



# Halliwick Penguins Swimming Club

## for disabled people

Visit us at [halliwickpenguins.org](http://halliwickpenguins.org)  
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Registered Charity Number 1033588

AFFILIATED TO HALLIWICK AST



## Safeguarding Policy

We believe that the welfare of all is vital. All children, young people and vulnerable adults, (whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity) have the right to protection from harm and abuse.

The aim of Halliwick Penguins Swimming Club's policy for safeguarding children, young people and vulnerable adults (and its accompanying **Code of Good Practice**) is to provide children, young people and vulnerable adults with appropriate safety and protection and to facilitate all volunteers being able to make informed and confident responses to specific safeguarding issues.

- 1) Halliwick Penguins Swimming Club appoints two people as Welfare Officers. They are responsible for dealing with all documents relating to safeguarding with strict confidentiality. The Welfare Officers must be conversant with the Halliwick AST publication 'Safe to Swim'.
- 2) Halliwick Penguins Swimming Club has a **Code of Good Practice** (see below). All volunteers must receive a copy of this and sign to say that they have understood it (or to request further explanation).
- 3) The activities of every session are planned to minimise the situations where abuse of children, young people and vulnerable adults may occur. In particular:
  - i) No volunteer is left alone with a child or vulnerable adult where someone else cannot see their activity. This means there are sufficient people to observe.
  - ii) Volunteers do not meet with children, young people or vulnerable adults when they are alone. Volunteers must ensure another responsible person is available to be with them.
  - iii) Respect and understanding must be shown for the rights, safety and welfare of all members.
  - iv) Physical support with minimal body covering is an integral part of Halliwick in one-to-one and group situations so the awareness of safeguarding issues is of extra importance.
  - v) When a close support is being used it must be explained to the swimmer (and/or parent/guardian/carer/personal assistant) why it is being used and consent obtained. Please refer to the club's Policy on Physical Contact.

- vi) Group leaders should be able to observe the supports of volunteers in the water.
- 4) Children, young people and vulnerable adults may talk with an independent person.
    - i) The name and contact number of the Welfare Officers should be available, and everyone should be made aware of safeguarding provisions should they need them.
    - ii) The number of Childline is 0800 1111 and the number for the NSPCC 24-hour free Helpline is 0800 800 500.
  - 5) Halliwick Penguins Swimming Club ensures that children, young people and vulnerable adults' safeguarding procedures are being applied. Everyone is made aware of the club's policy on safeguarding of children, young people and vulnerable adults and procedures to be followed in the event of suspected abuse or abuse taking place.
  - 6) Halliwick Penguins Swimming Club provides regular training in all aspects of safeguarding awareness. When training has been given, volunteers should be aware of the actions to be taken.
  - 7) All helpers should have clear roles and know what is expected of them.
  - 8) There should always be a person available on the side of the pool to 'supervise' a session as a means of protecting children, young people and vulnerable adults. A person on the poolside has more opportunity to see what is happening in the whole pool.
  - 9) Two references should be obtained for all volunteers.
    - i) References must be kept securely filed.
    - ii) References are confidential documents but may need to be seen at a later date should the need ever arise for an investigation.
  - 10) Halliwick Penguins Swimming Club applies for DBS checks for all volunteers who are 16 years old or over.
  - 11) Halliwick Penguins Swimming Club discusses with new volunteers their experience of working with or contact with children, young people and vulnerable adults. If there are any doubts about a volunteers' suitability, Halliwick Penguins Swimming Club will await references and, where applicable, the outcome of a DBS check before allowing volunteers to work with children, young people and vulnerable adults.
  - 12) All volunteers should be aware of the procedures for dealing with alleged abuse. Any concerns should be explored immediately, in the first instance with the club's Welfare Officers.



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## Safeguarding of Children, Young People & Vulnerable Adults Code of Good Practice

This **Code of Good Practice** should be brought to the notice of every Halliwick Penguins Swimming Club volunteer and a copy will be available on the poolside at each session.

- 1) Halliwick Penguins Swimming Club has adopted a policy and procedure to safeguard the welfare of children, young people and vulnerable adults. For this reason, the club has appointed two responsible people as Welfare Officers. **These are Nina Ahmad (07931 328 030) and Jackie White (07889 283 623).** They will be responsible for dealing with all documents and correspondence relating to safeguarding and will handle documents and correspondence with strict confidentiality. The Welfare Officers are conversant with the Halliwick AST publication 'Safe to Swim'.
- 2) The activities of every session should be planned to minimise situations where abuse of children, young people or vulnerable adults may occur.

### Basic principles:

- i) To ensure no Halliwick Penguins Swimming Club volunteer is left alone with a child or vulnerable adult where someone else cannot see their activity.
- ii) Halliwick Penguins Swimming Club volunteers should not be with any children, young people or vulnerable adults alone.
- iii) Halliwick Penguins Swimming Club volunteers are not allowed to take a group of children, young people or vulnerable adults outside the pool area without a minimum of two adults and the permission of the responsible adult(s).
- iv) Halliwick Penguins Swimming Club volunteers will respect and understand the rights, safety and welfare of all members.
- v) Any physical support that is used in the water and the reason it is being used will be explained to each swimmer (and/or their parent/guardian/carer/personal assistant). Consent will always be obtained. Please see the club's Policy on Physical Contact.
- vi) Halliwick Penguins Swimming Club volunteers working with swimmers in the water will meet regularly to review the club's activities, plan work, share experiences, receive training and talk about a swimmer's progress.

