



Safeguarding Policy

1. Policy Statement

Northgate Swimming Club is committed to providing a **safe, positive and enjoyable environment** for all children, young people and adults who take part in club activity. The welfare of children and adults at risk is paramount, and safeguarding is the responsibility of **everyone** involved in the club. This policy is adopted in line with [Swim England Wavepower](#), Swim England's safeguarding policy and procedures document for affiliated clubs and organisations.

Northgate Swimming Club recognises that all members have the right to participate in swimming in an environment where they are **protected, included and welcomed**, and where their safety, welfare and wellbeing are embedded throughout the club's culture and practice.

2. Scope

This policy applies to all individuals involved in Northgate Swimming Club, including:

- committee members
- coaches and teachers
- volunteers and helpers
- officials and team managers
- swimmers
- parents/guardians
- any other person acting on behalf of the club

This policy applies to all club activity, including training sessions, competitions, galas, camps, travel, social events, online communication and any activity delivered under the club's name. It is intended to reflect the safeguarding expectations set out by Swim England in Wavepower.

3. Governing Safeguarding Framework

Northgate Swimming Club adopts and will follow **Swim England Wavepower** as the club's governing safeguarding source and guidance. The club will also align its safeguarding arrangements with any relevant Swim England codes of conduct, safer recruitment expectations, training requirements and welfare guidance set out within Wavepower.

4. Principles

Northgate Swimming Club will:

- put the welfare of children and adults at risk first
- create an open, listening and respectful environment where concerns can be raised safely
- take all concerns, allegations, suspicions and disclosures seriously
- respond promptly and appropriately to safeguarding concerns using Wavepower procedures
- promote safe recruitment, appropriate safeguarding training and clear codes of conduct
- work with Swim England, statutory agencies and partners where necessary to protect children and adults at risk



5. Roles and Responsibilities

5.1 Club Committee

The club committee is responsible for ensuring that safeguarding is embedded in the governance and day-to-day operation of the club, that this policy is implemented, and that the club follows the current version of Wavepower.

5.2 Coaches, Teachers, Officials and Volunteers

All club personnel must:

- act in accordance with this policy and Wavepower
- maintain appropriate boundaries and behaviour at all times
- report any safeguarding concern without delay
- complete required **Swim England Safeguarding course**.

5.3 Parents/Guardians

Parents and guardians are expected to support the club's safeguarding arrangements, promote safe behaviour, and raise concerns promptly where they believe a child or adult at risk may be unsafe.

5.4 Swimmers and Members

All members are expected to behave respectfully, follow the club's codes of conduct, and speak to a trusted adult, coach or the club welfare officer if something worries them or makes them feel unsafe.

6. Club Welfare Officer

Club Welfare Officer contact: welfare@northgateswimming.co.uk

Northgate Swimming Club has a designated **Club Welfare Officer**, appointed by the committee, who is the first point of contact for safeguarding and welfare concerns within the club.

Mandatory Welfare Officer requirements;

- Enhanced DBS with barred list check
- Swim England Safeguarding training
- Welfare Officer (Time to Listen) training
- Swim England Good Governance Welfare Officer training

The Welfare Officer will support the club to manage concerns in line with Wavepower, including concerns relating to children and adults at risk. It is mandatory that a welfare officer is not related to, or in a close relationship with any member of the committee, or a coach/swimming teacher of the organisation they serve. If a concern involves the Welfare Officer, or if a person feels unable to report to them, the concern should be reported directly to Swim England and/or the appropriate statutory agency as required under Wavepower procedures.

7. Reporting a Safeguarding Concern

Any concern about the welfare of a child or an adult at risk must be taken seriously and reported promptly.

Concerns may include:

- something a child or adult says



- a disclosure of abuse or harm
- concerning behaviour by an adult or another child
- signs of neglect, abuse, bullying or exploitation
- concerns about online contact or communication
- inappropriate use of phones or devices in changing areas

Northgate Swimming Club will respond to concerns using the reporting procedures set out in Wavepower, including the sections on **reporting a concern about a child at risk of harm** and **reporting a concern about an adult at risk of harm**.

Where there is an immediate risk of harm, emergency services should be contacted without delay. The club will then inform the Welfare Officer and Swim England as appropriate. This policy does not replace the duty to act urgently where a person is in immediate danger.

8. Recording, Information Sharing and Confidentiality

The club will keep a clear, factual and timely written record of safeguarding concerns, actions taken and decisions made. Information will be shared only on a **need-to-know basis**, in line with safeguarding requirements and Wavepower guidance on **recording, information sharing and confidentiality**.

The club recognises that confidentiality cannot be promised where doing so would leave a child or adult at risk of harm.

9. Safer Recruitment and Training

Northgate Swimming Club is committed to safer recruitment and the safe deployment of people in positions of trust. The club will follow the **safer recruitment** actions required by Wavepower where roles involve regulated activity or safeguarding responsibilities. The club will ensure that individuals undertake required safeguarding training required for their role.

10. Anti-Bullying

Northgate Swimming Club will not tolerate bullying, harassment, discrimination, victimisation or abusive behaviour in any form. Concerns relating to bullying will be managed promptly, fairly and in line with Wavepower guidance and the club's behaviour expectations.

11. Online Safety and Communication

The club recognises the safeguarding risks associated with digital communication and online contact. Any online communication with children must be appropriate, necessary, transparent and consistent with Wavepower guidance on **online contact and communication with children**.

The club expects all coaches, volunteers, committee members, swimmers and parents to use social media, messaging and digital platforms responsibly, respectfully and safely.



12. Changing Rooms and Mobile Phone Ban

Northgate Swimming Club is committed to ensuring that changing areas remain safe and respectful spaces for all members. In line with Wavepower and the “Keep it in Your Locker” Campaign, **the use of any mobile phone or device in a changing area during Swim England regulated activity is prohibited.**

For the purposes of this policy, a “device” includes any item capable of taking or storing images or video, such as a mobile phone, tablet or similar electronic device.

The club will support clear communication of this rule to members, parents and visitors and, where possible, work with venues to ensure appropriate signage is displayed.

13. Photography and Filming

Any photography or filming connected with club activity must be conducted in accordance with Wavepower and any club procedures in place. Images must be taken and used appropriately, safely and lawfully, and never in changing areas.

14. Trips, Galas and Events

Where the club organises away events, galas, camps or travel, appropriate supervision, welfare arrangements and safeguarding measures will be put in place in line with Wavepower guidance.

15. Responding to Concerns About Adults at Risk

Northgate Swimming Club recognises that safeguarding responsibilities also extend to **adults at risk of harm**. Wavepower now includes adult safeguarding policy and procedures, and the club will respond to such concerns in line with those requirements.

16. Review and Monitoring

This policy will be reviewed regularly and at least annually, or sooner if there are changes to:

- Swim England Wavepower
- legislation or statutory guidance
- club structure or welfare arrangements
- learning arising from concerns, incidents or case review

Because Wavepower is maintained as a digital document reviewed annually and updated when necessary, Northgate Swimming Club will ensure that its safeguarding practice remains aligned with the **current version**.

Policy Approval Record

Policy title: Safeguarding Policy

Organisation: Northgate Swimming Club

Approved by: Katie Hunt Vice Chair, Lynn Wenlock Welfare Officer

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