

## **CARLTON FORUM SWIMMING CLUB CHILD PROTECTION POLICY**

(In conjunction with club rules 2.3.2 & 2.3.3)

### **Policy Statement**

Carlton Forum Swimming Club has a duty of care to safeguard all children from harm who are involved in the Swimming Club's activities. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. It is the aim of Carlton Forum Swimming Club to maintain the safety and protection of all children involved in all activities organised by the Swimming Club.

A CHILD IS DEFINED AS A PERSON UNDER THE AGE OF 18 (The Children Act 1989)

### **Policy Aims.**

The aim of the Carlton Forum Swimming Club Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Carlton Forum Swimming Club.
- Allow all staff / volunteers to make informed and confident responses to specific child protection issues.
- Appoint a Child Protection Officer.

### **Good Practice.**

Always working in an open environment (e.g. Avoiding private or unobserved situations and encouraging open communication with no secrets).

- Treating all young people equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving.
- Making sport fun, enjoyable and promoting fair play.
- Involving parents / carers wherever possible. If groups have to be supervised in the changing rooms always make sure that Club officials and parents work in a group of a minimum of two adults.
- Ensuring that if mixed teams are taken away, they should always be accompanied by an appropriate number of male / female Club officials and or parents.

- Giving constructive and enthusiastic feedback rather than negative criticism.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and / or other medical treatment. If a child sustains an injury and needs to go to hospital, it will be done with the full knowledge and consent of the child's parents or member of the committee, or in their absence... a responsible adult.
- Keeping a written record of any injury that occurs along with details of any treatment given.
- Requesting parental consent if the Club Officials are required to transport young people.
- Parents are responsible to notify the Club of any changes in circumstances but a reminder will be issued annually when membership renewals are issued.

### **Child Protection Officer.**

The Child Protection Officer is Mr David Eminson.

This person will, in conjunction with the Executive Committee, ensure that;

- All persons working with children within Carlton Forum Swimming Club are registered with the ASA and CRB checks will be carried out according to ASA guidelines.
- Any allegations shall be recorded and dealt with in confidence, with the necessary parties being informed.

### **Use of photographic / filming equipment.**

In accordance with ASA ruling; no photography or videoing may be carried out without prior permission and the necessary details put on file in the 'Club Register'.

- Parental permission for any filming / videoing of Club members will be sought on the Club Membership / Renewal forms.
- Any filming / videoing of Club members will only be undertaken by Club Officials and used solely as coaching aids for training purposes.
- Videos shall be either erased or stored securely.
- Mobile telephones are included as 'photographic equipment'.
- ASA rules forbid the use of mobile phones during 'galas'.

### **Parental responsibilities.**

- It is the responsibility of parents / guardians to ensure that swimmers attend teaching / training sessions with the correct attire and equipment necessary for their particular standard.

- Parents must inform the Club of any relevant illness or injury and the relevant medication on the Membership application form.
- The Club need to be informed of any changes in circumstances.
- Contact telephone numbers (inc. mobile numbers) should be given to the club in case of an emergency situation.
- The Club are only responsible for the safety and welfare of the children whilst they are attending a particular training session. Parents / guardians are responsible for the safety and welfare of the children prior to the start of training, and for the collection of the children following a training session.
- If a child is unable to be collected because of an emergency situation, parental instruction must be given to a club official.

**Signed (President)**

**Date**

**Signed (Secretary)**

**Date**