- 3) Halliwick Penguins Swimming Club has a system in place whereby children, young people and vulnerable adults may independently talk to or contact a club representative.
  - i) **The club's welfare officers are Nina Ahmad (07931 328 030) and Jackie White (07889 283 623).** Contact numbers are kept on the poolside and displayed on the website. Everyone should be made aware of safeguarding facilities should they ever need them.
  - ii) The number of Childline is 0800 1111 and the NSPCC 24-hour free helpline number is 0800 800 5000. The number of Social and Health Care is 0845 050 7666 (out of hours Helpline 0800 833408).
- 4) Halliwick Penguins Swimming Club will endeavour to ensure that the Safeguarding Policy procedures are being applied. All Members will be made aware of these procedures.
- 5) All Halliwick Penguins Swimming Club volunteers who are 16 years of age or older must have an enhanced Disclosure and Barring Service (DBS) disclosure check. If a carer or personal assistant accompanies a swimmer in the water, they will be required to complete a club membership form and Halliwick Penguins Swimming Club will ask to see their current DBS check.
- 6) Halliwick Penguins Swimming Club will provide training regarding aspects of safeguarding awareness to its volunteers. (The Halliwick AST publication 'Safe to Swim a – A training Package on the Safeguarding of Children and Vulnerable Adults from Abuse' provides the information that is needed.)
- 7) Halliwick Penguins Swimming Club volunteers should have clearly defined roles and know what is expected of them; abuse may be more easily concealed where there is confusion around roles and responsibilities.
- 8) There should always be at least one Halliwick Penguins Swimming Club member available on the side of the pool to 'supervise' each session to protect children, young people and vulnerable adults.
  - i) A person on the poolside has more opportunity to see what is happening in the pool overall.
  - ii) When there is group work, the group leader can also monitor what is happening in the pool.
- 9) Names of two referees will be obtained for all Halliwick Penguins Swimming Club volunteers.
  - i) References may be taken up.
  - ii) References will be kept securely filed.
  - iii) References are confidential documents but may be needed in the event of an investigation.
- 10) Halliwick Penguins Swimming Club should ascertain, as far as is reasonable, an applicant's experience of working with children, young people and vulnerable adults.

- i) An applicant's experience should be discussed individually with the applicant.
  - ii) If there are any doubts about a potential volunteer's suitability, Halliwick Penguins Swimming Club will await references and DBS checks (where applicable) before allowing them to work with the club.
  
- 11) The Welfare Officers will ensure prospective applicants have no material or relevant criminal convictions by ensuring all Halliwick Penguins Swimming Club volunteers have an enhanced DBS disclosure check where applicable (see Point 5 above).
  - i) All situations that involve children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974.
  - ii) All convictions must be declared.
  
- 12) The Welfare Officers will follow the guidelines on how to deal with the disclosure or discovery of abuse.
  - i) All Halliwick Penguins Swimming Club volunteers should be aware of the procedure for dealing with alleged or suspected abuse.
  - ii) Any concerns should be reported immediately to one of the two Welfare Officers.
  
- 13) New Halliwick Penguins Swimming Club volunteers will only be fully accepted as a volunteer following a successful training period with Halliwick Penguins Swimming Club.
  
- 14) This **Code of Good Practice** will be available to every Halliwick Penguins Swimming Club volunteer, and they should sign the **Code of Good Practice Confirmation Form** (see below) to show they have read and understood this **Code of Good Practice** (or to request further explanation). The principles in this **Code of Good Practice** should then be put into practice and **be seen to be practised**.



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## Safeguarding of Children, Young People & Vulnerable Adults Code of Good Practice Confirmation Form

Once a (prospective) volunteer has been given and has read the **Code of Good Practice** in relation to safeguarding, they should complete this form and return it to one of the club's Welfare Officers.

Please note that **either** Section 1 **or** Section 2 should be completed (**not both**). Section 3 is for completion by a club official and the (prospective) volunteer, but only if necessary.

### Section 1

I have been given a copy of Halliwick Penguins Swimming Club's <b>Code of Good Practice</b> in relation to safeguarding and confirm that I have read and have understood it.	
PRINT your name:	
Sign here:	
Date the form here:	

### Section 2

I have been given a copy of Halliwick Penguins Swimming Club's <b>Code of Good Practice</b> in relation to safeguarding but I do not understand it and would like it explained to me.	
PRINT your name:	
Sign here:	
Date the form here:	

### Section 3

I confirm that I have explained the <b>Code of Good Practice</b> in relation to safeguarding to the individual named in Section 2 of this form and I am satisfied that they now understand it.	
PRINT your name:	
Sign here:	
Date the form here:	
Position in club:	
Signed by the (prospective) volunteer to confirm they have been given further explanation and now understand the <b>Code of Good Practice</b> :	
Date the form here:	

This completed form is to be kept securely by one of the club's Welfare Officers.

For further information on safeguarding of children, young people and vulnerable adults, see Halliwick AST's publication 'Safe to Swim'.