

# Safeguarding Guidance

**Version Four – February 2024**

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Revisions 01/03/2023:  
Revisions 23/01/2024:

Appendix 7 – Club Young Person Guidance for Club Activity.  
Page 3 New section added - How to deliver Safeguarding Training.  
Page 16 21. New Physical Readiness Guidance added.  
Page 20 22. Revised Young Person and Vulnerable Adult - Parent/Guardian Consent.  
Page 47 Appendix 7 - Young Person Guidance – Revised to clarify.  
Page 55 Appendix 12 - Safeguarding Training Checklist - Self Declaration.

Revisions 12/02/2024:

Guidance on Physical Readiness in Version Three has been deleted.  
All text on Page 15 of Version Three 21. Parent/Carer Consent, has been replaced by new section 20 of this guidance

## How to apply and deliver Safeguarding Training

Training should be provided by the Club to two Categories of your Club membership. The Club SO and any assistants/deputies should organise/facilitate this.

**Category One Safeguarding** This Category of safeguarding training is Essential for those who manage the affairs, policies and control the activities of the Club; for example, the Chair, all Senior Officers, Committee members, Trustees, the Safeguarding Officer and Assistant/Deputy CSO.

All should all follow the Category One Process as set out below.

**Category Two Safeguarding** Safeguarding training that is essential for those who deliver the activities of the Club; Trainers, Coaches who will be in charge of or responsible for the Safeguarding of Young People and Vulnerable Adults.

This includes Volunteers Helpers. All members, particularly parent/guardians, parent helpers and volunteers should also be encouraged to undertake this level of training.

All in this Category should follow the Category Two process as set out below.

### The Process and Declaration on JustGo

**Category One Safeguarding** Read and fully understand **ALL** the contents of the Safeguarding Guidance and evidence this by completion of a declaration on JustGo.

**Category Two Safeguarding** Read and fully understand **ONLY** the contents in the Guidance shown on **Safeguarding Training Checklist – Self Declaration** as shown in APPENDIX 12.

Both self-declarations are to be completed via your JustGo profile using the add credential function within the credentials tab. Guidance on how to do this can be [downloaded here](#).

## Safeguarding Guidance

This document has been updated with the aim of making the task of Safeguarding easy to follow with the focus just on Safeguarding matters and a clear understanding of responsibilities.

**IT IS NOW THE MAIN SLSGB SOURCE AND REFERENCE FOR ALL SAFEGUARDING TRAINING AND REPLACES ALL PREVIOUS INFORMATION.**

With a significant proportion of our members aged under eighteen, Safeguarding is a top priority for all in our SLSGB Communities.

The Role of SLSGB is to provide advice, guidance and support when needed. We are here to help you. When there is a serious Safeguarding incident that needs immediate help there will always be someone to help you. The SLSGB Safeguarding contact details should be known and logged by the CSO and other Club Officers. They can also be found at [www.sls.gb.org.uk](http://www.sls.gb.org.uk)

Clubs affiliated to SLSGB are legally independent organisations owned and controlled by their members. The ultimate responsibility to create a safe environment within the Club lies with the members of each club.

This guidance aims to provide a clear policy and framework to enable Clubs to build a strong safeguarding culture to fulfil a duty of care to all their members for implementation and delivery of current, robust safeguarding procedures.

Most of good safeguarding is common sense. Lifesaving has strong roots in family participation and values. Our aim with your help is to build on those values to create a culture throughout our members of supporting best safeguarding practice.

## 1. SLSGB Affiliation

### **Safeguarding requirements for Clubs who Affiliate to SLSGB are:**

The Club has a Safeguarding Policy that is agreed with SLSGB.

There is a designated Safeguarding Officer and a Deputy Safeguarding Officer.

Club Safeguarding Officers must be trained by SLSGB  
and follow SLSGB guidance.

### **The Club should also recognise and reinforce that:**

Every Club member has a responsibility to safeguard children  
and vulnerable adults.

Every Club Member has a moral duty of care to safeguard all involved  
in its activities from harm.

## 2. Club Safeguarding Policy

To comply with the SLSGB requirement to adopt an approved safeguarding policy, the template below should be considered as a minimum commitment.

### Draft Club Safeguarding Policy

#### The purpose of this Policy is to:

- Protect children/young people and vulnerable adults,
- Provide Club members responsible for and working with young people, and
- vulnerable adult's clear guidance on our commitment and approach to managing safeguarding.

The Policy applies to all Club Officers, Members and anyone working for or under the direction of The Club.

The Club confirms that it will use its best endeavours to adhere to the Safeguarding Guidance provided by SLSGB

The Club will appoint and maintain a Club Safeguarding Officer (CSO) and a Deputy Safeguarding Officer (DSO). The Club will inform SLSGB who they are and update this information when there are changes. Safeguarding Officers must also be members of SLSGB and hold a valid DBS.

The CSO will be responsible for ensuring policy and procedures are explained, publicised, followed and adhered to within the Club.

The CSO will ensure that there are procedures in place within the Club so that the CSO must be informed of all safeguarding concerns to ensure appropriate action is taken.

The CSO should establish and maintain regular contact with the SLSGB Safeguarding Officer and should keep themselves updated with new safeguarding developments provided by SLSGB

#### The Club undertakes and confirms it will ensure that:

The DSO and CSO are SLSGB trained and when required updated by SLSGB to ensure that all Club safeguarding activities are carried out in compliance with the latest SLSGB guidance to protect children/young people and vulnerable adults.

All Club members holding SLSGB Awards that include Safeguarding Awareness training have current and valid safeguarding training (those who are applicable can be identified through the SLSGB NSO)

All Club Members are aware of and have access to the SLGB Safeguarding Awareness Training.

### 3. Who does this Guidance apply to?

In this Guidance “*Child*” or “*Children*” also means Young Person and Vulnerable Adult.

A child is defined as a person under the age of 18 years (The Children Act 1989).

A Vulnerable Adult is an individual age 18 or older who has the functional, mental, or physical inability to care for themselves (see Appendix 2).

This Guidance applies to all Club Members.

Anyone who during Club activities acts as a Helper must be a member of the Club. This will ensure that they are aware of and understand all the Clubs Policies and particularly those relating to Safeguarding.

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### 4. SLSGB National Safeguarding Officer (NSO)

SLSGB employ a National Safeguarding Officer who has responsibility for enabling and supporting the implementation of the Club Safeguarding Policy, providing advice and guidance when needed, assisting with disciplinary concerns and Training CSO’s.

The NSO will form links with external safeguarding agencies and when needed communicate relevant information to CSO’s.

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### 5. Club Safeguarding Officer (CSO)

Clubs at all times must have a Club Safeguarding Officer and a Deputy Safeguarding Officer who are trained and updated by SLSGB. The CSO is managed by and responsible to the Club.

The Club Committee and CSO can call on the NSO or the SLSGB Senior Safeguarding Lead (Normally the SLSGB CEO) at any time for help and advice.

A sample role description is shown at Appendix 1.

## 6. Good Practice

All Club Members should be encouraged to demonstrate exemplary behaviour in order to promote welfare and reduce the likelihood of unfounded allegations being made.

It is advised that clubs include parent/guardians in Safeguarding Awareness training and also ensure that club members are made aware of this resource.

**The following are some common-sense examples of how to create a positive culture and climate:**

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Ensure that you are always aware of and avoid the danger of one to one activity.
- Treating all fairly, and with respect and dignity.
- Always putting the welfare of others before winning or achieving goals.
- Be aware of the correct behavior when you are in a position of trust.
- Build balanced relationships based on mutual trust which empowers others to share in the decision-making process.
- Making the experience of Surf Life Saving fun, enjoyable and safe and promoting fair play.
- Ensuring that when training or coaching, if any form of physical contact is required it is strictly essential and only provided after an explanation, willing consent and then openly and according to guidelines. Care is needed, as it can be difficult to maintain hand positions when the person is constantly moving, particularly when demonstrating techniques within a swimming environment.
- Involving parents/carers. For example, encouraging them to take responsibility for their children in the changing rooms.
- If groups have to be supervised in the changing rooms, always observe gender sensitivities and work in pairs.
- Ensuring that if mixed gender young people teams are taken away, a male and female adult with safeguarding training should always accompany them.
- Ensuring that at residential events, access to young people is controlled to ensure a full Safeguarding obligation.
- Being an excellent role model – this includes always using appropriate language, dressing correctly and avoiding alcohol abuse.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Avoiding excessive training or competition and not pushing participants against their will.
- Securing parental/carer consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Obtaining written parental/carer consent if required to transport young people or vulnerable adults.
- Fully uphold the guidance on how to appropriately use social media within this policy, and promote its safe and responsible use.

These examples are not the only considerations and should be used as pointers. This guidance covers other in greater detail.



## 7. Club Member Code of Conduct

A Code of Conduct is an expression of the spirit in which it is expected members would conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the Clubs ethos and Policies

through the actions of the members.

A suggested draft Code of Conduct Policy is shown at Appendix 8.

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## 8. Duty of Care

Duty of care is a legal obligation that is imposed on an individual, requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.

It is a fundamental obligation and should be carefully considered as part the core values of all Club activities.

By implication, an organisation that is involved in life saving, trains lifeguards and undertakes aquatic sports has a higher understanding of the risks associated with the activity so that “reasonable care” would need to reflect the level of knowledge skill and expertise inherent within the organisation.

In practical terms this means that all Club activities should be risk assessed and only proceed if the risks have been resolved. It also requires that all who lead activities should be properly trained to be in charge of the activity

- See SLSGB National Safety Guide 2023 Version 10:02:2023.
- [www.sls.gb.org.uk/wp-content/uploads/2017/08/National-Safety-Guide-Training-and-Coaching.pdf](http://www.sls.gb.org.uk/wp-content/uploads/2017/08/National-Safety-Guide-Training-and-Coaching.pdf)

## 9. Equality Policy

SLSGB is committed to incorporating equal opportunities in all our members activities. Members and our employees are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, sex, disability, marital status, religious beliefs, sexual orientation or class.

