



# Hebburn Metro Amateur Swimming Club

## Child Protection Policy (July 2018).

*\*For the purpose of this policy Club relates to Hebburn Metro ASC*

### **Before Club sessions**

It is the responsibility of the parent/carer to ensure that the swimmers are appropriately kitted out for their session. Parents/carers should ensure that they supervise their child(ren) in the changing rooms, where appropriate. Until the child's session begins they should remain with their parent/carer as the Club cannot take responsibility for them until their session start time, and they are invited onto the poolside by their coach. This means that they are not to sit along the pool side while other lessons are going on, as the coach cannot be held responsible for them, especially while coaching another group.

### **During the club sessions**

During their session, the child is under the responsibility and the duty of care of the person who is coaching them at that time on behalf of the Club. If a swimmer goes out of the pool area the coach must be informed of this. If they fail to return in a reasonable time, or appear upset upon leaving the poolside the coach will request a suitable Club official ensure that they are all right.

If a complaint is received that an incident has occurred in the changing room between a swimmer and any other person the Club has a duty to act upon that concern and investigate appropriately. If the incident involves a person not associated with the Club, the pool manager should be made aware and consideration given as to whether the statutory agencies need informing.

In the majority of cases, in order to protect the child and the adult, it is not common practice for adults and children to swim together as it places both parties at risk. At times, where it is deemed necessary by the coach, they will coach from in the water using appropriate contact with the swimmer.

It is recommended that no names should be placed in a visible position on the swimmer's kit.

### **After a session is completed**

Hebburn Metro A.S.C. has a duty of reasonable care to swimmers. This extends to an awareness on the part of the Club that their junior members have been collected, in so far as is possible, at the conclusion of a session. For example, no swimmer is left unsupervised if a parent is late. However, this has to be age appropriate; a 17 year old is capable of getting themselves home, but a 12 year old is not, unless we have received written parental consent. However, as the Club uses changing rooms that are also accessible to non-Club members for public swimming it would be extreme to expect the Club to search the changing areas in case a junior member was there.

If a child is not collected within an appropriate time frame this will be reported to the Club Welfare Officer (Anne-Marie Whyte), and the child's emergency contact will be informed that they have not been collected from their session. Children who swim in the stages, from Tots to level 7, should not be left unsupervised at the pool, a parent or carer must be present in the building. Children who swim in squad and pre-squad may be left in the care of the Club, provided they are over 8 years old and the Club has up to date contact details for parents/carers. If a child is not collected they will be appropriately supervised by a member of the Club, until they are collected by an appropriate adult. Parents must ensure they have a contact number for a member of the Club, so they can inform the Club if they are delayed in collecting a swimmer. This should only take place in exceptional circumstances.

Where a parent does not collect or make suitable alternative arrangements to ensure the safety of a minor, it may be viewed as failing to exercise parental responsibility. In a situation where a child fails to be collected a

pool operator or Club official should refer directly to social services or the police for assistance. If a parent repeatedly fails to collect a minor in reasonable time it should be reported to the LADO for South Tyneside.

### **Disclosures**

All coaching staff at the Club hold current, appropriate coaching certificates and are cleared to coach through a CRC and membership to the appropriate swimming authority (STA/ASA).

The Club Welfare Officer has received training from UK Sport and the NSPCC Time to Listen, regarding Welfare and Protection of Children and Vulnerable adults. If anyone within the Club has any concerns regarding a child, coach or other member of the Club then they must raise this concern with the Club Welfare Officer (CWO) – Anne-Marie Whyte.

CWO Contact details:  
Anne-Marie Whyte  
[amwhyte123@sky.com](mailto:amwhyte123@sky.com)  
07824810773

The CWO will then investigate the concern, speaking to those involved with the utmost professionalism and discretion. Depending upon the outcome of this investigation appropriate support will be sought and information passed on to those whom it may concern. While this is not expected to take part often, everyone involved in the Club must remain vigilant as far as Child Welfare and Protection is concerned.

### **Video and videoing of children.**

The videoing of children by spectators is **not permitted** in any area of the pool.

If the Club chooses to video any swimmers, it will be justified by the Club as to why this video is being made. (e.g. to assist in swimming stroke development). Assuming a video is taken, then the written consent will be requested from the parents of the children, with an invitation to the parents to attend the videoing and subsequently view the video. Any concern and the videoing will cease and the video not used.

After videoing, unless it can be justified as to why the video is to be kept, the video should be destroyed once it has served its purpose. Additionally, the person taking the video will be extremely careful in the content of the video.

### **Photography and photographing swimmers.**

The publishing of a photograph of swimmer under 18 either on a notice board, social media site or in a published article will only be undertaken with parental consent, and in line with Child Protection guidelines. A parent or carer has the right to refuse to have children photographed. Therefore, any photo that may go to press, on the Club website, Facebook page or on notice board, be it through a member of the Club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing. The Club has a photo consent form which must be completed by all new members and updated if a parent changes their mind about allowing their child's photo to be used.

In the case of open meets and other competitions where the host club has an official photographer present all parents attending should be made aware of this in the meet details. If photos are to be published anywhere the individual parent should give consent. This should not be hard as only a few are ever

published and the individual should be easily identified. The guidelines for publication of photos are head and neck only, or in tracksuits if full length and they should not give details identifying the swimmer, such as full name, place of residence or school attended.

### **Mobile phones**

Mobile phone should be registered as a camera if it has that facility in line with our policy, and that of the pool, on cameras. The Club would like to make its members aware that while we do not support the banning of phones, as children may need them to keep in touch with parents, particularly in emergencies. The Club would like to remind members any photos taken should come within our guidelines and that if mobile phones are taken into changing rooms they must not be used to take photos or video.

Individualised photographs will not be kept on the Clubs website and certainly not with identifying names as this could lead to a child being approached and placed in a vulnerable position. The same applies to any Club printed materials such as the Clubs annual report.

### **Transporting children**

When a club official or coach is involved in transporting children to competitions they should preferably:

1. Only transport children under 16 with another adult in the car.
2. Ensure children sit in the back seat and the adult in the front.
3. In the case of children over 16 it remains best practice to have another adult present in the car. If this is not possible always transport more than one young person at any one time and again ensure they sit in the back seat.
4. Never transport children without the agreement in writing, of a parent or guardian. This can be done as a one off annually, not on each occasion providing the parent/guardian remains aware of when their child is being transported.
5. You must ensure you have correct insurance for transporting other people. Club insurance accepts the practice of transporting swimmers in private cars.
6. In the case of a mini bus always have a responsible adult with you as a number of children playing around could distract the driver. Ensure the insurance obtained is appropriate for this use.

CW/O: *AM Whyte*  
Chair: *N Stock*

Date: July 2018  
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