



Birmingham Marlins Swimming Club

Safeguarding Policy

Policy Statement

It is Birmingham Marlins policy to ensure that all members, coaching and teaching staff, volunteers, clients, visitors and others are in a safe environment and are protected from abuse. All staff have a duty of care towards others by caring and supporting needs by accessing immediate or emergency action or assistance as required.

Responsibilities

The Welfare officer, committee and members at Birmingham Marlins are responsible for implementing this policy and following local protocols relating to abuse. The Welfare officer is responsible for checking that an employee is not a barred person, or for a person who is not yet registered with the DBS (disclosure and Barring Service). The Welfare Officer is also responsible for referring relevant information about an individual to the service. The Welfare Officer must also ensure that an enhanced DBS check is completed or has been completed prior to an individual working unsupervised, with any adult, young person or child with care and support needs within Birmingham Marlins.

The chair and head coach are responsible in the absence of the Welfare Officer for the operation of this procedure.

All Staff are responsible for reporting any suspected incidents of abuse to the Welfare officer or committee. Birmingham Marlins Swimming Club is committed to a club environment in which all children, young people and vulnerable adults participating in its activities have a safe and positive experience.

Definitions

Abuse is violation of an individual's human and civil rights by any other person or persons
Vulnerable Adult: The adult safeguarding duties under the Care Act 2014 apply to an adult, aged 18 or over, who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Care and support are the mixture of practical, financial and emotional support for adults who need extra help to manage their lives – including older people, people with a disability or long-term illness, people with mental health problems, and carers.

Young person: An individual usually aged between 14 years and 18 years who has capacity to make their own decisions and understand the consequences of that decision.

Adult Abuse is when the power of one person over another over is used in such a way as to deny the person's human or civil rights or affect their health and well-being.

Child: A person under the age of 18 years old, or a person with a recognised learning disability who is under the age of 21 years.



Types and signs of abuse

Physical abuse physical abuse includes assault, hitting, slapping, pushing, kicking, miss use of medication, being locked in a room, inappropriate sanctions or force-feeding, inappropriate methods of restraint, and unlawfully depriving a person of their liberty. It is the intention of causing harm, pain, discomfort to another person.

Possible indicators

1. Fractures
2. Bruising
3. Burns
4. Pain
5. Marks
6. Not wanting to be touched
7. Scratches
8. Unexplained red areas on the skin

Domestic Violence

In 2013, the Home Office announced changes to the definition of domestic abuse as below:

1. An incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse... by someone who is or has been an intimate partner or family member regardless of gender or sexuality.
 2. Includes psychological, physical, sexual, financial, emotional abuse; so- called honour-based violence; Female Genital Mutilation; forced marriage.
 3. The age for adult domestic violence is from 16 years. Abuse affecting any person under the age of 18 years is classed as child abuse – see the relevant section within this policy.
- Many people think that domestic abuse is restricted to abuse between intimate partners, but this is incorrect. It extends to other family members as well and a great deal of the safeguarding work that occurs is in fact concerned with domestic abuse. This confirms that domestic abuse approaches and legislation can be considered safeguarding responses in appropriate cases.

Sexual Abuse

Sexual Abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure, female genital mutilation, grooming and sexual assault or sexual acts to which the adult or young person over the age of 16 years has not consented or was pressured into consenting.

Possible indicators

1. Genital itching, soreness or having a sexually transmitted disease.
2. Using bad language.
3. Not wanting to be touched
4. Behaving in a sexually inappropriately way.
5. Changes in appearance



6. Pregnancy
7. Marks or bruises
8. Grooming including grooming of young people, children or vulnerable adults
9. Inappropriate use of social media sites, use of the internet, use of mobile phone

Female Genital Mutilation

Removal, constriction or other disfigurement of a girl's labia or clitoris for non-medical reasons

- Talking about 'going home' for a long visit or family holiday
- Talking about preparing for marriage or adulthood
- Difficulty sitting, standing or walking
- Difficulty urinating or incontinence
- Changed behaviour after a prolonged absence

Grooming

Building an emotional connection with a child, young person, vulnerable adult or adult to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking

- New friends/online contacts
- Secrecy over online activity
- Isolation as Groomer persuades to cut off ties
- Possible gifts or money

Psychological and Emotional abuse

Psychological abuse includes emotional abuse and takes the form of threats of harm or abandonment, deprivation of contact, humiliation, rejection, blaming, controlling, intimidation, coercion, indifference, harassment, verbal abuse (including shouting or swearing), cyber bullying, isolation or withdrawal from services and support networks.