We recommend that Clubs have and implement an Equality Policy. An example of this can be seen at Appendix 4.

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## 10. Club Fair Play Code

Fair play is much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. It is a culture and a way of thinking, not just a way of behaving. We all have responsibility to promote Fair play.

It is recommended that Clubs adopt and promote to all their members a Fair Play Policy. A suggested example of a Club Fair Play Policy can be seen at Appendix 6.

## 11. Positions of Trust

'Position of trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Examples of positions of trust include sports coaches.

It's against the law for someone in a position of trust to engage in sexual activity with a Young Person under the age of 18, even if that young person is over the age of consent (16 or over).

Although most people who work or volunteer with young people have their best interests at heart, Clubs have a responsibility to prevent anyone who is in a position of authority from abusing. This document explains how to recognise if someone in the club is abusing their position, what to do if you have concerns and the steps you need to take to keep young people safe.

Examples of situations that may cause concern involving a person in a position of trust are:

- giving a child or young person extra special attention or preferential treatment, or acting as their confidante,
- frequently spending time on their own with a child or young person, particularly if this is in private or isolated areas,
- spending time outside their working or volunteering hours alone with a child or young person,
- transporting a child or young person to or from meetings or activities on their own,
- making friends with a child or young person's parents or carers and/or visiting them at home,
- giving gifts, money, toys, cards or letters to a child or young person,
- using texts, telephone calls, emails or social networking sites to communicate with a child or young person,

- being overly affectionate with a child or young person,
- flirting with or making suggestive remarks or sexual comments around a child or young person,
- You may also hear other children and young people making jokes or references about a club member and a specific child.

If someone is behaving in any of the ways listed above, this may not mean they are grooming or abusing a child. But all the adults involved in your organisation should understand what inappropriate behaviour looks like.

Although any child can experience abuse, some may be more vulnerable.

If a perpetrator perceives a particular child or young person as being isolated or in need of emotional support, they may use it as an opportunity to build a trusting relationship and groom the child for abuse. Children and Vulnerable Adults are the obvious targets for grooming but this does not mean that others are immune.

Clubs should take any concerns raised against club members or volunteers seriously and respond sensitively and promptly. This is regardless of who the person is, what position they hold or how long they've been involved in the Club.

The following Club roles may hold a position of trust with young people and vulnerable adults: Trainer Assessor, Coach, Assistant Coach, Team Manager, Sports Official, Nipper/Youth Helper, Club Officer, Lifeguard, Patrol Member. These roles need to be aware of and uphold their positions of trust.

## 12. Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents/carer. For example, a child sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others. (Stay in an open environment where others can see and hear you. Alert others to what has happened and where you are).
- Avoid taking children alone in the car. Refer to the Guidance in this document on collection of children and transporting children for further information.

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## 13. Practices never to be sanctioned

The following should never be sanctioned:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Sharing a room with a young person.
- Allowing or engaging in any form of inappropriate touching.
- Allowing use inappropriate language unchallenged.
- Allowing bullying.
- Making sexually suggestive comments, even in fun.
- Reducing anyone to tears as a form of control.
- Allowing allegations made by a young person or vulnerable adult to go unrecorded or not acted upon.
- Doing things of a personal nature for young people that they can do for themselves.
- Inviting or allowing young people to stay with you at your home unsupervised.
- Taking young people to your home, where they will be alone with you.

(See also Appendix 5 Anti Bullying Policy for further details).

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## 14. Minor Incidents that must be reported/recorded

If a young person is accidentally hurt or is injured whilst in the care of the Club it should be reported immediately to the Club Safeguarding Officer (CSO) and the incident recorded.

The CSO should also ensure the parents/carers of the young person are informed.

## 15. How to manage a Young Person who is Abused

A young person with a problem is always reluctant to tell someone, usually because they blame themselves or believe that their shortcomings are the cause. First steps in telling someone will be because they trust the person that they approach. The approach may not be direct or obvious. Being aware of the signs of abuse are very important.

When approached that person may be involved in an activity or just busy. If the trust is to be maintained the young person needs to be rewarded quickly. If you are not the CSO or deputy CSO, you may feel that someone else should be dealing with this but maintaining the trust is your first priority. **Find the time to listen – you can pass it on later**

### **Remember the five R's: Receive, Respond, Reassure, Record, Report**

#### **Receive:**

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- Listen sympathetically and with an open mind.
- Stay calm, conveying this through word and action.
- Never promise confidentiality, only discretion. It is important that the child understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them.
- Allow the child to talk and fully finish what they need to say. Let them tell you what they want and no more.
- Do not ask any leading questions.

#### **Respond:**

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- Where necessary clarify what has been said.
- Ensure that you have a full understanding of the facts as related by the child, perhaps by reporting back to the child for his/her confirmation.
- Never ask leading questions.
- When the child has finished, make sure they feel secure. Explain what you will do next.
- Action must be taken immediately if the child is in imminent danger.

#### **Reassure:**

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- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously.
- Remind them that the abuse is not their fault.
- Reassure them but do not promise what you may not be able to deliver.

#### **Record:**

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- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the child's own words as far as possible. Include who was present and the date, time and location of the incident or disclosure.
- Keep all handwritten notes – these can be useful evidence as well.

#### **Report:**

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If the incident relates to abuse or if the young person seems distressed in any manner or misunderstands or misinterprets something that has happened this is a safeguarding issue and following a disclosure should always be passed to and managed by the CSO who will know what to do.

If you are not the CSO after passing the matter to the CSO do not take any further action until asked to do so.

It's not always easy to distinguish poor practise from abuse and it's not your responsibility to decide whether or not abuse has taken place. There is however a responsibility to act on **ANY** concerns by reporting it appropriately whether it be poor practise or alleged/suspected abuse or whether you have concerns which involve someone else.

A sample of an incident report form is shown at Appendix 10.

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected. It is normal to feel concern and upset at what a child has said and to be concerned about the consequences of your actions, or when you know the person that is said to be involved. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take. Confidentiality is essential, particularly if the abuse is serious and might involve the police or social services (see section 31 of this guidance).

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## 16. Guidance on physical contact

Physical contact may sometimes be needed to instruct, encourage or protect a participant.

Physical contact should always be intended to meet the needs of those being instructed, **NOT** the adult's.

It may sometimes be necessary for coaches and trainers to do things of a personal nature, particularly for very young or disabled participants. For the benefit and clarity of all involved, arrangements should be agreed with the parents/carers prior to the activity commencing concerning any special needs of the participant.

The adult should only use physical contact if their aim is to:

- Develop the sport/activity skill or technique.
- To treat an injury.
- To prevent an injury or accident from occurring.
- To meet the requirements of the sport/activity.

The adult should explain the reason for the physical contact to the participant. Unless the situation is an emergency, the adult should ask the participant for permission.

The contact should not involve touching genital areas, buttocks or breasts or any other part of the body that might cause distress or embarrassment.

Physical contact should not take place in secret or out of sight of others.

Personal tasks should only be carried out with the full knowledge, understanding and written consent of the parents/carers involved.

Participants should be encouraged to voice concerns if any physical contact makes them feel uncomfortable or threatened.

There is a need to be responsive to and aware of a child's reactions. If a child is fully dependent on you, talk with him/her about what you are doing and give choices where possible.

This is particularly important where there is a need for physical contact such as lifting or assisting a child to carry out particular activities. If you are involved in any dressing or undressing of outer clothing never do this on your own.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

All injuries should be fully recorded on the appropriate form and the process on the form followed.

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## 17. Guidance on sexual activity

Sexual interactions between adults and young people (16+) involved in club activity raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity.

A coach or other adult in a Position of Trust must not have any sexual interactions with anyone under the age of 19 (see Section 12 in this guidance).

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with the procedure as set out in section 32 of this guidance, which in the case of suspected criminal action, must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it.

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## 18. Guidance on discipline

When discipline is used it should always be in the form of guidance and advice and delivered with care and consideration with the clear intention of teaching or reinforcing appropriate behaviour. It must never be used impulsively, to gain power, belittle or to embarrass or to humiliate (see Anti-Bullying Guidance in Appendix 5).

Guidance and Advice should be used only to:

- Develop a sense of responsibility for behaviour.
- Develop respect for others and their property.
- Reinforce the rules or values of the activity.
- Reinforce positive behaviour or attitudes.
- Reinforce awareness of health, wellbeing, and safety aspects of the activity.

## 19. Guidance for events

At all national events, SLSGB will appoint an Event Safeguarding Officer and issue a Safeguarding Plan to Club Team Managers within an information pack to clubs following their competition entries being approved. The relevant club officers should familiarise themselves with this Safeguarding Plan. The club is responsible at the event for monitoring the welfare of children in their care and raising any safeguarding issues with the appropriate person.

Clubs should ensure that an appropriate person is appointed as 'safeguarding officer' for their club and that they 'register' with the appointed SLSGB Event Safeguarding Officer.

An example of an Event Safeguarding Check List is shown at Appendix 9.

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## 20. Young Person and Vulnerable Adult Parent/Guardian Consent

A clear process for the recording Parent/Carer consent must be established. This will be a signed document. (see text to use below) This would normally be at the time the Young Person or Vulnerable Adult became a club member and must be available and clearly communicated to all parents/careers and children on joining the club. However, when a club activity is outside the normal programme anticipated such as a special

event, a further consent form should be used specifying what the special event is.

The Club should take careful note of and fully understand their obligations in accepting the conditions in the consent and seek legal advice if not fully understood.

