

Safeguarding Children & Vulnerable Adults Policy Statement

1. SwimBag Limited has a duty to take look after Children and Vulnerable Adults, who are either on one of our courses or taking part in activities as part of our courses. For the purposes of this policy a child is someone under the age of 18 and a vulnerable adult is defined as someone over the age of 18 who has special needs, which may make them vulnerable to abuse.
2. All SwimBag employees, Associates, Sub-Contracted Trainers / Assessors have a responsibility to comply with the content of this policy statement. We expect learners to accept the principles of this policy, when on training programmes run by SwimBag.
3. To embed the Safeguarding of Children and Vulnerable Adults in to all our operations we shall:
 - 3.1 Allocate specific duties to appropriate staff and include these duties in their Job Descriptions.
 - 3.2 Communicate this policy statement to all Associates, Sub-Contacted Trainers / Assessors and to our Approved Centres.
 - 3.3 Provide Safeguarding training and guidance to employees as part of their induction package.
 - 3.4 Attempt to identify and protect individuals who may be at risk.
 - 3.5 Reduce potential situations that might lead to harm amongst our learners / participants / team.
 - 3.6 Establish reporting procedures to be used, where we have concerns about the wellbeing of Children or Vulnerable Adults.
 - 3.7 When working as subcontractors within other organisation's venues, we shall work with in conjunction with their Safeguarding procedures.

Reporting

4. Where we have concerns over the safety of an individual the following reporting actions may be taken.
 - 4.1 Listen to the child / vulnerable adult / person disclosing the potential abuse.
 - 4.2 Complete the Child Protection Incident Report form. (in Safeguarding Procedure)
 - 4.3 Consult with the senior SwimBag trainer present or the Venue's or Club's Child Protection Officer.
 - 4.4 Consider reporting the situation to: a) Police, b) Social Services, c) School, d) Venue's Management, e) Awarding Body.
5. To help us monitor the effects of this policy, SwimBag will:
 - 5.1 Review this policy bi annually and after every incident where the procedures have been used.
 - 5.2 Our reference material is drawn primarily from the NSPCC / Sports Coach UK publication "Safeguarding and Protecting Children".

Contact details

6. All queries concerning this policy statement should be addressed to:

The Training Director, SwimBag Limited, 29 Redbridge, Peterborough, PE4 5DP Tel: 01733 321399, Email: trainingdirector@swimbag.com

Review

7. This document was last reviewed on 20/10/22

A P Longland, Training Director SwimBag Limited