Possible indicators

1. Being withdrawn
2. Too eager to do everything they are asked
3. Showing compulsive behaviour
4. Not being able to do things they used to
5. Not being able to concentrate or focus
6. Not wanting to look at phone, email or social media communications

Financial or Material abuse

This includes theft, fraud, internet scamming, coercion in relation to an adult's or young person's financial affairs or arrangements, including in connection with wills,



property, inheritance or financial transactions including online transactions, or the misuse or misappropriation of property, possessions or benefits.

Possible Indicators

1. Lack of heating, clothing or food;
2. Inability to pay bills/unexplained shortage of money;
3. Lack of money, especially after benefit day;
4. Inadequately explained withdrawals from accounts;
5. Unexplained loss/misplacement of financial documents;
6. The recent addition of authorised signatories on an adult's accounts or cards
7. Disparity between assets/income and living condition;
8. Power of attorney obtained when the adult lacks the capacity to make this decision;
9. Recent changes of deeds/title of house or will;
10. Recent acquaintances expressing sudden or disproportionate interest in the adult and their money;
11. Service user not in control of their direct payment or individualised budget;
12. Mis-selling/selling by door-to-door traders/cold calling;
13. Illegal money-lending
14. Wages being paid to another person
15. Unusual internet transactions

Modern Day Slavery

Modern slavery encompasses slavery, human trafficking, exploitation, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Possible Indicators

Signs of various types of slavery and exploitation are often hidden, making it hard to recognise potential victims. Victims can be any age, Gender or ethnicity or nationality. Whilst by no means exhaustive, this is a list of some common signs:

1. Adult or young person is not in possession of their legal documents (passport, Identification and bank account details) and they are being held by someone else;
2. The adult or young person has old or serious untreated injuries and they are vague, reluctant or inconsistent in explaining how the injury occurred.
3. The adult or young person looks malnourished, unkempt, or appears withdrawn.
4. They have few personal possessions and often wear the same clothes.
5. No access to communication systems

Trafficking

Recruiting, moving or receiving a child, young person, vulnerable adult or adult through force, trickery or intimidation to take advantage of them

- Personality changes - often fear, signs of depression
- Papers missing for overseas young people



- Isolation and changes in friends/contacts
- Carrying out illegal actions such as theft

Exploitation

Taking advantage of someone's vulnerability to treat them badly for the abuser's benefit.

- Hanging around with new, unknown friends/peers.
- Travelling away from home unexpectedly on repeated occasions.
- Restraint marks, such as from having hands or feet bound.
- Out of character criminal behaviour.

Discriminatory abuse

This includes discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on the person's disability or any other form of harassment, slur or similar treatment. Hate crime can be viewed as a form of discriminatory abuse, although will often involve other types of abuse as well. It also includes not responding to dietary needs and not providing appropriate spiritual support. Excluding a person from activities on the basis they are not liked is also discriminatory abuse.

Possible indicators

Indicators for discriminatory abuse may not always be obvious and may also be linked to acts of physical abuse and assault, sexual abuse and assault, financial abuse, neglect, psychological abuse and harassment, so all the indicators listed above may apply to discriminatory abuse.

1. An adult, child or young person may reject their own cultural background and/or racist origin or other personal beliefs, sexual practices or lifestyle choices.
2. An adult, young person or child making complaints about the service not meeting their needs.

Organisational or Institutional Abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, or where care is provided within their own home.