The text used by SLSGB and suggested to be used in the Club consent is shown below:

*"I confirm that I understand the details of the activity and consent to my child taking part in the activities indicated. I acknowledge that the club will be liable in the event of any accident only if they have failed to take reasonable steps in their duty of care for my child. A non-SLSGB member can participate in up to 3 taster sessions in a calendar year and still be covered by SLSGB's insurance. I understand that the club has a common law duty to act in the capacity of a reasonably prudent parent and therefore may prevent my child from participating in activities for which they are not considered capable.*

*I hereby give permission for the club to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent".*



## 21. Guidance for pool sessions

### Safety

If a pool session is organised and managed by the Club, while a young person is training in a pool or being coached by a Club Coach, they remain under the responsibility and duty of care of the person who is teaching or coaching them.

For all aspects of training, coaching or competition activity in a pool environment, safety cover must be provided by those in charge of the activity to a minimum standard as determined by a risk assessment.

Owners, operators of swimming pools must follow the general duties and responsibilities in the Health and Safety at Work Act and the Management of Health and Safety in the Workplace regulations.

They are obliged to take all reasonable and practical measures to ensure that all activities are conducted safely and follow the HSE guidelines. They will have their own guidance and it is their responsibility to ensure the physical safety of all pool users.

Sometimes clubs make their own arrangements to provide safety cover. They must ensure that any safety cover meets the minimum operating procedure requirements established by the pool operator.

### Changing Room Guidance

Under the duty of care to safeguard children, the club has a responsibility for the wellbeing of children in the changing rooms.

In considering the special risks that use of a facility that the Club does not control and the restrictions you may be under by the pool operator, below are some simple suggestions to consider:

- Place a Club officer or appointed safeguarding helper on the outside of the doors in and out of the changing rooms to allow children to call for help or assistance if required.
- Children of different sexes should change in separate areas, never in the same cubicle, or adjoining cubicles.
- Make sure that if Club adults are changing at the same time as Young people they use their own area or time to change. If this is not possible they should be made aware that they are changing with young people and behave accordingly.
- Only use same gender safeguarding supervisors in the separate gender areas.
- If parent/carers are assisting make sure that they are aware that they should not be alone in the changing area or in a changing cubicle unless their child is of an age where help is required. This may be stipulated by the pool organiser, usually seven or eight years of age.
- When mixed changing room are used asking the pool organisation to create simple barrier systems, or make use of natural barriers between cubicles (e.g. lockers) to enable mixed “changing villages” to be used only as separate changing areas for either sex.
- If there are risks that you cannot fully manage make sure that parent/carers understand the risks and agree that their young person can participate.

## 22. Guidance on missing children

The CSO must ensure that there is clear guidance on reporting missing children during Club activities. This would normally be the person in charge of the activity. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called.

The following guidelines are recommended should a child, for whom you or your club has responsibility, go missing whilst in your care:

- Ensure other young people in your care are supervised appropriately while a search for the child concerned is organised and conducted.
- Arrange for other available adults to conduct a search of the surrounding area, and for them to report back within a short amount of time at a specified location.
- Inform the child's parents of the concern, and reassure them that appropriate actions are being taken.

- Record the circumstances in which the child has gone missing and where he/she was last seen and create a physical description of the child including their hair and eye colour, approximate height and build and clothing they are wearing.
- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is not complete.
- Follow recommended guidance from the police, and maintain contact with the police.
- Inform the designated safeguarding officer of the incident.
- At any stage the missing child is located ensure all adults involved are updated, including the child's parents, searchers and police.
- A Missing Persons report form should be completed.

An example of a report is shown at Appendix 12.

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## 23. Guidance on collection of children

The Club should develop and publicise procedures about the collection of children and young people from activities. These should be based on the age of the children and the location, time and type of activity.

You should provide a timetable of activities at the beginning of the season. You should also notify parents/carers of any changes to this timetable in writing.

Late collection of children by parent/carers presents clubs and coaches with a potentially difficult situation. Your club should develop written guidelines that should explain your policy for dealing with late collection of children.

- Make clear that it is not the Clubs responsibility to transport children home on behalf of parent/carers who have been delayed.

- Include a staff/volunteer contact number for the activity and an instruction to parents/carers to phone if there is any likelihood of late collection.
- Ask parent/carers to provide an alternative contact name and number, for staff/volunteers to use when they are not available on their usual number.

### **In cases of late collection you should:**

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.

- Wait with the child/young person at the facility, with other staff/volunteers or parents present if at all possible in an open environment.
- Remind parents/carers of the club policy relating to late collection.

### **In cases of late collection you should not:**

- Take the child home or to any other location.
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or facility with you alone.

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## 24. Guidance on transporting children and Young People

If the Club arranges/manages private cars for transportation, they have a duty of care.

Avoid arranging private cars, for transporting of children to club training and events but if it is unavoidable, clubs should implement a policy, which includes:

- Not taking payment for transportation – Expense sharing is OK.
- Only using drivers who have undergone an enhanced DBS check.
- Do not take only one child in the car on their own.
- Do not take a young person on their own unless same gender as driver.
- Ensuring that parental/carers consent has been obtained prior to transportation.
- Checking driving licenses and appropriate insurance documents prior to travelling.
- Ensure the vehicle is road legal.
- Check the suitability of the driver.
- Age
- Experience
- Physically able.
- Not under the influence of alcohol or drugs.
- Not exhausted.
- Children must have an appropriate child restraint or seatbelt when travelling in a car or goods vehicle.
- Children must sit in the backseat of the car.

If children are to be transported by coach the following should be taken into consideration:

- Use a reputable company with the necessary insurance.
- Ensure sufficient club representatives are on each coach.
- All children have a seat and seat belt regulations are adhered to.
- Parents/Carers are issued with detailed information of pick up and drop off points and times.
- A responsible Club representative, who is on the coach, is issued with relevant information of children e.g. names, number of children, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Children are not left unsupervised (i.e. dropped off and a parent/carer is not there).

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## 25. Guidance on video and photography (Images)

Taking images in public places is not regulated and does not require any consent.

If you feel that someone taking images at a Club event is displaying behaviour that may be unwelcome or making people feel uncomfortable or could be inappropriate then it is reasonable to make a polite enquiry to ask if they are connected to anyone participating or what is their interest.

However, if this is part of “stalking” or intended to intimidate or a campaign to get unwanted attention then it is harassment which can reported as an incident to the Police. Harassment is repeated unwanted behaviour that makes the victim feel threatened, scared or upset. It may involve loitering and include sending images and messages.

The risks to young people of being coerced or persuaded by others to share inappropriate personal images is now well known and particular care needs to be taken in Club situations where this could be an opportunity (e.g. Social events, accommodation whilst travelling and changing rooms).

Any member who is asked to act as an official photographer of an event or activity should be checked through the DBS.

When using a self-employed photographer, the club should request to see proof that the photographer has a current DBS check and references from other service users.

## 26. Guidance on social media

Social media presents special safeguarding challenges as it is the “enemy within”, often hidden from clear view and can create huge often undetected harm to young and vulnerable people.

It can also act as an uncensored influence on behavioural standards setting new boundaries as to what is normal and acceptable.

New laws are being introduced to protect vulnerable people. It would be sensible to wait

and see with caution how these will be enforced. The Club should take reasonable action to ensure that all members are aware of the risks and it is strongly recommended that a Club Policy is adopted and promoted as core part of your safeguarding values

A sample Club Social Media Policy can be seen at Appendix 3.

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## 27. What is abuse

Child abuse is when a child is intentionally harmed by an adult or another child – it can be over a period of time but can also be a one-off action. It can be physical, sexual or emotional and it can happen in person or online. It can also be a lack of love, care and attention.

A child is considered to be abused or at risk of abuse when the basic needs of the child are not being met through acts of either commission or omission, leading to harm or demonstrable likely harm.

The abuser may be a family member, friend of the family, someone the child/young person encounters in school or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person causing harm. It is usually someone the child knows and trusts. Abusers can be of any gender, adult or other young people, acting alone or in groups.

### Some factors may increase the risk of abuse:

- Difficulty telling others.
- Disabled children may have difficulty in communicating or knowing who to tell.
- Children who are already experiencing some form of discrimination.
- Poor relationship between children and parents/carers.
- High levels of stress.
- History of violence/abuse in the family.

It should be recognised that some children may be particularly vulnerable, for instance children with disabilities may be at increased risk of abuse through various factors such as bullying, stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Child Abuse can be broadly separated into the following categories:

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may include failing to provide the basic necessities of life, adequate food, clothing, warmth and shelter, failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

## **Physical Abuse**

Physical abuse Involves physical injury to a child where there is definite knowledge or reasonable suspicion that injury was deliberately inflicted and was not prevented or happened as an outcome of asking the child to do things beyond their physical capability.

It may involve hitting, throwing, tripping, pushing, burning or scalding, immersing, restricting breathing or otherwise causing physical harm to a child. It also involves giving a child poisonous substances, inappropriate drugs and alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse, as well as being a result of an act of commission, can also be caused through omission or the failure to protect.

## **Sexual Abuse**

Sexual abuse involves actual or likely sexual exploitation of a child. It involves forcing or enticing a child (including abuse of trust) to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or involving them in the production of, pornographic material or watching

sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Emotional/Mental Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on their emotional and psychological development. It may involve conveying that they are worthless or unloved, shaming, fat shaming, belittling, expressing inadequacy or valued only so far as they meet the expectations of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation preventing the child participating in normal social interaction. It may involve seeing or hearing or participating in the ill treatment of another (e.g. in domestic violence). It may involve causing children frequently to feel frightened or in danger.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Serious bullying may be regarded as emotional, sexual or physical abuse.

## **Bullying**

Bullying is one of the most frequently reported causes of abuse or harm for children. It is set out in more detail in the Club Anti-Bullying Policy in Appendix 5.

It is recommended that the Club adopt, support and enforces an Anti- Bullying Policy.

## **Abuse or bullying by another child**

Many children or young people experience disagreements or arguments with one another from time to time and on occasions may suffer the occasional slight injury. It is often a matter of judgment by club coaches and other volunteers

to determine whether an injury sustained as a result of action by another constitutes abuse or harm.

A physical (or other) injury the result of an abusive action by another should always be reported to the CSO who will then decide how this should be managed. This may be part of persistent abuse.

