

PREVENTION

CLUB GUIDANCE

To minimise the risk of a child being abused, the club should:

- Follow ASA policy and guidelines on recruitment and ensure all personnel who have significant contact with children and young people undertake a CRB check (See Role of Club Welfare Officer and Appendix A). In the interim period all existing club members who have significant contact with children and young people are required, in addition, to complete the ASA self declaration (Purple) form.
- Publicise the role of the welfare officer as the appropriate person to whom concerns of a child protection nature should be raised, or in his or her absence a member of the club committee. The welfare officer will be able to give you the information on how to appropriately refer on the concern or will take responsibility for referring the concern on him or herself.
- Have a clear policy on taking children away for events based on the procedures laid down in "Safe sport away".
- Have a written club policy outlining the direct responsibilities for running and providing activities and operating standards to ensure children and young people are adequately supervised by adequately trained persons at all times.
- Have a clear written policy on Bullying.

GOOD PRACTICE

The club should have a code of good practice outlining what is acceptable behaviour and how to promote good practice. In addition it should also have a complaints policy which is available to all parents and club members and which outlines the disciplinary policy of the club and an anti bullying policy. To comply with the above those involved in the running of the club should:

- Ensure all members comply with the ASA code of ethics.
- Acknowledge they have a duty of care for swimmers until they leave the club venue or event with an appropriate adult. If a carer or parent persistently fails in their duty of care towards their child by failure to collect that child at the appropriate time the club should refer the matter appropriately.
- Avoid one to one situations with a swimmer except in an unavoidable emergency.
- Provide guidelines to all coaches, teachers, officials and helpers who have significant contact with children on appropriate/expected standards of behaviour towards children and young people at all times.
- Encourage all personnel involved with children directly in the club to undertake suitable training.
- Provide guidance of the expected and acceptable behaviour of children towards other children.
- Lay down disciplinary measures that are non-violent and do not involve humiliation of children and young persons. The disciplinary policy of the club should comply with the guidelines prepared by the ASA Judiciary to assist clubs in administering discipline within their own rules to ensure compliance with principles of natural justice.
- Promote a culture that ensures all children are listened to and respected as individuals.
- Ensure that mixed teams are appropriately accompanied by male and female coaches/teachers/officials.
- Not allow bullying, humiliating behaviour, racist or sexist comments within the club.
- Not allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.
- If you are a coach or teacher follow the guidelines of your professional organisation. Never invite swimmers to your home for the day or overnight as in all circumstances your professional position must be maintained.
- Ascertain the child's and the parent's/carers views about manual support for children who need this kind of help, particularly when they are in the water.
- Make sure you have another adult accompanying you. If it's necessary to do things of a personal nature for children who are young or disabled, Get the child's consent if at all possible and certainly get consent from the parent/carers. Let the child know what you are doing and why.
- Ask parents/carers and/or nominated club officials to be responsible for children in changing rooms.
- Get teachers/coaches/club officials to work in pairs if classes or groups of children have to be supervised in the changing room.

RECRUITMENT

When recruiting club coaches and teachers whether paid or unpaid the following guidelines should be followed at all times.

- Anyone has the potential to abuse children, male/female, young/old.
- A potential abuser will choose to work where he has access to children.
- An employer who asks the right questions and does the right checks to prevent abuse will put off a potential abuser from pursuing the application.
- The same procedure in recruitment needs to be consistent whether the person is paid or unpaid, full or part time.
- A potential abuser will not appear “different” and may be the most helpful and kind person in the group. To be particularly helpful, kind and friendly is part of the process by which the abuser becomes a trusted and respected member of the group. This is known as the “grooming process”.
- He/she may spend several months or years getting the trust of those around him to enable abuse to take place. In the case of sport some people will train within a club as a teacher or coach after having made themselves “invaluable” to the club committee, parents and swimmers.

ADVERTISING POSITIONS

When advertising for all staff to work directly with children you should:

- Note in the advert that you have a Child Protection Policy.
- Ensure all checks possible are made in advance of employment.

