

COAST AND FOREST EDUCATION

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Safeguarding Policy

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Purpose

‘To create an environment that is safe and secure for all learners, staff and associates.’

This policy covers children (i.e. persons under 18 years of ages) and vulnerable adults and is written in line with statutory guidance including:

- i. Keeping Children Safe in Education (2015)
- ii. Working Together to Safeguard Children (2018)
- iii. Prevent Strategy (2011)

Policy scope

There are three main elements to our policy:

- i. Prevention through centre support offered to all learners and the creation and maintenance of an organisational-level ethos.
- ii. Protection by following agreed procedures, ensuring staff are subjected to background checks prior to recruitment and they are trained and supported to respond appropriately and sensitively to concerns.
- iii. Support for learners and centre staff who may have been abused.

The Policy

Coast and Forest Education recognises the responsibilities as listed below when working to deliver swimming lessons to children, young people and vulnerable adults:

- Safeguard children, young people and vulnerable adults from harm and abuse
- Take action when necessary to safeguard children, young people and vulnerable adults
- Report any concerns about the welfare of children, young people and vulnerable adults in their care

To achieve this Coast and Forest Education will ensure that:

- i. All staff and volunteers receiving training in safeguarding as part of their mandatory induction.
- ii. Regular training for staff on identifying safeguarding issues.
- iii. Embedding a robust recruitment policy that enables critical checks in line with safer recruitment (DBS, barred lists, prohibition order checks and references).

A key aspect of this Safeguarding Policy is that it is the duty of swim teachers and all other staff involved in the provision of swimming lessons to raise/report any concerns they have about any child, young person or vulnerable adult under their supervision. A teacher may suspect that abuse has been inflicted on a child, young person or vulnerable adult by an unknown third party; a colleague, a parent or teacher; or another child or group of children, young people or adults. If abuse is suspected a record must be kept of what has been said and it must be reported to the relevant authority. Acting on concerns is **not** the responsibility of the swimming teacher or other staff member or learner on a course. Determining whether abuse has taken place is the domain of child protection professionals (social services and the police). However, the guidelines below will help to identify good practice in the protection of children, young people and vulnerable adults when in the workplace.

Everyone who participates in our activities is entitled to an enjoyable and safe environment care and protection from abuse; the guidelines below are aimed at ensuring this is the case.

Staff conduct:

All staff (and others undergoing training) will ensure that their personal behaviour is beyond reproach and unambiguous. The policies and procedures of Coast and Forest Education will be followed so that the risk to all participants is made as low as possible.

As such, the tutor (and others undergoing training) should;

- Act as an excellent role
- Respect all individuals irrespective of age, ability, sex and sexual orientation, development stage, religion, race or colour.
- Ensure that all children, young people and vulnerable adults can participate without fear of harassment, intimidation, bullying and abuse.
- Treat everyone fairly, giving similar attention to those with more and less ability.
- Put the child's, young persons and vulnerable adult's welfare before personal achievement
- Maintain a safe and appropriate relationship with their participants
- Any relationship must be built on trust
- Demonstrate proper personal behaviour and conduct at all times
- Refrain from touching the participant unnecessarily, always explain and ask if there is any need to touch and request permission to do so
- Ensure that all lessons are carried out in as safe an environment as possible
- Avoid being alone with a child, young person or vulnerable adult
- Ensure parents or those responsible for the child, young person or vulnerable adult understands if sessions are to be carried out on a one to one basis that they need to be present. Such training should not take place with the teacher and participant alone.
- Do not leave a child, young person or vulnerable adult in a situation that you cannot control or where another can abuse them.
- Hand over care of the child, young person or vulnerable adult to an appropriate person at the end of a session. Do not leave them alone at the end of session programmes.
- Always encourage and do not shout. Encouragement will produce better results whilst shouting can be classed as abuse.

- Never reduce a child, young person or vulnerable adult to tears.
- Never use inappropriate language or sexual references
- Take care that the lesson is not too long or strenuous
- Show due regard for Acts of Commission or Omission where danger or injury could be caused.
- Create a culture of Safety
- Try to ensure children, young people and vulnerable adults are dressed appropriately for the activity
- Be watchful of any symptoms of illness or distress
- Under no circumstances hit or strike a child, young person or vulnerable adult
- Return any child, young person or vulnerable adult who cannot be controlled to the care of the parent, guardian or carer
- Report any witnessed, or suspected, incident of abuse to the swim school manager or person responsible for the course
- Explain, if any child, young person or vulnerable adult confides that they have been abused, that they will have to report it further
- Report to the centre manager or person responsible for the course any incident of abuse confided to them by a child, young person or vulnerable adult
- Report any injury suffered by a child, young person or vulnerable adult to the centre manager or course organiser
- Never take photographs of children, young people or vulnerable adults without the express consent of their parent or guardian
- Remember that abuse takes many forms
 - Emotional: e.g. Showing anger
 - Verbal: e.g. using sarcasm, putting down, bullying, applying too much pressure to achieve
 - Physical: e.g. inflicting pain or injury
 - Neglect: e.g. actions meaning children, young people and vulnerable adults are pushed too hard, have inappropriate kit, or if left unattended for too long after a lesson has been completed.
 - Sexual: e.g. touching or sexually explicit language

Following the good practice guidelines listed above will ensure that:

- All teachers operate within an agreed ethical framework.
- Swimming makes a positive contribution to the development of children, young people and others.
- Teachers are protected from false allegations of abuse or poor practice.

Responding to Disclosure

If a child, young person or vulnerable adult discloses an allegation of abuse, it is important that teachers and assistants know how to respond. The following points provide good practice guidance to follow:

- Do not interrupt the child, young person or vulnerable adult, listen carefully to what they have to say.

- You should *not* promise that what they tell you will remain confidential. Find an early opportunity to explain that the information may have to be shared with others.
- Ask questions for clarification only and remember that it is not your duty to investigate the issue, only to establish the facts. Ensure that any questions you ask are not leading questions that suggest a particular answer.
- Give the child, young person or vulnerable adult reassurance that they have done the right thing in telling you.
- Be sure to tell the child, young person or vulnerable adult what you will do next and with whom you will share the information.
- Make written notes immediately after a disclosure.
- Pass all information including written notes to the centre manager who is also the Designated Safeguarding Lead (DSL) for the training centre. The DSL will be responsible for investigating the raised concern through a set procedure.
- Coast and Forest Education will handle such allegations sensitively
- The DSL will also need to refer cases of suspected abuse or allegations to the local Social Services Department in accordance with LSCB procedures, and work with other agencies in line with *Working Together to Safeguard Children (2018)*. And the Police in certain circumstances
- The local LSCB for Dorset is <https://www.dorsetlscb.co.uk/>
- Concerns may be reported by the DSL to Dorset Safeguarding Children Board
Telephone: 01202 228866
Email: MASH@dorsetcc.gov.uk

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