It is the right of each child using the club or participating in club activities to be free of fear of bullying or victimization of any kind, including sexual, racial, and religious or disability harassment, or cyber bullying through mobile phones or the internet social network sites.

Careful consideration needs to be given as to whether peer-to-peer abuse requires investigation under the procedures and specialist advice should always be sought where this is a possibility. It is often difficult to decide what is 'teasing' and what constitutes bullying.

It is believed that up to 12 children per year commit suicide as a result of bullying, so take all signs of bullying very seriously.

### Indicators/signs of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place. The following list is not exhaustive. The presence of one or more indicators is not necessarily proof that abuse is taking place:

- Persistent or multiple bruising that cannot be explained by normal childhood activity.
- Minor injuries in unlikely places.
- Burns, scald or bites.
- Any injury where the explanation seems inappropriate.
- The child describes what appears to be an abusive act involving them.

- Another child or adult expresses concern about the welfare of a child.
- Unexplained changes in a child's behaviour, regressive or aggressive behavior e.g. becoming very upset, quiet, withdrawn or displaying sudden outburst of temper, bed wetting.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Eating disorders - displaying variations in eating patterns including over eating or apparent loss of appetite.
- Mention of being left alone or unsupervised.
- Signs of looking unwashed, undernourished, weight loss, inappropriate clothing for the conditions.
- Fearful behaviour, fear of specific people, places, fear of separation.
- Unexplained drop off in performance.
- Physical signs such as stomach-aches, headaches, damaged clothes, bingeing.
- Shortage of money or frequent loss of possessions.
- Delay in seeking access to medical care/treatment.

### Serious Abuse

In any situation where it is believed that a child/young person/vulnerable adult is being sexually or seriously abused, the CSO should immediately follow the procedures set out in section 32 of this guidance to establish a case review team.

## 28. What to do if you're worried or have a concern about a member, volunteer, coach, official or young person/vulnerable adult in your Club

Never ignore it, follow your instincts, and report your concerns to the CSO. It will be treated in confidence – It might be nothing but don't take the risk. It might however build a picture that you

have only seen a small part of that needs to be addressed. Abuse is never an isolated incident. Those who abuse are usually persistent abusers.

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## 29. Confidentiality

When there is a report or complaint, every effort should be made to ensure that confidentiality is maintained for all concerned.

In all cases the CSO should be the first person to be informed. The CSO may pass information to the SLSGB NSO when seeking advice and guidance.

Information should be handled and disseminated on a need to know basis only.

Remember that any allegation until fully reviewed may be unfounded or even false and the person accused has legal rights that protects their position.

Remember also that all your documents may be evidence, including emails, so take care to stick to the facts and avoid opinions or assumptions.

Others who may need to be informed are, but may vary case by case:

- The Club Chair
- The Club Committee
- The Club Case Management Team
- The parent/carer of the Child who is alleged to have been abused

The person making the allegation, if not the person abused, should be treated as a witness together with others who may have seen or have knowledge of the abuse. If they provide statements, these are highly confidential and should not be shared or compared between the witnesses. All should be instructed to respect the privacy of others and to treat the matter as confidential.

The alleged abuser should only be informed by the Club Case Management Team or if the matter is reported to the Police, by agreement with them (see Section 33 Case Management of this guidance). Seek advice if you are in any doubt.

Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is only shared appropriately.

Be open and honest from the outset with the parent/carer of the Child who is the victim about why, what, how and with whom information will, or could be shared, and seek their agreement (unless it is unsafe or inappropriate to do so).



Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

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## 30. Whistle blowing/Disclosure

It is important that the Club has a clear procedure for enabling club members to share in confidence any safeguarding concerns they may have about a person who may be suffering abuse or another member's behaviour. The designated person for Safeguarding concerns will be the CSO. For other club matters that are not safeguarding related it should be the Club Chair.

All Club Members should be encouraged to talk to the CSO if they become aware of anything relating to Safeguarding that makes them feel uncomfortable. The CSO will then know what to do.

This may be behaviour linked to poor practice, breaches of procedure or just observed during activity that if ignored may develop a culture

when children are 'silenced' or below acceptable practices may escalate.

It is also important that Children know that they can approach any Club Officer with their concerns. Coaches, trainers and anyone who leads a club activity in charge of or supervising activity should be aware of this Safeguarding Guidance.

The CSO should then follow the procedures within this document for reporting a concern.

## 31. Case management

### Club Safeguarding Incident Management

A Safeguarding Management Process should be formally adopted by the Club and recorded in the minutes of a general meeting of the Club as having been approved by the Club members.

Set out below is guidance for the management of safeguarding incidents to protect all who might be involved and impacted by an incident.

Its foundation is the empowerment of a Club Member Case Management Team to manage the incident on behalf of the Club members.

1. A complaint, concern or allegation may come from a number of sources: the alleged victim themselves, their parents or carers, someone else within the Club, a member of the public, or the statutory authorities (Police or local authority Social Care). When a complaint, concern or allegation is received, a Case Management Team (CMT) should be formed quickly, even if first impressions are that the complaint, concern or allegation seems unfounded or trivial.
2. Speed is of the essence to assess and evaluate and make recommendations for action on any incidents relating to the safeguarding of young people or vulnerable adults, although the CMT should not rush into actions that may be inappropriate (see note 1).
3. The formation of a CMT should be managed by the Club Chair and the Club Safeguarding Officer (CSO) There should be a minimum of 3 members each of whom will be suitably experienced to deal with the case. The CSO should provide assistance, advice and guidance to the CMT but should not be a voting member of the CMT (see note 2).
4. The first task for the CMT is to determine whether those involved in the incident are members of the club. **Remember that the CMT only has a role to play when the person accused is involved with the Club, whether as a member or in some other capacity.** If the person accused is not involved with the Club then it is not the Club's responsibility to investigate further but the CMT will need to decide whether it is appropriate to report the complaint, concern or allegation to the appropriate statutory authorities.
5. The CMT should not make any assumptions (including as to guilt) and should:
  - (a) ensure all matters disclosed to them are regarded as highly confidential and that the club and any others involved treat matters as highly confidential (see note 3);
  - (b) ensure that the investigation and any subsequent disciplinary process adhere to the principles of Natural Justice (see note 4) and are conducted in a timely and continuous manner to resolve matters as quickly as is reasonably possible;

- (c) keep full and accurate records of evidence and decisions with dates of meetings and those involved (see note 5).
- 6. On concluding its investigation, the CMT should submit a report to the Club Chair. The report should contain:
  - (a) a summary of the evidence obtained by the CMT;
  - (b) the CMT's recommendation as to whether the accused person's membership of (or other involvement with) the Club should be suspended pending the conclusion of the disciplinary process (see paragraph 7 below);
  - (c) the CMT's recommendations as to the appropriate and proportionate action it considers the Club Committee should take.
- 7. If the CMT considers that the complaint, concern or allegation identifies an immediate safeguarding risk (whether to the alleged victim or to others) OR that it is likely that the case will be investigated by the Police or local authority then the CMT should consider recommending to the Club Committee that the accused person's membership of (or other involvement with) the Club should be suspended immediately, pending the conclusion of the disciplinary process (see note 6). Such a recommendation of the CMT should be actioned by the Club Chair who should take the CMT recommendation to the Club Committee for their decision.
- 8. In accordance with the principles of Natural Justice, the CMT's recommendations should be proportionate; i.e. they should go no further than is reasonably necessary. In other words, the CMT should not recommend sanctions that are out of proportion to the gravity of the behaviour involved. The CMT should also avoid recommending sanctions that are outside the Club's ability to enforce (see note 7):
  - (a) at the higher end of the spectrum, the CMT may wish to consider recommending that the accused person's membership of (or other involvement with) the Club should be terminated;
  - (b) at the lower end of the spectrum, the CMT may wish to consider recommending that the accused person should undertake further training.
- 9. The Club Chair should refer the matter to the Club Committee without delay. It is recommended that the CSO should be involved in the presentation of the CMT recommendations to the Committee and if necessary and appropriate other members of the CMT may assist. Any member of the Committee who was a member of the CMT may also be involved in the presentation of the CMT's recommendations to the Committee but that person must not otherwise participate in the Committee's decision-making or vote.

- 10.** When considering the CMT's report, the Club Committee must adhere to the principles of Natural Justice (see note 4). In practical terms, this means that:
- any member of the Committee who may have a direct personal involvement or interest in the outcome of the proceedings must step down from the Committee for the purpose of considering this matter;
  - if the person accused is a member of the Committee, he or she must step down from the Committee for the purpose of considering this matter;
  - the person accused must be given adequate notice about the proceedings;
  - the person accused must be informed of the accusations made against them and have a proper opportunity to respond to those accusations;
  - the person accused must be given an opportunity to ask questions and to contradict the evidence presented against them;
  - the people who make the decision should take into account relevant considerations and extenuating circumstances, and ignore irrelevant considerations.
- 11.** A member of the CMT or the CSO should present the CMT's report to the Club Committee with all the information obtained by the CMT and the reason for the CMT's recommendations. The Committee should invite the person accused to respond to those accusations and give them an opportunity to ask questions and to contradict the evidence presented against them. It will then be the responsibility of the Club Committee to consider the CMT's report and the person accused's submissions and to determine whether, and if so what, further action should be taken.
- 12.** The Club Committee must not act irrationally, arbitrarily or capriciously. Moreover, the Committee's decision must be proportionate, (i.e.). it must go no further than is reasonably necessary. In other words, the Committee should not recommend sanctions that are out of proportion to the gravity of the behaviour involved. The Committee should also avoid imposing sanctions that are outside the club's ability to enforce.
- 13.** If it is decided that the accused person's membership of (or other involvement with) the Club is to be terminated, then it is recommended that the accused person should be advised face to face by the Club Chair (see Note 8).

