<b>WHAT THE CHILD SAID:</b>			
<b>YOUR OWN OBSERVATIONS:</b>			
<b>YOUR NAME:'</b>		<b>SIGNATURE:</b>	
<b>POSITION AT THE CLUB:-</b>			
<b>WHAT ACTIONS TAKEN:</b>			
<b>BY WHOM:</b>		<b>DATE &amp; TIME:</b>	
<b>EXTERNAL AGENCIES INFORMED:-</b>			
		<b>YES/NO</b>	
<b>POLICE</b>	<b>YES/NO</b>	<b>IF YES, WHICH</b>	
<b>SOCIAL SERVICES</b>	<b>YES/NO</b>	<b>IF YES, WHICH</b>	
		<b>NAME AND CONTACT NUMBER:-</b>	
		<b>DETAILS OF ADVICE RECEIVED:</b>	
<b>A.S.A</b>	<b>YES/NO</b>	<b>IF YES, WHO</b>	
		<b>NAME AND CONTACT NUMBER:-</b>	
		<b>DETAILS OF ADVICE RECEIVED:</b>	