

Policy Statement

We in Bath Swim Therapy are fully committed to creating a safe environment in which children and vulnerable adults can feel comfortable and secure while engaged in any of our activities. It is our policy to safeguard the welfare of all in our care from all forms of abuse including emotional and sexual harm

All personnel recognise and accept our responsibilities to develop awareness of the issues that may cause harm to children and vulnerable adults

This policy is based on the following principles;-

- The welfare of the child or vulnerable adult is paramount
- Their protection is everyone's responsibility
- All, whatever their age, culture, disability, gender, language, racial origin, religious belief and /or sexual identity, have the right to protection from abuse
- They have the right to express views on all matters which affect them, should they wish to do so
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All personnel have the responsibility to report concerns to the appropriate officer

We endeavour to safeguard children and vulnerable adults by ;-

- Adopting guidelines through a code of conduct for all involved in the group
- Sharing information about protection and good practice with children, parents, staff and volunteers
.Sharing information about concerns with agencies who need to know, and involving parents, children, vulnerable adults and carers appropriately.
- Following carefully the procedures for recruitment and selection of staff and volunteers
- Providing effective supervision, support and training for all staff, parents, carers and volunteers

We are also committed to reviewing our policy and good practice at regular intervals.

Code of Conduct

This Code of Conduct is developed bearing in mind the following

- Children attend sessions for approx 40 minutes, once or sometimes twice a week
- all children attend all sessions accompanied by a parent or personal assistant/carer, who remains totally responsible for the child during the sessions, both in the changing rooms & in the water. Staff and volunteers only work with any child with the express permission of the parent and the child
- Children are taught on a one to one basis, usually within in a group situation, with parents or carers involved or on poolside at all times.
- physical support with the minimum of body covering is an integral part of hydrotherapy, and the teaching of swimming using the Halliwick Concept.
- When working with adults, there is always another person present either in the water or on poolside.

Everyone is encouraged to play their part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity. It is considered important that everyone demonstrates exemplary behaviour in order to protect themselves and the organisation from false allegations, being aware that actions might be misinterpreted no matter how well intentioned

Staff and volunteers are expected to ;-

- always put the care welfare and safety needs of the child or vulnerable adult first
- respect their right to be involved in making choices and decisions which directly affect them
- listen attentively to any ideas and views they want to share
- always use language appropriate to the age and level of their understanding.
- respect their right to privacy and personal space.

- respond sensitively to any child or adult who seem anxious about participating in certain activities
- explain to the child or adult, and/or personal assistant/carer any type of support being used, why it is being used and obtain their consent.
- not do things of a personal nature for a child or an adult that they can do for themselves. If such an incident arises, they should ask the person concerned or their parent or personal assistant/carer, for guidance to deal with such an incident
- not spend any time alone with any person away from others
- not be drawn into derogatory remarks or gestures in front of children or adults
- not allow children or adults to swear or use sexualised language unchallenged
- never allow or engage in inappropriate touching of any kind
- never engage in any sexually provocative action or rough physical games
- only restrain a child or adult who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property
- report immediately any suspicion that a child or adult could be at risk of harm or abuse including bullying or harassment
- listen carefully to any child or adult who 'tells' them (sometimes other than through words) that they are being harmed and report what they have discovered to one of the Protection Officers of Bath Swim Therapy.
- never dismiss what a child, or any other person, tells as lies or exaggeration, especially in the hope it will either 'go away' or 'someone else will deal with it'.
- never exaggerate or trivialise abuse issues or make suggestive remarks or gestures, even in fun
- never discuss personal issues about a child, adult or a family with anyone other than a Protection Officer if they are concerned about the child or vulnerable adult's well-being.
- ensure that their personal relationships do not affect their role within the group, especially if they are involved in a relationship with any other personnel.
- never form an inappropriate relationship with a child or vulnerable adult

Recruitment and Training Procedures

- All staff and volunteers will be asked to complete an application form, which will include suitable referees.
- All staff and volunteers must be prepared to complete an enhanced check according to the rules of the Disclosure & Barring System
- All staff and volunteers will familiarise themselves with the Bath Swim Therapy aims and objectives, policies and procedures, including the Safeguarding Policy, copies of which will be available at all times.
- All staff and volunteers must agree to and sign up to the Safeguarding Policy.
- All staff and volunteers will complete an agreed probationary period

The Lead Physiotherapist/Instructor along with the members of the Management Committee are responsible for the training needs of parents, staff and volunteers.

Responding to concerns about abuse/neglect

It is not the responsibility of anyone within the group to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. The group will fully support and protect anyone who in good faith reports his/her concern

In any case where an allegation is made, or there are concerns, that

- a child/adult has alleged that they are being abused, including being bullied or harassed; or
- information has been received from a third party that a child/adult is being abused/neglected; or
- there are signs and indicators which could point to abuse/neglect

concerns should be reported to one of the Protection Officers of the Bath Swim Therapy – see Appendix for up to date contact details

In all circumstances the safety of the child or adult is of paramount importance and will override all other considerations.