## Guidance Notes relating to the Safeguarding Management Process

### Note 1

Delays in establishing a managed process as soon as possible after an incident can obscure the facts, may fail to fully identify witnesses, permit victims to be subjected to further abuse and allow both victims and witnesses to be intimidated. Delay may also be seen by those close to a victim and others as a failure to confront abuse.

In a case when any form of physical, emotional or sexual abuse or harm is suspected, particularly involving young or vulnerable people, the immediate priority is action to stop the risk of ongoing abuse or harm and this may need to involve the appropriate local authority Social Care team or the Police. Sometimes this can be hard as all you may have is a victim or witness statement but your **PRIME** consideration should be based on an assessment of the risks - not just to the known victim. Often those who abuse can be serial abusers.

In serious cases, the immediate task of the CSO/CMT is to quickly assess risk and take reasonable, timely steps to avoid further abuse or harm to a victim. At this early stage it may not be appropriate or sensible to make contact with the person accused of the abuse as it may put a victim at immediate risk and impair the relevant authority's enquiries. However, when the relevant authority has confirmed they are going to investigate, any decision to inform the accused person should be taken in consultation with the relevant authority.

**If in doubt about to handle the case, always call the SLSGB Safeguarding team. We will respond quickly with appropriate guidance.**

It is, however, important that the process conducted properly and fairly and this will inevitably take some time.

If there is any possibility that a criminal offence has been committed, it is essential that the Club does not prejudice the outcome of any subsequent prosecution by the relevant authorities.

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### Note 2

It is recommended that the Club Chair should not be a member of the CMT but should be responsible for the formation of the CMT. The Chair should make sure that the most competent people possible are asked to be CMT members and that they fully understand their roles (see also note 4).

If the Club Chair is not a member of the CMT this provides a more neutral person for communication of the CMT recommendations to the Club Committee.

The CSO should be available to provide, assistance, advice and guidance and also, when required, to seek outside guidance such as the SLSGB Safeguarding Officer or from other relevant sources.

None of the CMT members should be a close friend or directly related to or associated with any of those who are part of the complaint. The CMT members should be over 18 and full members of the Club but they do not need to be a Committee Member or a Trustee.

If you decide to have more than 3 members of the CMT, consider specifying an uneven number and/or conferring a casting vote on the chair of the CMT to ensure that a majority decision may be reached.

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### Note 3

Confidentiality is important for several reasons. Until a case is decided, an untimely disclosure may cause harm to an innocent person; it may also impact a case outcome and create unnecessary pressure on relationships within a club community. More seriously, it may breach a victim's rights to privacy. Also, a Club is not immune from defamation actions so any public accusations made by the Club which turn out to be false could result in the Club being sued by the accused person.

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### Note 4

The expression "Natural Justice" essentially describes the concept of procedural fairness. The three essential components of "Natural Justice" are that:

- no one should be a judge in their own case;
- a person should be informed of the allegations against him or her and be given an opportunity to answer those allegations; and
- a person is entitled to have his or her case heard by an unbiased and impartial tribunal.

In practical terms, this means that:

- the person accused cannot be a member of the CMT;
- the person accused must be given adequate notice about the proceedings;
- the person accused must be informed of the accusations made against them and have a proper opportunity to respond to those accusations;
- the person accused must be given an opportunity to ask questions and to contradict the evidence presented against them;
- the people who make the decision should be unbiased, impartial and act in good faith and therefore they cannot have any personal interest in the outcome of the proceedings;
- the people who make the decision should take into account relevant considerations and extenuating circumstances, and ignore irrelevant considerations.

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### Note 5

An accurate record of the CMT meetings is important, particularly if there is the need for multiple meetings.

Unless you are trained and experienced in disciplinary processes it can be hard to listen, ask questions and take a record of what was said. Recording meetings is one solution but if you use recordings make sure all have agreed to this beforehand.

The other recommended solution is for the CMT to have a non-participating Secretary to create and maintain records of meetings.

The importance of the collection of evidence cannot be over emphasised as this will provide more transparency to what you are trying to understand. Statements from the victim, the person accused, and witnesses need to be clear and as far as is possible reflect an accurate record of what happened. Ideally the evidence should be harvested as soon as possible after the incident. You may however experience a reluctance for those involved to make statements as those accused have the right to question evidence and to know who has accused them. In evaluation of an incident, timelines of when things happened or were said can be very helpful.

**Remember, however, that the CMT is not a court of law and it is not subject to legal privilege. As a consequence, anything that is written down may be disclosable in any subsequent legal proceedings.**

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## Note 6

Suspension of membership should be a temporary measure, which applies pending some other occurrence (e.g.) the passing of a specified period of time or the making of a decision by another body).

If the matter has been referred to a local authority Social Care team or to the Police, then the CMT should discuss with such authority or the Police whether a suspension of membership would be appropriate. An investigation by such an authority or the Police is not proof of guilt, just the start of a process, and it may take some time. Care needs to be taken on how this is managed and explained to the member being suspended to avoid any claim for damages if the complaint is not pursued by the Police or a not guilty verdict is made.

If the CMT is to recommend suspension, then it should make sure that such suspension is appropriate and not a knee jerk reaction. Remember that a suspension will often be seen by others as an indication of guilt, even if no such decision has yet been made.

There must be good and reasonable grounds and sufficient reasonable evidence of imminent danger of risk or harm, which may include the risk of harassment, interference, or harm to those who may have been abused or those likely to provide evidence.

If suspension is to be considered, then the accused person should be informed of the reason for suspension and given an opportunity to respond. It may be appropriate that the suspension is explained as a protective measure and in the interest of all involved and will be reconsidered as and when it turns out that it is possible to do so.

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## Note 7

There is no Golden Rule here, or a single correct answer, just use common sense. However, patterns of repetition or “accepted/normal” practice, particularly over robust or confrontational coaching, should always be challenged. Any proposed sanction should take into account the impact on the victim, as well as the age and vulnerability of the victim.

## Note 8

If, following the conclusion of the disciplinary process it is determined that the person accused should be permanently expelled from the Club then that person's membership should be "terminated" rather than "suspended".

### **This is when legal advice can be helpful to avoid any misunderstanding.**

Finally, remember that the SLSGB Safeguarding Team is available to help – an early call to our Safeguarding Officer could save a lot of time and anxiety and help to make fast decisions about how to manage an incident.

## **Jan Reid**

### **Designated Safeguarding Manager**

01392 369111

Safeguarding@sls.gb.org.uk

## **Tim Coventry**

### **Senior Management Lead for Safeguarding**

01392 369111

ceo@sls.gb.org.uk

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## 32. Case Aftermath

Consideration should be given to the kind of support that children, parents/carers may need.

Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

There is a variety of support available – discuss this with the NSO at SLSGB who will provide guidance and contact details for appropriate support.

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## 33. Safeguarding Safe Recruitment

The Club has a Duty of Care to ensure that all reasonable steps are taken so that unsuitable people are prevented from having unsafe access to and contact with children.

- It is important to plan and have a process for volunteer recruitment.
- It should be the responsibility of the Club Committee to decide on the final candidate(s) for positions in the Club.

- The Club Committee should take the responsibility to ensure that a Safe recruitment process is followed.
- References should be sought.
- Finally, when necessary, a DBS check is always made.



## 34. The DBS Process

### Disclosure and Barring Service

A fundamental requirement for protecting young people in sport is the need to carry out appropriate risk assessments when recruiting personnel. This includes volunteers. Our process uses the enhanced barred list checks for all those in regulated activity and you will find guidance as to who should have a check and how to do that.

**SLSGB requires that all those in our Clubs who undertake regulated activity must have a DBS check with our nominated provider for this service every 3 years.**

#### Who needs a DBS Check?

Anyone carrying out a Regulated Activity more than three times in any 30 day period, Regulated Activity is defined as:

- Teaching, training or instructing children.
- Caring for or supervising children.
- Providing any form of advice or guidance wholly or mainly for children relating to their physical, emotional or educational well-being.

Applicants do not need to be in contact with the same children over this time frame – it can be with any number of different groups/individuals.

If an applicant performs the activities above more than once but does not meet the period condition (e.g. an Event Official) then they will be eligible for an enhanced check without any barred list check.

If unsure you can always check with the SLGB NSO by mail to [safeguarding@sls.gb.org.uk](mailto:safeguarding@sls.gb.org.uk) or call the office on **01392 369111**.

When a member DBS Check has been successfully completed the member should be encouraged within 28 days to sign up to the DBS upgrade service at [gov.uk/db-update-service](https://gov.uk/db-update-service) and the SLSGB update service at [sls.gb.org.uk/?s=db](https://sls.gb.org.uk/?s=db)

This allows SLSGB to check the members DBS status every 3 years free of charge, saving club officers time at no extra cost to SLSGB.

