



Crawley Swimming Club

Safeguarding and Welfare Policy (Updated for Wavepower 2024)

1. Policy Statement

Crawley Swimming Club is fully committed to the safety and wellbeing of all children, young people and adults at risk. The Club adopts the current version of Swim England's Wavepower and follows all safeguarding guidance.

2. Scope

This policy applies to all club activities such as training sessions and competitions, and to all members, parents, swimmers, coaches, officials, volunteers, trustees, employees and contractors.

3. Principles

- Creating a safe, positive environment.
- Listening to children and adults who might be at risk.
- Ensuring safer recruitment and mandatory training.
- Acting promptly on all concerns.
- Maintaining confidentiality and secure confidential records.
- Welfare Officer independence.
- Enforcing the changing room electronic device ban.

4. Definitions

Includes child and adult safeguarding, poor practice, and abuse definitions.

5. Roles and Responsibilities

5.1 Welfare Officer

- Main safeguarding contact.
- Must be independent of the Trustees and the Executive Committee
- Receives and manages all safeguarding concerns.
- Liaises directly with Swim England and statutory agencies.
- Maintains case records securely.

5.2 Liaison Officer

- Handles all non-welfare complaints and disputes.
- First point of contact for general issues.
- Ensures correct referral to the Welfare Officer as required.

5.3 Trustees

- Provides legal oversight.
- Ensures safeguarding compliance.

5.4 Co-Chairs and Vice Chair

- Confirms appointments of any Welfare Officers to ensure that the Welfare Officer is not closely related to or in a close relationship with certain other roles (e.g., Chair, coach).
- Ensure policy implementation.
- Supports the Welfare Officer (Team)
- Handles non-welfare disciplinary decisions.

6. Safer Recruitment of all volunteers, employees and contractors

Must include DBS checks, role descriptions, references, face-to-face interviews, safeguarding course requirements and Swim England compliance.

7. Training Requirements

Mandatory Swim England safeguarding courses every 3 years; Welfare Officers must complete the Time To Listen session

8. Changing Room & Photography Policy

- Absolute ban on all digital devices in changing areas.
- Photography regulated under Wavepower.
- 9. Reporting Safeguarding Concerns

All welfare concerns must be reported to the Welfare Officer or Team directly.

10. Reporting Non-Welfare Complaints

Complaints must be sent in writing to the Liaison Officer.

11. Investigation of Non-Welfare Complaints

Fair, confidential, and completed within reasonable timescales in compliance with the Club's complaints, disputes and grievance policy

12. Record-Keeping

Secure, confidential, and compliant with Swim England requirements.

13. Appeals Process

Formal written appeals procedure for non-welfare matters.

14. Policy Review

Reviewed annually and whenever Wavepower is updated.

December 2025