



## Wavepower 2012/15 - Guidance to ASA members

Wavepower 2012/15 is the new Amateur Swimming Association (ASA) Safeguarding Policy and Procedures manual and replaces all previous ASA Child Safeguarding Policies and Procedures documents.

The theme of Wavepower 2012/15 is to safeguard children in line with current child safeguarding legislation and guidance. It consistently highlights throughout the document that the responsibility for child safeguarding in our clubs and related activities lies with all those involved in the sport and is not the sole responsibility of any one person at club, county or national level.

The format of the manual is aimed at providing significantly more information in one document to the club officers, club members and members parents and is subdivided into specific sections to make using it straightforward and concise. The ASA will be constantly updating the manual as and when required and we always welcome feedback from users.

The Club Welfare Officer will be the person most likely to use the guidance in Wavepower 2012/15 and it is they who will be responsible for holding and maintaining the manual as and when required. They will be expected to make the manual available to all persons in the club who request to consult it and pass it on to the new Welfare Officer should they resign their position.

The Club Welfare Officer, acting for the club, will find the manual will help them guide the club committee to plan, prioritise and implement the various safeguarding activities that are necessary to protect children within swimming. Wavepower 2012/15 also has a separate section for coaches / teachers, children and young people and parents.

The aim of such a comprehensive manual is to enable everyone in swimming to play their part in safeguarding children. It offers practical guidance for those who are directly involved in swimming with children, providing awareness of both mandatory requirements and good practice guidance.

Wavepower 2012/15 is also relevant to our county and regional structure and a copy will be made available to all County and Regional Welfare Officers.

This document will be fully updated in 2016, but when significant changes take place either in ASA policy and guidance or through statute or governmental guidance, the Welfare Officer will be sent additional or replacement pages to keep the manual as up to date as possible.

Finally all clubs should adopt and implement the guidance manual, which replaces all prior child safeguarding / protection and welfare policy documents of the ASA.

## Foreword



Swimming remains committed to building a safe environment for the many children and young people who want simply to have fun in the pool with their friends learning to swim better. Swimming remains the most popular activity for young people and we have produced this further updated version of Wavepower not just with young people at its heart but by listening to children and young people in our sport through the invaluable contribution of our Youth Forum. This document also recognises that today we live in a digital world where young people have access to and use with enthusiasm social media and we address this additional challenge in this updated edition. I would encourage everyone involved in our sport as a volunteer, coach, teacher and parent to study this guidance and judge for themselves the quality of this document and join with all of us in forming one team to remove any threat to children and young people in our sport.

**David Sparkes OBE**  
Chief Executive of the ASA



All children and young people have the right to experience sport in a safe and enjoyable environment. The Amateur Swimming Association has produced an excellent resource to support everyone involved in swimming to ensure that this happens. This new version of Wavepower has been updated in the light of legislative changes and it reflects lessons learned from the day to day experience of those of you who put the policy, procedures and guidance into practice. Most importantly it incorporates changes based on feedback from members of the ASA Youth Forum. The need to ensure that we all listen to children and young people, as an essential part of creating child friendly environments, was stressed in our recent research study of 6,000 young people's experiences of sport. We are fortunate to find ourselves at a unique point in history when so many children and young people will have been inspired to get involved in sport either as participants or as young volunteers following the Olympic and Paralympic Games. In order to sustain the expected increase in participation we need everyone involved to work together to make sure that their experience is the best that it can be. Children will only remain in any sport if it takes place in a fun and safe environment in which parents can confidently involve their children.

The NSPCC Child Protection in Sport Unit is delighted to endorse this new and updated version of Wavepower.

**Anne Tiivas**  
Director - NSPCC Child Protection in Sport Unit



# The ASA Child Safeguarding Policy

## Introduction

The Amateur Swimming Association (ASA) believes that all children involved in its clubs and activities have the right to stay safe and have fun. Sport develops physical skills, self-esteem and the ability to be a team player, as well as the opportunity to achieve individual success.

The ASA is committed to ensuring that all children who participate in ASA activities should be able to take part in an enjoyable and safe environment and be safeguarded from harm. It is the clubs, counties and regions who will ensure safeguarding at a local level and it is a key theme in Working Together to Safeguard Children 2010 that safeguarding is the responsibility of every adult in the ASA, whatever their role, to ensure the wellbeing of children.

Reports and research, including the Government document "Every Child Matters" highlights this responsibility and the need for individuals, statutory and voluntary agencies, as well as all other organisations who work with children, to work together to achieve the best outcomes for our children and to safeguard them from harm.

"Every Child Matters", the overall Government strategy for children, supported by legislation, guidance and policies, defines the 5 key outcomes for children as follows:

- Being healthy: enjoying good physical and mental health and living a healthy lifestyle.
- Staying safe: being protected from harm and neglect.
- Enjoying and achieving: getting the most out of life and developing the skills for adulthood.
- Making a positive contribution: being involved with the community and society and not engaging in anti-social or offending behaviour.
- Economic well being: not being prevented by economic disadvantage from achieving their full potential in life.