The Protection Officer will make a record with details including, as far as practicable

- Details of the child or adult, including age and date of birth, home address
- Name(s) and Address of parent(s) or personal assistant/carer, with telephone numbers
- The name of the alleged perpetrator and address if known
- The circumstances in which the disclosure was made
- What the child/adult has said (using as accurately as possible the words used by the child/adult)
- What has been said to the child/adult
- What action has been taken

This report must be signed & dated

- The Protection Officer will then take the necessary steps to ensure the safety of the child or adult by seeking advice from, and/or reporting the incident to, the Social Services department which may involve the police, or directly to the police, especially if out of normal office hours – see Appendix for up to date contact details.
- The Child Protection Officer will also report the incident to the National Chairman of the Halliwick Association and will discuss with him/her any further action needed – see appendix for contact details
- If there is concern about sharing information with any of the designated people, (if, for example, they are implicated, or if for any reason they are not available) Social Services or the Police can be contacted direct, or the National Chairman of Halliwick Association, or NSPCC Child Helpline or Childline – see Appendix for contact details

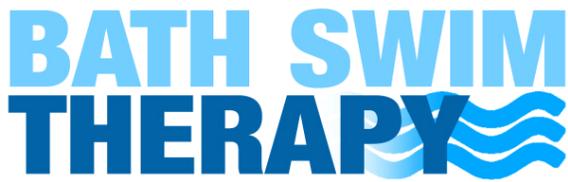
Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated strictly on a need to know basis only.

Photography, Videoing and Filming

There will be occasions when we may want to take photographs of the children and adults at our sessions or be requested by the media to take photographs. These images may be used to publicise the group, in promotional material or on our website. We may also make video or webcam recordings for limited promotional/teaching use.

- We will use a consent form to obtain written permission before we photograph or make any recordings of any child or adult.
- Parents and carers will be offered the opportunity to withhold their permission to photographing and filming. Where a child is able to provide an informed view, this will be taken into consideration by the parent. Where an adult is not able to provide an informed view, their personal assistant/carer will assume this responsibility
- The form will valid for three years from the date of signing or for one project only. The consent will automatically expire after this time. We will not re-use any images after this time or after the project is completed. without specific consent
- We will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- We will not include details or full names (which means first name **and** surname) of any child or adult in an image on video, on our website, or in printed publications, without good reason and without their consent.
- If we use images of individual swimmers, we will not use the name of that child or adult in the accompanying text or photo caption without good reason and without their consent. And if a swimmer is named in the text, we will not use a photograph of that child or adult to accompany the article without good reason.
- We may use group or class images with very general labels, such as "a swimming lesson" or "a typical lesson" or "happy swimmer(s)"
- We will only use images of children and adults whose bodies are suitably covered or immersed in water, to reduce the risk of such images being used inappropriately.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.



Appendix 1

Consent form for taking and use of photographs, video or film

To Name of parent or guardian: _____

Name of child/adult: _____

Location of photograph: _____

..... would like to *take photographs / *make a video recording of *you/ *your child for promotional purposes. These images may appear in printed publications, on video, on our website, or on all three. (*Please delete as appropriate.)

For conditions of use of any photographs/videos, please see overleaf

To comply with the Data Protection Act 1998, we need your permission before we take any images of *you/ *your child. Please answer questions 1 to 3 below, then sign and date the form where shown.

For more information and to return the completed form contact :-

Suzanne Jones, Chair Bath Swim Therapy, 15 The Mead, Farmborough, Nr Bath BA2 4NL Tel no - 01761 472896

To the parent

Please circle your answer

- May we use your child’s image in printed promotional publications? Yes / No
• Are you happy for your child to appear in the media? Yes / No
• May we use your child’s image on our website? Yes / No
• May we record your child’s image in a promotional/teaching video? Yes / No

Please note that websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. Please also note the conditions for using these images on the back of this form.

I have read and understood the conditions of use on the back of this form.

Signature ; _____ Date: _____

Your name (in block capitals): _____

Conditions of use

- The form will valid for three years from the date of signing or for one project only. The consent will automatically expire after this time. We will not re-use any images after this time or after the project is completed without your specific consent
- We will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- We will not include details or full names (which means first name **and** surname) of any child or adult in an image on video, on our website, or in printed publications, without good reason.
- If we use images of individual swimmers, we will not use the name of that child in the accompanying text or photo caption without good reason. And if a swimmer is named in the text, we will not use a photograph of that child to accompany the article without good reason.
- We may use group or class images with very general labels, such as "a swimming lesson" or "a typical lesson" or "happy swimmer(s)"
- We will only use images of children and adults whose bodies are suitably covered or immersed in water, to reduce the risk of such images being used inappropriately.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.