## DBS checklist

| CLUB ROLE  | ACTIVITIES/DUTIES   | ARE THEY SUPERVISED? (Is the individual carrying out the activity of teaching, training or instructing supervised?) IF YES = NOT REG ACTIVITY | IS A BARRED LIST CHECK REQUIRED?* | HOW OFTEN/REGULAR ACTIVITY? (do they do their role frequently - once a week or more often - or, intensively - on 3 or more days in a 30 day period or overnight?)** | Check required             | Additional 'safer recruitment' steps needed    |
|--|---|---|-----------------------------------|---|----------------------------|--|
| <b>TRAINER ASSESSOR</b>                                | To train and assess SLSGB members for SLSGB awards. Can include instructing and supervising under 18 year olds.   | No  | Yes                               | Would need to be risk assessed by club, but Yes   | Enhanced DBS & barred list | Role description, application form, references |
| <b>COACH TO CHILDREN AND/OR YOUNG PEOPLE</b>           | To train, instruct and supervise under 18 year old SLSGB members for SLSGB awards.  | No  | Yes                               | Would need to be risk assessed by club, but Yes   | Enhanced DBS & barred list | Role description, application form, references |
| <b>ASSISTANT COACH TO CHILDREN AND/OR YOUNG PEOPLE</b> | To train, instruct and supervise, alongside the coach, under 18 year old. SLSGB members for SLSGB awards.   | Not always  | Yes                               | Would need to be risk assessed by club, but Yes   | Enhanced DBS & barred list | Role description, application form, references |
| <b>COACH TO ADULTS</b>                                 | To train adult SLSGB members for SLSGB awards.  | No  | No                                | N/A   | None                       | Role description, application form, references |
| <b>ASSISTANT COACH TO ADULTS</b>                       | To train SLSGB members for SLSGB awards, alongside the coach.   | No  | No                                | N/A   | None                       | Role description, application form, references |
| <b>CLUB OFFICER</b>                                    | Member of the committee, in a position of power/ influence, heavily involved in decision making. NO contact with under 18 year olds.                                  | N/A   | No                                | N/A   | None                       | Role description, application form, references |
| <b>LIFEGUARDS</b>                                      | Lifeguards have a duty of care to the beach users, often in an isolated environment, and may need to administer first aid or supervise a lost child.                  | No  | Yes                               | Would need to be risk assessed by club, but Yes   | Enhanced DBS & barred list | Role description, application form, references |
| <b>PATROL MEMBER</b>                                   | Volunteer patrol lifeguards have a duty of care to the beach users, often in an isolated environment, and may need to administer first aid or supervise a lost child. | No  | Yes                               | Would need to be risk assessed by club, but Yes   | Enhanced DBS & barred list | Role description, application form, references |

Note: If a person listed above has a valid DBS in another activity/role, if they are signed up to the Government Update Service then their existing DBS can be applied if they sign the SLSGB update service agreement. However, care must be taken to ensure that the existing DBS is at the appropriate level (Enhanced or Barred).

**Definition of supervision – TO DIRECT OR OVERSEE THE PERFORMANCE OR OPERATION OF SURF LIFE SAVING ACTIVITIES, OR TO WATCH OVER SO AS TO MAINTAIN ORDER OF THE SURF LIFE SAVING GB MEMBERS.**

SLSGB roles are largely unsupervised because it cannot be guaranteed that a suitable level of supervision is in place to safeguard children.

## The DBS Process

Club Safeguarding Officers and Deputy Safeguarding Officers have access to the First Advantage system. They will be set up by SLSGB as verifiers and will be able to process DBS checks on behalf of the club.

Enter Details of the member who need a DBS check – Applicant Name, email address, confirm email address, select position from the drop down (Activity Leader Children, Team Leader, Trainer Assessor, Youth worker, you then click “create applicant” which will trigger an email to the relevant member. The member then needs to follow the link in the email.

To complete the application process, please follow the steps below:

1. Activate their account and create a password using the link below. The password must be a minimum of 8 characters in length and contain at least one capital letter and one number.
2. They will need to provide details of the 3 types of documents you will be using (Passport, Driving Licence, Utility bill).
3. Complete their online application and “submit”. The member then needs to advise the CSO that they have completed their application.

The CSO then will need to verify the documents that the member has used (see 2 above) This is either face to face or a Video call. The verifier will need this information to enter into the First Advantage system. When completed the application is now in progress with First Advantage.

Once complete the member will receive a paper copy of the DBS from First Advantage. The member should show this to the CSO.

The SLSGB SO – will review First Advantage progress weekly to check completed checks, if the check comes back clear, the details will be added to the member record.

If check comes back as “see disclosure” the SLSGB NSO will contact the member and the CSO to request a paper copy.

SLSGB NSO will then review and risk assess the disclosure and contact the member and the CSO. If appropriate and necessary, the member activity requiring a DBS check must be suspended until the disclosure is fully investigated.

This may require more information outlining the circumstances of any disclosed offences from the applicant in writing, by email or by telephone interview if appropriate. All risk assessments will be signed off by a The SLSGB SO and CEO.

## DBS Glossary

|                           |   |
|---------------------------|---|
| <b>DBS</b>                | Disclosure and Barring Service  |
| <b>Barred List Check</b>  | Belongs to DBS and is a check against the list of individuals barred from working within regulated activity. There are separate barred lists for work with adults and work with children. The focus for SLSGB roles will be working with children.  |
| <b>DBS Enhanced Check</b> | This enhanced DBS check will include a check of the Police National Computer and any local police information, using the 'relevancy test'. It will not include a barred list check or tell you whether or not a person is barred, but it will provide information about cautions, convictions, reprimands and warnings that the person has received.  |
| <b>Supervision</b>        | To direct or oversee the performance or operation of Surf Life Saving GB activities, or to watch over so as to maintain order of Surf Life Saving GB members.   |
| <b>Regulated activity</b> | Activity which involves:<br>Teaching, training, instructing, caring for or supervising children OR<br>Providing guidance/advice on well-being OR<br>Driving a vehicle only for children<br>AND<br>Happens frequently (once a week or more often) OR<br>Happens intensively (on 3 or more days in a 30-day period, or overnight)<br>AND<br>The individual carrying out the activity of teaching, training or instructing is unsupervised (or cannot be guaranteed to be supervised), except for in paid roles in specified places. |

For more information refer to the DBS website [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

## Appendices

**NOTE: All the Appendices can be accessed and downloaded as individual word documents for Clubs to customise for their own use. [www.sls.gb.org.uk/clubs/club-policies](http://www.sls.gb.org.uk/clubs/club-policies)**

### Appendix 1 – Club Safeguarding Officer Role Description

**Purpose:** To provide support and guidance to the Club Committee with regards to safeguarding, including verifying DBS checks, ensuring the Safeguarding policy and procedures are adhered to, co-ordinating safeguarding groups, training members and acting as a point of contact for queries, safeguarding complaints and when needed, at club events.

#### Main Responsibilities:

Advise the Club Committee on all Safeguarding matters and safe recruitment procedures for all club officers, coaches and trainers and helpers or others employed by the club who would have access to young people during club activity.

Reporting to the Club Committee, take a lead role in administering safeguarding delivery and support including when required the case management process.

Manage and support the activities of the Deputy Safeguarding Officer.

#### Safeguarding Delivery & Support:

Support Club Members with Safeguarding guidance, advice, information and training.

Manage and ensure that the process for DBS checks is followed.

Ensure that all Club Coaches understand and use appropriate behaviour to avoid mental and emotional damage during coaching activities.

When required, provide and manage plans for Club event safeguarding and act as a point of contact at events.

Promote, manage and record SLSGB safeguarding updates and ensure they have been adopted by the members.

Promote a child-focused approach - know about local resources to include basic knowledge of the roles & responsibilities of statutory agencies (children's social care, police, NSPCC) and local safeguarding children boards.

Be aware of all Club Policies.

#### Skills:

- Approachable and friendly.
- Good listener/effective communicator.
- Enthusiastic and good motivator.
- Tactful when dealing with sensitive issues and aware of the needs for management of confidential information.

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### Appendix 2 – Vulnerable Adult Guidance

A vulnerable adult is defined as an individual age 18 or older who has the functional, mental, or physical inability to care for themselves. It can also refer to one who is unable to protect themselves against significant harm or exploitation. A vulnerable adult is one that has a substantial mental or functional impairment.

Substantial functional impairment is an inability referring to physical limitations.

Substantial mental impairment is a disorder of mood, thought, perception, memory, or orientation. This grossly impairs the person's judgement, behaviour, or ability to be independent.

The life experiences of these individuals, as a result, can vary significantly from someone that has not been diagnosed as a Vulnerable Adult. This does not necessarily mean that the adult lacks competency.

A vulnerable adult's activities of daily living are usually impaired. The severity of cognitive impairment in vulnerable adults can range from mild cognitive impairment to severe cognitive impairment. Mild forms of such impairment include not knowing or being able to learn the skills necessary to communicate when help is needed; not knowing how and not being able to learn to read or write complex documents when required and thus, avoiding them rather than seeking help to resolve them; not knowing or being able to learn how to navigate basic money management or personal finance; and so on. These factors can limit the ability of the vulnerable adult to either give or receive human communication with another adult who does not have such impairments.

Common acts of abuse are domestic abuse, institutional abuse, and self-neglect. Examples of institutional abuse include inappropriate use of power, lack of choice, lack of personal possessions, a non-flexible schedule and/or physical or verbal abuse.

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## Appendix 3 – Social Media Policy for Clubs and Members

**This Policy is intended to provide guidance to help understand acceptable standards of use of social media by members and to assist everyone in understanding what the potential risks are in using social media and how these can be avoided and managed.**

Social media offers the opportunity for people to participate in online communities of shared interest and to create, share or consume content. We recognise the benefits of social

media as an important tool of communication, engagement, and enrichment.

The Club promotes the safe use of social media and encourages all its members to act responsibly and with courtesy when using social media.

Misuse of social media can result in disciplinary action being taken against a member.

### Good Practice Guidance

#### Usage

Whilst we encourage the positive use of social media, the balance between the right to free speech and the responsibility to respect the rights of others, not to insult, slander, harm, abuse or create risks to anyone's personal safety and wellbeing is a priority.

As a general principle, unless specifically authorised, it is recommended that individuals keep their personal online identity, content and online profile separate. This will help in distinguishing between what is part of a person's private life and what is part of their public and accountable activity in the Club. This removes potential conflict and should assist in focusing the mind on what is and what is not appropriate content and usage before anything is posted.

Use of a social media account for Club activity must be authorised by the Club and respect all the requirements of both GDPR and Safeguarding guidance and this Policy.

The ease, unrestricted and immediate access to the internet presents a unique set of challenges for protecting personal information, safety and wellbeing as all information posted is available to everyone with online access.

Generational differences, use of unfamiliar language and a lack of perception about how messages and information will be understood are major dangers with wide ranging consequences.

Speed to send a message at the expense of care can cause great harm – time to consider is an important duty of care to avoid harm and unintended negative outcomes.

Often what is being posted can have unintended consequences if there are different perceptions of what a reader may understand.

