

Child Protection and Welfare Policy

- i. The City of Milton Keynes Swim Club (CMKSC) requires that all coaches, poolside helpers, chaperones, and team managers have up to date enhanced CRB checks completed. It is also expected that up to date personal details are entered onto the ASA Register of Coaches, Club Officers and Helpers.
- ii. CMKSC requires that any new coach, teacher etc. who has one to one contact with any swimmer have their details, qualifications, references and CRB check status verified by the committee before being used by the club in any such position.
- iii. CMKSC requires that all coaches complete the relevant child protection training as required from time to time by the relevant governing body for their qualifications.
- iv. CMKSC will operate under the child protection and welfare procedures and guidelines as set out by the ASA, and updated from time to time. If there is any conflict with other bodies' guidelines those of the ASA will take precedence, except those stated in contracts with pool owners or operators. It is expected that all those in a position of any responsibility within CMKSC will be fully aware of those procedures and guidelines and if in any doubt ask for copies for study.
- v. CMKSC expects all members in any position of responsibility to comply with the ASA Code of Ethics at all times.
- vi. CMKSC requires that all members, and their parents, read, understand, agree and sign to the CMKSC Code of Conduct.
- vii. CMKSC requires all those who are responsible for sessions (Lead Coach) during any training session or galas to ensure they are familiar with the safety equipment, emergency procedures (inc exits), first aid kits, emergency telephone etc relevant to the pool in which they are participating.
- viii. CMKSC requires all those on poolside must have the ability to report accidents, incidents and any concerns about the welfare of any swimmer to a senior coach, the club welfare officer or another committee member as soon as possible. This report should be in writing on the appropriate form if considered serious enough to be of significant concern. If in doubt ask for advice from a senior coach, the club welfare officer or a committee member.
- ix. If any club member has concerns about the welfare of any child or young person they should discuss the matter with a senior coach or the club welfare officer as appropriate and without delay. CMKSC does not expect any member to discuss the matter with either the child or any other person except to ask questions to clarify what you are hearing. If you are concerned about the immediate safety and welfare of the child contact either the police or social services. CMKSC keeps a full list of the contact details for all the appropriate welfare authorities including those within the sport. Those members in a position of responsibility should ensure they always have an up to date copy.
- x. CMKSC requires that during every coaching session the appropriate numbers of coaches, and poolside helpers are actively involved on poolside as required for the skill level and numbers of swimmers. The specific requirements are as detailed in the ASA guidelines or the individual pool operating procedures.
- xi. CMKSC reminds all parents and spectators that photography is not allowed at any CMKSC Meet or training session at all. The ASA guidelines, or the responsible club, will govern photography at club or open galas etc.
- xii. CMKSC requires that if any child or young person has to be transported home or to a gala etc that there will always be two responsible adults involved (unless related or close personal friends) and parental agreement will be received in advance.

- xiii. CMKSC will take all appropriate steps to ensure the welfare and safety of all children and young person's whilst they are involved in club activities and under our care. However CMKSC also insists that parent and carers take a responsibility for the behaviour and welfare of all children when not on poolside, which includes appropriate clothing. This means appropriate behaviour in changing areas, pool foyers and outside pools. For example, ensuring their children are picked up from club activities on time and safely, not left waiting outside pools.
- xiv. CMKSC requires that adult members ensure they are not at any time in a one to one situation with any child or young person. Always ensure that another responsible adult is present. If this cannot be done for emergency reasons ensure that a senior coach or the club welfare officer is informed of the circumstances as soon as possible.
- xv. If any swimmer, member, parent or carer has any complaint or grievance with their treatment during any club activity they should bring these to the attention of their coach in the first instance. If this does not resolve the issue please consult the Welfare Officer or a member of the club committee for referral to the CMKSC Grievance Procedure.
- xvi. A copy of all the ASA guidelines and procedures can be obtained from the ASA website or from the CMKSC Club Welfare Officer.