APPLICATION FORMS AND INTERVIEWS

Application forms and the subsequent interview should be designed to elicit information required to ascertain the persons suitability to work with children and should include the following:

- Past careers whether with children or not. (Any gaps in employment should be questioned at the interview.)
- Any criminal record – specify that all offences against children need to be disclosed fully and will disqualify them from the position of a coach within swimming.
- Whether the applicant has ever been refused employment with children and young people in the past.
- Whether known in any capacity to a Social Services Department. If yes, details should be asked for and if need be dealt with further in the interview.
- The name and address of two people (not relatives) as references including the last swimming club for whom they worked in the capacity for which they are applying. At least one reference must be able to comment upon the candidate’s ability to work safely with children and young people.
- If the reference from the previous club raises any concerns the Welfare Officer should advise the ASA Legal Affairs Department.
- After a position has been offered the candidate should be asked to complete a Criminal Records Bureau (CRB) application form. If they have a current CRB enhanced check the Welfare Officer should contact the ASA Legal Affairs Department to seek advice on whether a new check is required.

- Additionally the interviewer should question any concerning responses on the application form or reference regarding work with children and should satisfy themselves that the candidate is able and committed to fulfilling their role in a manner that is appropriate and acceptable under the ASA child protection guidelines.
- All appointed candidates should be informed they may need to undertake some child protection training in line with ASA guidelines.

REFERENCES

You should make every effort to verify any reference received from a club that has employed your candidate with children or who supports the person as being suitable to work with children.

TRANSPORTING SWIMMERS AND AWAY TRIPS

In any swimming club event that requires transporting swimmers or staying away over night, good practice should be followed at all times.

When a club is taking children away overnight or longer for training, competition or social events they must follow the guidelines in “Safe Sport Away”, a copy of which has been sent to all clubs. If this publication has been mislaid please contact the Legal Affairs department to purchase a new one.

ASA TRAINING IN CHILD PROTECTION AWARENESS

The ASA is committed to providing child protection awareness training for all club welfare officers and other staff including teachers and coaches. Details of training will be notified to the club Welfare officer.

It is expected that all persons who have significant contact with children through swimming take part in available training.

PHOTOGRAPHY, MOBILE PHONES AND WEBSITES

It has come to the attention of the ASA that persons unconnected to the sport or club have been taking photos and videos of swimmers for illicit use. All clubs must follow the ASA guidelines on photography and use of photographic material.

The issue of Mobile phones with the ability to take photos is currently being debated by sports organisations and the Child Protection in Sport Unit (CPSU). The ASA believes it is not wise to ban young people from having mobile phones as they enable young people to remain in contact with parents and in an emergency to get appropriate assistance. The ASA is recommending that sounds be added to mobiles that will be easily recognisable when a photo is being taken.

The ASA's current policy on photography with a mobile phone is covered by our current guidelines and a parent or young person wishing to take such a photo should register in the photography book.

As it is currently possible for photographs to be taken with a mobile phone unknown to the person being photographed, the ASA requires all ASA clubs to advise all its members to be vigilant in changing rooms and other areas of the pool and to report

immediately to the pool management and the club any concern arising from the photographic use of mobile phones.

It has also been identified that some clubs are using "web sites" as a means of making their club known. The ASA has specific guidelines on use of swimmers' names and details on web sites and these policies must be followed at all times.

In competitions and galas, look out for people who don't appear to be relatives or friends of children who are swimming but, nevertheless, seem to spend a lot of time videoing or photographing them. Report these incidents to the organisers or the pool management immediately.

If you're organising a swim meet arrange an accreditation system for parents/relatives and friends and bonafide press photographers

AMATEUR SWIMMING ASSOCIATION GUIDELINES FOR USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT COMPETITIONS

Professional photographers/ filming / video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers / film / video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be established whereby a record is made of the individual's name and address and club. Professionals are required to register prior to the event and their identification details also recorded. Ideally identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation. Where regular events occur, the identifying label should be changed to prevent unofficial replication.

Public Information: the specific details concerning photographic / video and filming equipment registration should, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The recommended wording is: *In line with the recommendation in the ASA Child Protection Policy, the promoters of this event require that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography.*

AT ALL TIMES CLUBS MUST ADHERE TO ASA LAW

with particular reference to:

- The code of ethics.
- The guidance on child protection procedure.
- The guidance on CRB checks for all club coaches, teachers, helpers and officials.

AND ALL CLUBS SHOULD

- Ensure a swimline notice is on display and this file is available when requested.