It is the entire responsibility of all to make sure that messages posted and shared will not cause harm or will be seen as abusive. Whilst young people get great benefits from the online communities they belong to and the instant access they have to friends, they may need guidance from the people with responsibility for their safety as to what is acceptable and safe use.

The use of social media to target individuals, whether for grooming or the increasing incidence of cyber bullying, has created new risks to young and vulnerable people who may not understand the risk to themselves when they post personal information.

## General Guidance

- Social Media must not be used to insult, belittle, falsely accuse or criticise other club members, officers, coaches or other volunteers.
- Links between the pages of an adult and a young or vulnerable person, should not be made. Remember that privacy settings change frequently – keep them under review and update as necessary.
- Photos and tagging should be used with consideration. A photo of the team at an event, without any tagging of individuals is fine. Use of tags allows people to be identified and then traced.
- Whenever a photo is going to be taken and used, make sure the individual knows, agrees to it's us and get parental/carer consent for use of all images of young and vulnerable adults

- Performance Athletes as role models are in a position of greater prominence to set standards and this needs to be considered in their use of social media.
- Publicity consent must be obtained prior to posting images or text which may be used on social media to promote the Club.

If you are uncertain or concerned about the appropriateness of any statement or posting you may be intending to make that relates to the club or another club member refrain from making the communication until you discuss it with the relevant club officer.

Remember that you have a responsibility to report any posts or online content which contravene our Code of Conduct Policy.

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## Appendix 4 – Club Equality Policy

We respect the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

We are committed to ensuring that Equality is incorporated across all aspects of our activities. We accept that Equality is fairness, equality of access, recognising inequalities and taking steps to address them. It is ensuring that our culture, structure and actions reflect that all our activities are equally accessible to all members of society.

We are committed to everyone having the right to enjoy Surf Lifesaving in an environment free from threat of discrimination, intimidation, harassment and abuse.

We confirm that all our members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

We will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

## Appendix 5 – Club Anti-Bullying Policy

This policy applies to all Club Members including Young People and all those under the control or direction of the Club.

Bullying is usually defined as repeated behaviour which is intended to harm someone either emotionally, mentally or physically, and is often aimed at certain people because of their race, religion, gender, sexual orientation or any other aspect such as appearance or disability.

Bullying behaviour can include:

- Physically pushing, kicking, hitting, pinching.
- Name calling, spreading rumours, persistent teasing and humiliation continual ignoring.
- Acts or criticism that demean, belittle or diminish someone.
- Ganging up and excluding.
- Excessive use of position of power.
- Posting on social media derogatory, abusive, critical comments, videos or images or excluding or cancelling.
- Racial, homophobic, transphobic or sexist comments, taunts or gestures.
- Sexual comments, suggestions or behaviour.
- Unwanted nonconsensual physical contact.

The Club recognises its duty of care and responsibility to safeguard all members from harm and will:

- Promote and implement this anti-bullying policy.
- Ensure that bullying behaviour is not ignored, tolerated or condoned.
- Take robust action to investigate and respond to any reports of bullying.
- Make sure that any sanctions are proportionate and fair.

- Let young people and vulnerable adults know that they will be listened to and supported.
- Create an ‘open door’ ethos where young people feel confident to talk to an adult about bullying.
- Ensure any bullying by adults is dealt with through the Disciplinary Process.
- Ensure that any incidents/concerns regarding bullying behaviour will be discussed with parents/carers who will also be consulted on the action taken.

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## Appendix 6 – Club Fair Play Code

Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, sportsmanship and respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

Fair play is an essential part of the successful promotion, development and enjoyment of all in sport. Through fair play, participants, the sports organisation and society as a whole all win. All have a responsibility to promote Fair play.

### The Club will:

- Promote and encourage fair play through its members;
- Ensure that its rules are fair, clearly understood by participants, coaches, officials and administrators and properly enforced;
- Make every effort to ensure that sport rules are applied consistently and with absolute impartiality;



- Treat all members equally, irrespective of gender, race or physical characteristics;
- Impress upon participants, coaches, officials and administrators the need to maintain the highest standards of sportsmanship in running and playing our sport.

### **Club Officials will:**

- Abide by the rules and the spirit of the competition;
- Be fair, considerate and honest with others;
- Be professional in their actions, language, presentation, manner, punctuality and reflect high standards;
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show caution and concern toward others;
- Be a positive role model to others;
- Show respect to participants.

### **Club Participants will:**

- Abide by the rules and the spirit of the competition;
- Accept the decisions of referees and judges without question or complaint;
- Never consider cheating and in particular, must not attempt to improve their individual performance by the use of drugs;
- Exercise reasonable self-control at all times;
- Learn to accept success and failure, victory and defeat, with good grace and magnanimity without excessive emotional display;
- Treat their opponents and team-mates with respect both in and out of the competition arena.

### **Club Coaches will:**

- Insist that participants understand and abide by the principles of fair play;
- Never countenance the use of drugs by participants;
- Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their participants;
- Not attempt to manipulate the rules in order to take advantage of their participants or their opponents.

### **Club Officials will:**

- Respect the regulations and authority of their governing body and not attempt to avoid or circumvent these regulations;
- Recognise the special role that they have to play in the establishment of standards by setting a good example of sportsmanship at all times;
- Respect the rights of other clubs and not deliberately act in a manner intended to be to the detriment of any other club;
- Respect the rights of participants, coaches, officials and not exploit or deliberately act in a manner intended to be detrimental to them;
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations, or within the fundamental precepts of fair play.

### **Sponsors and promoters will:**

- Not seek to influence unduly or improperly the outcome of competitions by financial or other inducements;
- Recognise that the administration and organisation of all sporting competitions and events is the exclusive responsibility of the governing body.

## Appendix 7 – Club Young Person Guidance for Club Activity

Common sense needs to be applied but not at the risk of putting young people in a situation beyond their capability or likely to cause them or those who may be relying on them any harm.

### It is therefore recommended that:

A young person **under the age of 14** is never asked to undertake safety cover or to take a role in session delivery in any capacity.

### Those who are 14 and under 16

Although some of the SLSGB Awards have an assessment age under the age of 16, special care must be taken to ensure that in any club volunteer activity they are not asked to do anything which is likely to be harmful to their safety, health or physical development. Particular attention must be given to age, physical development and lack of experience.

They should only be asked to undertake low risk safety cover or to take part in session delivery if they hold a relevant award competency, are required to only provide assistance and at all times directly supervised by a competent adult.

Special care must be taken not to expose this age group to incidents likely to cause distress or threaten their health and welfare or that could lead to emotional, mental or psychological harm.

### All under 18

All under the age of 18 are Young People subject to the SLSGB Safeguarding Guidance. For all Club activities, Parent/Guardian permission must be obtained.

If there are potential personal risks to the safety or welfare of the Young Person, these should be explained to both the Young Person and the Parent/Guardian before the activity takes place. They should only undertake activity where there is personal physical and/or psychological risks when an experienced adult is supervising and where any risk is reduced to the lowest possible level.

When acting as a Lifesaver or Lifeguard they must always be directly supervised by a competent adult.

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## Appendix 8 – Club Code of Conduct Policy

The Club Code of Conduct is an expression of the spirit in which it is expected members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect our ethos and Policies through the actions of our members.

Serious and flagrant breaches will result in action being taken against offenders which could result in expulsion from the Club.

The Code of Conduct prescribes the standards, which a disciplinary committee may take into account when considering the conduct of a member; but so that the committee shall not be prevented from considering other matters.

### At all times a member shall uphold the good standing and reputation of the Club and shall:

- Comply with the law.
- Not misuse their authority or office for personal or other gain.
- Fully uphold the Clubs Policies.
- Observe the standards prescribed in the guides to good practice approved by the Club.
- Have a duty to provide information if requested by the Disciplinary Committee investigating any breach of this code.
- Respect a person's rights and treat everyone accordingly.
- If teaching lifesaving or working in any capacity that requires an SLSGB or equivalent qualification, hold a qualification to do so, approved by SLSGB.
- Fully uphold the good practice and conduct requirements set out in the SLSGB Safeguarding Guidance adopted by the Club.

## Appendix 9

# Events Safeguarding Checklist

DATE: \_\_\_\_\_ NAME/POSITION: \_\_\_\_\_

VENUE: \_\_\_\_\_ CLUB: \_\_\_\_\_

| RISK  | Level of risk (✓) |  |     | Action to be taken to minimise risk | Action to be taken in the event of risk happening |
|---|-------------------|--|-----|-------------------------------------|---|
|   | High              |  | Low |                                     |   |
| Will the activity contravene any of the guidance? If so, detail the risks.                      |                   |  |     |                                     |   |
| Is the area fit & appropriate for the activity?   |                   |  |     |                                     |   |
| Is the equipment safe & appropriate for the activity?   |                   |  |     |                                     |   |
| Are the registers in order? Are the participants appropriately attired & safe for activity?     |                   |  |     |                                     |   |
| Can emergency vehicles access facilities and is there a working telephone available?            |                   |  |     |                                     |   |
| Are emergency procedures published & accessible for those with responsibility for the activity? |                   |  |     |                                     |   |

|                                   |   |  |
|-----------------------------------|---|--|
| <b>Purpose of Trip</b>            | Competition Training<br>Social<br>Combination   |  |
| <b>Planning</b>                   | When?<br>Where?<br>Who?<br>Risk assessment of the activity  |  |
| <b>Communication with Parents</b> | Pick up times<br>Destination and venue<br>Competition dates<br>Kit and equipment list<br>Emergency procedures (home contact)<br>Consent Form (inc photography)<br>Code of conduct |  |
| <b>Accommodation &amp; Venue</b>  | What type?<br>Catering (special diet, allergies)<br>Suitability for group (accessibility)<br>Room lists<br>Facilities<br>Fire Regulations etc                                     |  |
| <b>Hosting or being hosted</b>    | Hosts vetted<br>Hosts aware of special requirements<br>Transport arrangements<br>Telephone contact<br>Local map and information   |  |
| <b>Transport</b>                  | Journey time & stopping points<br>Supervision<br>Suitability & access<br>Drivers checked Insurance  |  |
| <b>Supervision &amp; Staffing</b> | Ratio of staff to participants Male/female<br>Specialist Carers Staff checked<br>Staff relevant child protection training<br>Roles & responsibilities                             |  |
| <b>Emergency Procedures</b>       | NOP/EOPs<br>First Aid<br>Special Medical Information Medications<br>EHIC (EU visits)  |  |
| <b>Insurance</b>                  | Liability<br>Accident<br>Travel<br>Medical  |  |

|                               |   |  |
|-------------------------------|---|--|
| <b>Costs</b>                  | For trip<br>Payment schedule<br>Extra meals & refreshments<br>Spending money<br>Security  |  |
| <b>Documentation</b>          | Entry pack & declaration<br>Travel tickets<br>Passports & visas<br>Check non EU nationals   |  |
| <b>Preparing participants</b> | ID & security<br>Local culture & language<br>Food & drink<br>Currency Telephone<br>Maps of area/site (zones)  |  |
| <b>Arrival</b>                | Check rooms, meal times, phones, valuables<br>Check sporting venue<br>Collect money & valuables<br>Information on medications<br>Arrange group meeting(s)<br>Confirm care & CP procedures with group/staff<br>Rules & curfews |  |