This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. Organisational abuse is the mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.

Possible indicators

1. Unnecessary or inappropriate rules and regulations;
2. Lack of simulation or the development of individual interests;



3. Inappropriate staff behaviour, such as the development of factions, misuse of drugs or alcohol, failure to respond to leadership;
4. Restriction of external contacts or opportunities to socialise;
5. Staff receive little support from management, inadequately training, poorly supervised and receive inadequate guidance.
6. Risk assessments not in place
7. Use of unsafe environments

Neglect and acts of omission

These include ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the mental capacity to assess risk for themselves.

Neglect and poor professional practice may take the form of isolated incidents or pervasive ill treatment and gross misconduct. Neglect of this type may happen within an adult's own home or in an institution. Repeated instances of poor care may be an indication of more serious problems. Neglect can be intentional or unintentional.

Possible indicators

1. Inadequate heating and /or lighting within home environments
2. Physical condition/appearance is poor (e.g. sores, ulcers, pressure sores, soiled or wet clothing)
3. Malnourished and/or has sudden or continuous weight loss and/or is dehydrated;
4. Cannot access appropriate medication or medical care;
5. Not being afforded appropriate privacy or dignity;
6. Inconsistent or reluctant contact with health and social services;
7. Person is exposed to unacceptable risk

Self-Neglect

Self-neglect entails neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It is also defined as the inability (intentional or unintentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and wellbeing of the individual and sometimes to their community.

Possible Indicators

1. Living in very unclean, sometimes verminous circumstances;
2. Poor self-care leading to a decline in personal hygiene;



3. Poor nutrition;
4. Poor healing/sores;
5. Poorly maintained clothing;
6. Isolation;
7. Failure to take medication;
8. Hoarding;
9. Portraying eccentric behaviour/lifestyles.

NOTE: Poor environments and personal hygiene may be a matter of personal or lifestyle choice or other issues such as insufficient income.

Situational and Environmental abuse

Situational and environmental abuse is deliberately placing an individual in an environment that is known to be dangerous or detrimental to the welfare of an individual. It can also be seen as neglect of an individual, or institutional abuse.

Possible indicators

1. Ignoring the use of risk assessments
2. Risk assessments that are not fit for purpose
3. Inappropriate lone working arrangements
4. Inadequate vetting of settings and environments
5. Inadequate training of staff
6. Inadequate vetting of staff or others who have access to vulnerable people or children
7. Use of unsuitable venues

Radicalisation and extremism

Extremism is defined in law as: *'vocal or active opposition to the fundamental British values'*
Some or all of the following could lead to a risk in relation to radicalisation of an individual. These factors have been identified as making individuals more vulnerable to exploitation.

1. Inappropriate use of ICT and use of social media and internet
2. Tensions within the community
3. Ineffective communication systems
4. Being rejected by peer, faith or social group/family
5. Pressure from persons linked to extremism
6. Victim or witness to race or religious hate crime
7. Conflict with family over religious beliefs/lifestyle/politics
8. Identity confusion
9. Recent religious conversion
10. Change in behaviour or appearance due to new influences
11. Under-achievement
12. May possess literature related to extreme views
13. Experience of poverty, disadvantage or social exclusion
14. Extremist influences
15. A series of traumatic events global, national or personal.

Bullying and Harassment.



Bullying and Harassment is when someone behaves in a way which makes someone else feel distressed, uncomfortable, humiliated or threatened. It can include forcing an individual to carry out a task that they do not wish to do.

Preventing Abuse.

All staff should receive adequate training to ensure they are aware of types of abuse and possible signs and symptoms. Welfare officer should receive the enhanced level of safeguarding training

Any incident of any form of abuse which is either suspected or actually witnessed must be dealt with immediately, in order to stop the abuse and prevent it from occurring.

The staff member who observes any form of abuse must report the incident to the Welfare officer as a matter of urgency. It cannot be ignored. In the absence of the Welfare Officer, it can be reported to the head coach or chair of the committee.