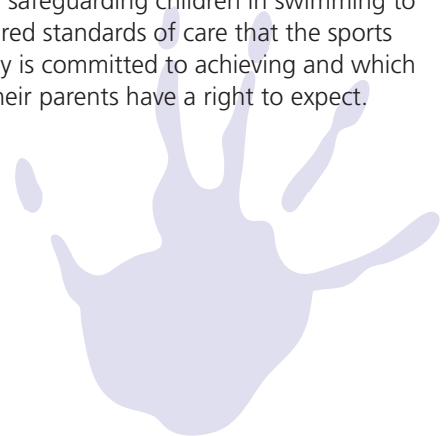
"Every Child Matters" places the responsibility for safeguarding children under the age of 18 with all adults who play a role in their lives. In an ASA club this refers to all who work, directly and indirectly, with children including those responsible for the administration and coordinating of the swimming club and its activities. Furthermore "Every Child Matters" identifies that basic skills and knowledge are required by these adults, both paid and voluntary, to meet the identified outcomes.

The Government's "Children's Workforce Strategy" identifies these common core of skills and knowledge for the children's workforce as:

- Effective communication and engagement with children, young people and families.
- Child and young person development.
- Safeguarding and promoting the welfare of the child.
- Supporting transitions.
- Multi-agency working.
- Sharing information.

The ASA has committed to develop the policies and guidelines within its current safeguarding structure to ensure children have a safe environment in which to participate in the sport and achieve to the best of their ability.

Wavepower 2012/15 sets out a framework for protecting and safeguarding children in swimming to meet the required standards of care that the sports governing body is committed to achieving and which children and their parents have a right to expect.



## Safeguarding children in swimming clubs

The ASA has produced Wavepower 2012/15 to assist in safeguarding and protecting all children in swimming. Wavepower 2012/15 is the ASA Child Safeguarding Policy and Procedures manual and as such, the document must be adopted by all ASA affiliated swimming clubs and organisations.

Safeguarding children in your club should become an integral part of all club activities and be about creating a culture, that provides a safe and happy environment in which children can learn to swim and develop to a level appropriate for their ability. The sport of swimming should be enjoyable and fun, including the competitive aspect at whatever level undertaken, giving the individual concerned a sense of achievement and satisfaction from taking part in the sport.

Safeguarding in swimming is based upon the provision of an appropriate environment that is tailored to the needs and requirements of all children.

### Responsibility to safeguard children

The Children Act (2004) is clear that safeguarding children is the responsibility of all, including those who work with children in whatever capacity. It is the sports clubs responsibility, through good recruitment practices, to ensure those who are deemed to be unsuitable to work with children are not allowed to do so in our sport. The current Criminal Records Bureau (CRB) checks, Independent Safeguarding Authority (ISA) and the Disclosure and Barring Service (DBS) will be an important, but not sole, part of safe recruitment.

The ASA Mission includes the statement “to ensure everyone has the opportunity to learn to swim.” This is linked to the Government’s objective that every child should be able to swim 25m unaided by the age of 11. In this aspect swimming is unique as a sport as it is likely swimming teachers and coaches will have contact with the majority of children in the country at one time or another, many of whom will go on to join ASA clubs or affiliated clubs within organisations such as schools and independent swim schemes.

The ASA acknowledge and require clubs to acknowledge that they have a Duty of Care to safeguard children from harm. Clubs and their members must follow the guidance in this document to safeguard children from harm and act appropriately if a child is identified as being at risk of harm. They must also meet the requirements of complimentary policies, i.e. the Equality Policy.

### The ASA commitment

The ASA is committed to working in partnership with the Police and Children’s Social Care Services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm. To enable this to happen the ASA is developing closer links with the Local Safeguarding Children’s Boards (LSCBs) and Local Authority Designated Officers (LADOs).

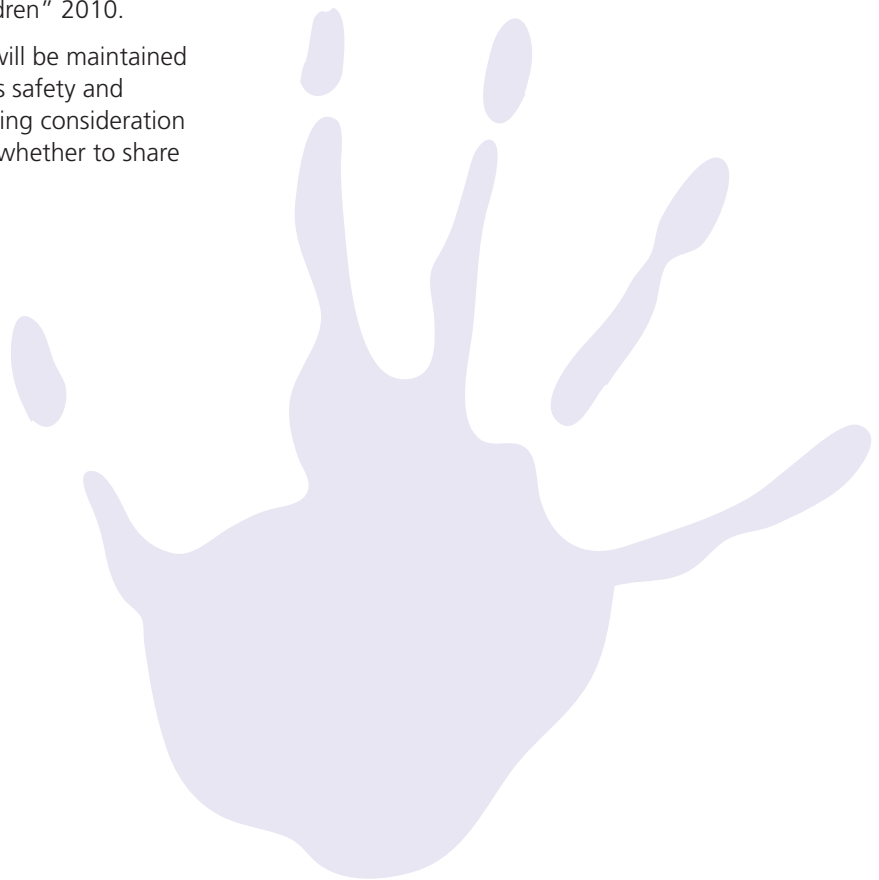
The ASA is committed to developing policies and procedures to assist clubs in safeguarding children through links with professional organisations including the Child Protection in Sport Unit (CPSU).