## Appendix 10

# Incident Report Form

| YOU  |  |
|--|--|
| Name   |  |
| Contact details  |  |
| Club   |  |
| Date (of completing this form)   |  |
| Time (of completing this form)   |  |
| Are you reporting your own concerns or passing on those of someone else? |  |
| Give details (name, club, contact details)                               |  |
|  |  |

| CHILD/YOUNG PERSON/VULNERABLE ADULT |  |
|-------------------------------------|--|
| Name                                |  |
| Age/Date of birth                   |  |
| Club                                |  |
| Contact details                     |  |

| PARENT/CARER    |  |
|-----------------|--|
| Name            |  |
| Contact details |  |

**Give a brief description of the concerns including date, time and location of specific incidents**

**Are there any physical and/or behavioural signs? What are they?**

**Have you spoken to the child? If so, what was said?**

**Have you spoken to the parent/ carer/s? If so, what was said?**

**Has anyone been alleged to be the abuser? If so, give details; include their relationship to the child.**

**Have you consulted/reported your concerns to anyone else? Give details and any action that has been agreed.**

**Your Signature:**

.....

## Appendix 11

# Missing Person Report

## Missing/Found Report

### GUIDANCE NOTES

The Missing/Found Report Form collates all known personal information of a person who has been found or reported missing. It also shows details of the first informant and the person he or she was reunited with.

At no time should contact with the first informant be lost.

On initial report of the child missing – gather all relevant information and relay to your operational base or Central Point of Contact (CPC).

### **DO NOT BROADCAST FULL NAMES OF MISSING / FOUND PERSONS OVER THE RADIO**

Only when Emergency Services become involved should an Incident Report form be completed and recorded as a SEARCH. This form should be attached to the Incident Report form in these circumstances.

If there is any reason for concern regarding the welfare of the missing person, the search should be escalated by contacting HMCG immediately.

**Please ensure the volunteer box is ticked when a volunteer has been involved.**

### COPY DISTRIBUTION

1. Gold copy to be sent to issuing authority
2. Lifeguard Manager / Supervisor Copy
3. Remain at Facility

### DATA PROTECTION ACT 1998

The personal information collected on this form will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying lifeguard training needs and insurance liabilities. Where necessary it may be disclosed to other Emergency Services, Local Authorities and Lifesaving Organisations.

**TO ENSURE MULTIPLE COPIES PLEASE COMPLETE IN PEN AND ON A HEARD SURFACE**



## Missing Persons Report Found

|                        |   |                                  |
|------------------------|---|----------------------------------|
| <b>Lifeguard Area:</b> | <b>Lifeguard Unit:</b>                          | <b>U.I.I.N.:</b> (if applicable) |
| <b>Date:</b> --/--/--  | <b>Time reported to Lifeguard:</b> (24hr) --:-- |                                  |

|                       |                              |   |
|-----------------------|------------------------------|---|
| <b>Person Details</b> |                              |   |
| Full Name:            |                              |   |
| Post Town:            | Post Code                    | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Age:                  | Time Last Seen: (24hr) --:-- | Place Last Seen:  |

|                              |                           |         |
|------------------------------|---------------------------|---------|
| <b>Narrative of Incident</b> | <b>Person Description</b> |         |
|                              | Hair colour:              | Height: |
|                              | Clothing:                 | Other:  |

|   |                             |
|---|-----------------------------|
| <b>Details of person reunited with</b>  |                             |
| Time missing person found: (24hr) --:-- | Time reunited: (24hr) --:-- |
| Location:                               |                             |
| Name of person reunited with:           | Relationship:               |
| Signature:                              |                             |

|                        |                             |   |
|------------------------|-----------------------------|---|
| <b>Lifeguard Name:</b> | <b>Lifeguard Signature:</b> | <b>Volunteer</b> <input type="checkbox"/> |
|------------------------|-----------------------------|---|

**DATA PROTECTION ACT 1998** Your personal information will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying lifeguard training needs and insurance liability. Where necessary it may be disclosed to Local Authorities and Lifesaving Organisations. **This form is to be returned to the issuing authority**

## Appendix 12

# Safeguarding Training Checklist - Self Declaration

### To be used by Category Two Safeguarding Members:

Set out in the Check List below are the sections that must be read in full by anyone who is declaring for Category Two Safeguarding credential. Once read you must complete the self-declaration process as described in Section 3.

You can download a copy of this checklist [here](#).

Sections to be read by Trainee.

| Section | Topic   | Page No in Guidance | Tick                     |
|---------|---|---------------------|--------------------------|
| -       | How to Apply Deliver Safeguarding Training                | 3                   | <input type="checkbox"/> |
| 3       | Who does this guidance apply to?                          | 7                   | <input type="checkbox"/> |
| 6       | Good Practice   | 8                   | <input type="checkbox"/> |
| 8       | Duty of Care  | 9                   | <input type="checkbox"/> |
| 11      | Positions of Trust  | 11                  | <input type="checkbox"/> |
| 12      | Practices to be avoided                                   | 12                  | <input type="checkbox"/> |
| 13      | Practices never to be sanctioned                          | 12                  | <input type="checkbox"/> |
| 14      | Minor incidents that must be reported/recorded            | 12                  | <input type="checkbox"/> |
| 15      | How to manage a Young Person who is being abused          | 13                  | <input type="checkbox"/> |
| 16      | Guidance on physical contact                              | 14                  | <input type="checkbox"/> |
| 17      | Guidance on sexual activity                               | 15                  | <input type="checkbox"/> |
| 18      | Guidance on discipline                                    | 15                  | <input type="checkbox"/> |
| 19      | Guidance for Events                                       | 16                  | <input type="checkbox"/> |
| 20      | Young Person and Vulnerable Adult Parent/Guardian Consent | 16                  | <input type="checkbox"/> |
| 21      | Guidance on pool sessions                                 | 17                  | <input type="checkbox"/> |
| 22      | Guidance on missing children                              | 18                  | <input type="checkbox"/> |
| 23      | Guidance on collection of children                        | 18                  | <input type="checkbox"/> |
| 24      | Guidance on transporting children and young people        | 19                  | <input type="checkbox"/> |
| 25      | Guidance on video and photography (images)                | 20                  | <input type="checkbox"/> |

|                    |  |    |                          |
|--------------------|--|----|--------------------------|
| <b>26</b>          | Guidance on social media   | 21 | <input type="checkbox"/> |
| <b>27</b>          | What is abuse?   | 21 | <input type="checkbox"/> |
| <b>28</b>          | What to do if you're worried or have a concern about a member, volunteer, coach, official or young person/vulnerable adults in your Club | 24 | <input type="checkbox"/> |
| <b>29</b>          | Confidentiality  | 24 | <input type="checkbox"/> |
| <b>30</b>          | Whistle blowing/disclosure   | 25 | <input type="checkbox"/> |
| <hr/>              |  |    |                          |
| <b>Appendix 2</b>  | Vulnerable adult guidance  | 37 | <input type="checkbox"/> |
| <b>Appendix 3</b>  | Social media policy for Clubs and members  | 38 | <input type="checkbox"/> |
| <b>Appendix 4</b>  | Club Equality Policy   | 39 | <input type="checkbox"/> |
| <b>Appendix 5</b>  | Club Anti - Bullying Policy  | 40 | <input type="checkbox"/> |
| <b>Appendix 6</b>  | Appendix 6 Club Fair Play Policy   | 40 | <input type="checkbox"/> |
| <b>Appendix 7</b>  | Appendix 7 Club Young Person Guidance for Club Activity  | 42 | <input type="checkbox"/> |
| <b>Appendix 8</b>  | Appendix 8 Club Code of Conduct Policy   | 42 | <input type="checkbox"/> |
| <b>Appendix 9</b>  | Appendix 9 Events Safeguarding Check List  | 43 | <input type="checkbox"/> |
| <b>Appendix 10</b> | Appendix 10 Incident Report Form   | 46 | <input type="checkbox"/> |
| <b>Appendix 11</b> | Appendix 11 Missing Person Report  | 48 | <input type="checkbox"/> |

## **SLSGB Contact Details**

### **SLSGB Safeguarding Officer**

Telephone: 01392 369111

Email: [safeguarding@sls.gb.org.uk](mailto:safeguarding@sls.gb.org.uk)

### **SLSGB Safeguarding Lead - SLSGB CEO**

Telephone: 01392 369111

Email: [CEO@sls.gb.org.uk](mailto:CEO@sls.gb.org.uk)



**Surf Life Saving GB**  
**Buckland House, Park 5, Harrier Way, Sowton, Exeter, EX2 7HU**  
**Tel: 01392 369111**