As Birmingham Marlins is open to new members within our community, our duty of care extends to the safeguarding of all children, young people and vulnerable adults who maybe accessing our services.

The government document entitled working together to Safeguard children published in March 2013 states that Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone's responsibility.

Everyone who comes into contact with children, young people and vulnerable adults have a role to play.

If we have any concern that a child or young person may be at risk, we all always follow the local safeguarding procedures and follow the advice from NSPCC. If we have a concern in relation to an adult, we follow the advice from the adult safeguarding board.

In order to achieve this the club agrees to:

- a) Adopt and implement the current Swim England WavePower policy in full.
- b) Appoint a Club Welfare Officer with the necessary skills and training as outlined by the Swim England who will take the lead in dealing with all child safeguarding matters raised within the club.
- c) Recognise that all persons participating in the club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and club activities and be protected from harm and be in a safe environment
- d) Ensure that those individuals who work with children in the club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children
- e) Ensure that the club Welfare Officers name and contact details are known to all staff, members and parents* of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower guidance
- f) Ensure all those persons who work with children in the club have undertaken the appropriate training and relevant DBS checks and adhere to the required practices for safeguarding children as outlined in Wavepower
- g) Ensure that all individuals who will be working or will work with children in the club have been through the Swim England recruitment procedure



- h) Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower.
- i) Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare or protection
- j) Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

*Children are referring to all persons under the age of 18.

“Parents” is anyone who has parental responsibility for the child concerned.

Reacting and Reporting

The Welfare officer's priority must always be to ensure that the individual's well-being is maintained. In the first instance a **safeguarding concern** must be made.

The incident must fully investigated and all actions recorded onto a **safeguarding log** sheet, it may not be appropriate for some of this information to be recorded in personal files or in other documents.

The circumstances of the situation will dictate who will need to be contacted. In all circumstances, the Welfare Officer must be approached for advice. Others to be contacted may include: Police, safeguarding adults board, children's safeguarding board, NSPCC, WavePower or other agencies.

You should also adhere to local authority Abuse policies

Actions to take if a disclosure occurs.

The procedure for handling a disclosure.

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| LISTEN | Actively listen to the child, young person, vulnerable adult or adult asking only open questions such as “Can you tell me any more about that”, and make notes as soon as possible. Make no promises not to tell, and record only what they say, not your interpretation |
| BELIEVE | Assume what they are saying is true - even if you think that they usually exaggerate or make up stories. This may be the time that they don't. Tell them that you believe them |
| AFFIRM | Affirm that they have done the right thing in telling you, and that they will not be in trouble for saying what has happened. Give re assurance. |



- REFER** If there is imminent danger, phone 999. Otherwise pass you notes on to your safeguarding officer
- SUPPORT** Anyone else who has had to be involved with disclosures will need support. This is particularly true if it is within the family, or a small community. See below for support contacts.

Limits of Confidentiality

All concerns reported to Welfare Officer, committee or another will be treated in the strictest of confidence. However, there may be times that this confidence needs to be breached in order to safeguard the person concerned. Should this be the case, the information will only be passed onto other professionals who have a duty of care to act upon and safeguard adults, young people or children in line with their support needs.

Information Sharing Protocol

As an organisation, we are proactive in adopting a multiagency approach in working with others to safeguard adults, young persons and children with care and support needs. We will share information with other services such as Safeguarding Adults team, safeguarding children's board, NSPCC and the Police, when concerns have been raised and work with them to ensure the safety of our members and others at all times.

Contacts

SwimLine

0808 100 4001

NSPCC Child Protection Helpline

Direct: 0808 800 5000 - (open 24 hours a day and calls are free).

Textphone: 0800 056 0566

Independent advocacy

0800 644 6448

Age Concern

0800 7314931

Samaritans

08457 909090



Sexual Assessment Referral Centre

For counselling and support

08081782058

Domestic Abuse

0845 602 9035

Disclosure and Barring Service helpline

0300 0200 190

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Next review April 2021.