The ASA also actively promotes the resources of KIDSCAPE the national bullying charity, adapting the Kidscape template Anti Bullying Policy to further strengthen the commitment to prevent and deal with bullying in our clubs.

### Key principles underlying the ASA safeguarding policy

- The ASA is committed to all children who take part in ASA activities to have fun and enjoyment in an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child and young person's right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- The ASA recognises the responsibilities of the statutory agencies and is committed to complying with the Local Safeguarding Children Board Procedures and the statutory guidance "Working Together to Safeguard Children" 2010.
- At all times confidentiality will be maintained appropriately and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.
- The ASA will support all adults involved in the sport to understand their roles and responsibility for safeguarding and protecting children in the sport.
- The ASA will provide training and education to all adults involved in the sport to be aware of and understand what best practice is and how to manage any child welfare concerns they identify or are informed of.
- Parents, young sports persons, and all participants involved in the sport can access advice and guidance on a child welfare matter from the ASA Swimline helpline, the NSPCC directly, the ASA Child safeguarding team or the statutory agencies.
- All ASA clubs and counties must adopt Wavepower and ensure that the policy is updated as appropriate.





## Acknowledgements

The ASA has drawn on the work from a number of organisations during the production of the Wavepower 2012/15 Child Safeguarding Policy and Procedures document and would like to take this opportunity to thank them all for their support and their kind permission for the use and adaptation of materials:

ASA Youth Forum

Members of the British Swimming World Class Operations

England and Wales Cricket Board

The NSPCC Child Protection in Sport Unit

The Sport and Recreation Alliance

British Swimming Coaches Association

Kidscape

Additionally the ASA would like to thank and acknowledge Welfare Officers, coaching staff, parents, swimmers, volunteers and all those who work with children and young people in our clubs for their ideas and feedback on the content of Wavepower 2012/15.





## Key definitions

Key definitions and concepts shown below are taken from Working Together to Safeguard Children (2010). This is a guide to inter-agency working to safeguard and promote the welfare of children produced by the Government.

Child	A "child" is anyone who has not yet reached their 18th birthday. "Children" means children and young people throughout. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, in prison or a Young Offenders Institution, does not change his, or her, status or entitlement to services or protection under the Children Act 1989.
Safeguarding and promoting the welfare of children	This is the process of protecting children from maltreatment, preventing impairment of health and development, and ensuring they grow up in circumstances consistent with the provision of safe and effective care ensuring children have optimum life chances and enter adulthood successfully.
Child Protection	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. However, all agencies and individuals should proactively aim to safeguard and protect the welfare of children so that the need for action to protect children from harm is reduced.
Abuse	For definitions of the different types of abuse and common indicators of abuse please see section 1 of Wavepower.
Key Concept – Who is responsible for safeguarding?	Working Together 2010 states "safeguarding and promoting the welfare of children is the responsibility of the Local Authority (LA), working in partnership with other public organisations, the voluntary sector, children and young people, parents and carers, and the wider community".
Children's Social Care Services	Formally known as Social Services (the name may vary around the country).

## Glossary of other terms

ASA	Amateur Swimming Association
BS	British Swimming
CRB	Criminal Records Bureau
CPSU	Child Protection in Sport Unit
CWO	County Welfare Officer
DBS	Disclosure and Barring Service
ICPO	ASA Independent Child Protection Officer
IoS	Institute of Swimming
ISA	Independent Safeguarding Authority
LAD	ASA Legal Affairs Department
LADO	Local Authority Designated Officer (England only)
LSCB	Local Safeguarding Children's Board
NCSC	ASA National Child Safeguarding Coordinator
NSPCC	National Society for the Prevention of Cruelty to Children
RWO	Regional Welfare Officer
WO	Welfare Officer



 wave  
power

