



SAFEGUARDING POLICY

Policy Statement

Swim Superb is committed to creating and maintaining a safe, positive, and inclusive environment for all participants, particularly children, young people, and vulnerable adults.

The welfare of the child is paramount. All Swim Superb staff, contractors, and volunteers share a responsibility to safeguard and promote the welfare of children and vulnerable adults within our care during scheduled lesson times.

Purpose of This Policy

This policy aims to:

- Protect children and vulnerable adults who access Swim Superb services.
- Ensure all staff, parents, carers, and participants understand their safeguarding responsibilities.
- Provide clear standards for conduct, safety, and appropriate use of electronic devices.
- Clarify the scope of Swim Superb's duty of care.

Scope

This policy applies to all Swim Superb staff, contractors, volunteers, parents, carers, swimmers, and visitors involved in Swim Superb activities.

Swim Superb's duty of care applies during scheduled lesson times and when swimmers are under the direct supervision of Swim Superb teaching staff.

Key Safeguarding Principles

- The welfare of the child is paramount.
- All children have the right to protection from harm.
- All safeguarding concerns or allegations will be taken seriously and addressed promptly and appropriately.
- Swim Superb works in partnership with parents, carers, venues, and relevant external agencies to promote safe practice.

Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Implementing and reviewing this policy.
- Acting as the main point of contact for safeguarding concerns.
- Liaising with external agencies where required.

Staff and Volunteers

All Swim Superb staff and volunteers:

- Must report concerns immediately to the DSL.
- Must follow Swim Superb's Code of Conduct.
- Are responsible for swimmers only during their scheduled lesson time.

Swim Superb staff do not supervise swimmers before or after lessons, or within changing facilities.

Parents and Carers

Parents and carers remain responsible for:

- Supervising their child before and after lessons.
- Supervising their child in all changing areas and communal spaces.
- Assisting their child for toileting purposes during lessons.
- Ensuring compliance with venue rules and policies.

Safe Recruitment

Swim Superb follows safe recruitment procedures to ensure suitability to work with children, including:

- Enhanced DBS checks
- Reference checks
- Interviews and observations
- Safeguarding and First aid qualifications

Code of Conduct

All staff and volunteers must:

- Treat all children and vulnerable adults with dignity and respect.

- Maintain appropriate professional boundaries at all times.
- Avoid conduct that could be misinterpreted.
- Only use physical contact when necessary for safety or instruction and in line with governing body guidance.
- Never abuse, intimidate, bully, or exploit a child.

Use of Electronic Devices

To protect privacy and wellbeing:

Staff

- May use devices for professional purposes only (e.g. registers or lesson plans).
- Must not take photographs or videos without DSL and parental consent.
- Personal phone use during sessions is prohibited.

Parents and Spectators

- Must follow venue policies regarding photography and recording.
- Recording on poolside is prohibited unless expressly authorised.

Swimmers

- Must not use devices to photograph or record others.
- Misuse may result in removal from sessions.

Managing Concerns or Allegations

Any safeguarding concern must be reported immediately to the DSL.

If a child is in immediate danger, emergency services (999) must be contacted first, followed by notification to the DSL.

Concerns may relate to:

- Staff conduct
- Behaviour of another child or adult
- External safeguarding disclosures
- Inappropriate device use

All concerns will be recorded and managed in line with safeguarding procedures.

Missing Persons Procedure

A swimmer is considered missing if, at any point while under Swim Superb's supervision during a scheduled lesson, they cannot be accounted for. This includes a swimmer who cannot be found poolside, does not return from the changing rooms or toilets within an expected time, is not collected at the end of a lesson and cannot be located, or is found to have left the building or venue unsupervised.

Immediate action (first 5 minutes)

If a member of staff believes a child is missing, they must:

Stay calm and alert the lead teacher or venue lead straight away.

Account for all other children in the group first, stopping the lesson if needed, to make sure no one else is unaccounted for.

Search the immediate area, including the pool, poolside, changing rooms, toilets, reception, and car park.

Check with venue staff, as the child may have been seen by leisure centre or venue employees.

Note the time the child was last seen and by whom.

If the child is not found within 5 minutes

The venue lead or DSL must be informed immediately, if not already involved.

Call the parent or guardian on the emergency contact number held on file, to check whether the child has been collected early or is with a family member.

Contact the venue's own security or duty manager, as many of our venues have their own missing person procedures and CCTV.

If there is any concern for the child's immediate safety, call 999 without delay.

Do not end the search until the child is found or emergency services have taken over.

Once the child is found

- Confirm the child is safe and well, and reunite them with their parent or guardian.
- Reassure the child, who may be frightened or upset.
- Record what happened using an incident report, even if the situation was resolved quickly.
- Inform the parent or guardian of exactly what happened, regardless of how briefly the child was unaccounted for.

Reporting and follow-up

Every missing child incident, however short, must be recorded and reported. The DSL must review every incident report, and where an incident raises wider safeguarding or supervision concerns, it must be escalated in line with this policy. Serious incidents, such as a child leaving the building or emergency services being involved, must be reported to Swim Superb's management within 24 hours.

Prevention

- Registers are taken at the start of every lesson and checked against expected attendance.
- Swimmers are only released to a parent, guardian, or other named authorised adult at pickup.
- Teachers count children in and out of the water and changing areas at transition points where possible.
- Venue exits are monitored where possible, and staff remain alert to unaccompanied children in communal areas.

Consistent with Section 3 of this policy, this procedure applies only during scheduled lesson time when swimmers are under the direct supervision of Swim Superb teaching staff. Parents and carers remain responsible for their child before and after lessons, and in changing areas and communal spaces, as set out in Section 5.

Venue Responsibilities & Limitation of Liability

Swim Superb operates within third-party leisure facilities and hired venues. Each venue is responsible for:

- The safety and maintenance of the premises
- Changing room supervision and policies
- General facility health and safety
- Compliance with their own safeguarding procedures

Swim Superb must adhere to each venue's policies and operational rules. Where venue policies differ from Swim Superb procedures, venue policies take precedence.

Swim Superb cannot override or amend venue policies.

Swim Superb shall not be liable for:

- Accidents, injuries, or incidents occurring outside of lesson time
- Incidents occurring in changing areas or communal spaces
- Injuries arising from failure to follow venue rules
- Incidents resulting from lack of parental supervision before or after lessons

Liability remains only where injury or loss results directly from proven negligence by a Swim Superb teacher acting within the course of their duties.

Policy Review

This policy will be reviewed annually or earlier if required due to legislative changes, operational changes, or following a significant incident.

This policy now incorporates our Missing Persons Procedure (Section 10). It works alongside our other policies, all available at www.swimsuperb.co.uk.