

Safeguarding Children & Vulnerable Adults

Definition of Abuse:-

The following definitions of abuse and the guidance on recognition are given to assist ADV Swim School teachers, tutors and assessors in identifying the signs and symptoms of the possibility of abuse against children.

- A child is defined as a young person under the age of 18 years.
- Someone may abuse or neglect a child by inflicting harm, or by failing to prevent harm.
- Children may be abused in a family, an institution or community setting by those known to them, or, more rarely a stranger.

Recognising signs and symptoms

All ADV Swim School teachers require an up to date CPD on Child Safeguarding. This can be completed on-line through STA training (renewable every 3 years) or an acceptable equivalent.

All up to date regulations and guidance with regard to the safeguarding of children will be complied with.

Procedure to follow if abuse is suspected

- Abuse may be suspected due to physical signs, symptoms or a child may divulge that they are being subject to abuse.
- Anything that is observed or spoken about must be recorded.
- The child must be listened to intently and sympathetically without asking any leading questions that could destroy any valid evidence
- Report all findings, immediately to the ADV Swim School, Safeguarding Children Officer (Diane Tidey) who will decide on the appropriate action and will involve outside agencies if necessary (Social Services, Police)
- If a child is in imminent danger of harm it will be the responsibility of the lead teacher to contact the Police.

Bullying

Bullying behaviour is totally unacceptable either between pupils, teacher to pupil or teacher to teacher.

- Bullying may be seen as deliberately hurtful behaviour, usually over a period of time where it is difficult for those being bullied to defend themselves
- Bullying within a swim lesson or changing rooms must be reported to the Safeguarding Children Officer who will inform the parent/carer and take any necessary action.
- Bullying by a teacher will be dealt with as gross misconduct (see Discipline and Grievance Policy).

Racial Harassment

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- ADV Swim School teachers will ensure that all children attending lessons are valued, irrespective of their race, colour, nationality or ethnicity.
- ADV Swim School teachers should encourage the promotion of racial tolerance and protection of pupils from racial harassment and discrimination. Any suspected incidences should be reported to the Safeguarding Children Officer.

Managing Challenging Behaviour

It may, on occasions, be necessary for ADV Swim School teachers to curb behaviour by a child which is likely to cause disruption to the lesson and/or a lack of respect for the Teacher and other children within the lesson.

Guidelines on managing challenging behaviour

- Outline teaching rules and expectations and re-enforce on a regular basis.
- Be consistent with regard to rules.
- Set realistic goals to suit the needs of each individual participant.
- Use a 'time out' strategy if the behaviour continues. Speak to the parent/carer and ensure that the behaviour and outcome are documented.
- Continuous challenging behaviour should be reported to the Child Protection Officer who will take appropriate action.

Use of Physical Restraint

Definition of Physical Restraint – a form of physical contact in which one person imposes his/her will upon another by the use of superior strength.

When is physical restraint appropriate?

- Injuring themselves or others.
- Causing damage to property.
- Engaging in behaviour that is affecting other children to the extent that it may be difficult to maintain order.

ADV Swim School teachers need to be aware that they have a duty of care to take reasonable action to ensure the safety and well-being of children in their classes. Failure to physically restrain a child who is, subsequently, injured or injures another, may lead to an accusation of negligence.

Teachers are, however, not expected to place themselves in a situation where they are likely to suffer injury. It may be necessary to enlist the help of another teacher or the parent/carer of the child concerned.

If possible, resort to alternatives rather than restraint, such as

- Assertiveness skills eg. repeating an instruction until the child complies.

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- Using a distractor – one long loud whistle blast.
- Withdrawal of attention (remove the audience).

Physical restraint should only be applied using 'reasonable force', the force necessary to stop or prevent the behaviour.

Physical restraint should always be a last resort, the following are some DO'S and DON'TS to remember.

DO

- Tell them what you are doing and why.
- Use the minimum force necessary.
- Involve another teacher if possible.
- Tell the child what they need to do for you to remove the restraint.
- Use clear and simple language.
- Hold limbs above a major joint if possible eg. above elbow.
- Relax your restraint in response to compliance.

DON'T

- Act in temper
- Involve other children in the restraint
- Touch or hold the child inappropriately
- Twist or force a limb back against a joint
- Hold the child in a way which will restrict blood flow or breathing

ANY INCIDENT INVOLVING PHYSICAL RESTRAINT SHOULD BE RECORDED ON AN INCIDENT FORM, ALONG WITH WITNESS STATEMENTS, AND REPORTED IMMEDIATELY TO THE SAFEGUARDING CHILDREN OFFICER.

'Whistle Blowing'

Any ADV Swim School teacher, or contractor teaching on behalf of ADV Swim School, who feels they should report a colleague for wrong doing should contact the ADV Swim School Owner, in confidence, in the first instance.

If they cannot tell the Owner, they should contact the STA for advice.

In cases whereby a teacher feels a colleague may be guilty of child abuse they may do any of the following:-

- Report their concern, in confidence, to the ADV Swim School Owner
- Download an 'STA Safeguarding & Protecting Children form from the STA website (www.sta.co.uk) and submit it FAO Child Protection Officer
- Contact the STA Child Protection Officer directly (childprotection@sta.co.uk)

MISSING CHILD PROCEDURE

The action to be taken in the event of a missing child is:-



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- If a child is reported missing to an ADV Swim School teacher by a parent/carer the teacher will inform the lead teacher immediately.
- The lesson should stop with one teacher remaining in charge of the group (out of the water for safety reasons) whilst the lead teacher assists to locate the child.
- The lead teacher will call the police to report the child missing should they not be found within the pool building or school grounds.
- The ADV Swim School Owner needs to be informed and an incident report form filled in and sent to the Swim School office.

Diane Tidey

ADV Swim School

01444 470001 or 07977 447603