

## **Moretonhampstead Swimming Pool Trust**

### **CHILD AND ADULTS AT RISK PROTECTION PROCEDURES AT A GLANCE**

**(Full policy and procedures available on the MSP website) May 2017**

#### **GOOD PRACTICE GUIDELINES**

At MSP, we

- Treat all children, young people and adults at risk equally with respect and dignity
- Always work in an open environment avoiding private or unobserved situations. This includes digital environments and means we do not engage in one-to-one emails, texts, Messenger or other private digital communications with children, young people and adults at risk.
- Maintain a safe and appropriate distance with children, young people and adults at risk (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with them or to share a room/changing room with them, nor should MSP staff give medication or apply sunscreen to children, young people or adults at risk unless written permission has been provided by their parent or carer).
- Make sport fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly. We always consider parents' views carefully in this regard.
- Involve parents/carers in taking responsibility for children/adults at risk in their care in the changing rooms. If groups have to be supervised in the changing rooms, we always ensure parents, teachers, coaches or officials work in pairs.
- Aim to be excellent role models – including not smoking, using e-cigarettes or drinking alcohol in the company of children and young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Do not allow children, young people or adults at risk to use inappropriate language unchallenged.
- Do not take responsibility for tasks for which we are not appropriately trained.
- Keep a written record of any injury that occurs, or any safeguarding concerns that might arise.

#### **Incidents that must be reported/recorded:**

If any of the following occur you should report this immediately to another colleague and record the incident either on the Incident Book, Accident Book or the Safeguarding Record Log (this should be posted into the locked Safeguarding Filing Cabinet in the MSP Office):

- If you accidentally hurt a child, young person or adult at risk

- If he/she seems distressed in any manner
- If a child, young person or adult at risk appears to be sexually aroused by your actions
- If a child or young person misunderstands or misinterprets something you have done
- If a child, young person or adult at risk discloses information to you that in any way seems indicative to you of abuse
- If a child, young person or adult at risk displays behaviour which causes you concern or seems indicative to you of abuse
- If you are concerned about a colleague or other adult's behaviour which seems indicative of abuse towards children or adults at risk

If you have concerns that you feel need addressing urgently, in the first instance:

- Contact the MSP Protection Officer (Kerry Chappell: 07941002261 or [kerrychappell@btopenworld.com](mailto:kerrychappell@btopenworld.com)), or deputy MSP Protection Officer (Martin Vizor: 07855567775).
- If Kerry or Martin are not available please contact MASH (Devon's Multi-Agency Safeguarding Hub: 0345 155 1071 [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)) for advice.

### **Use of photographic/filming equipment at sporting events:**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of a children, young people or adults at risk in vulnerable positions. Volunteers and Lifeguards should be vigilant and any concerns should to be reported to the Child/Adults at risk Protection Officer.

Moretonhampstead Swimming Pool Trust prohibits the use of video or cameras on the pool site. Filming/photography may be permissible in certain circumstances and only with the written consent of parents/guardians of children, young people and adults at risk and the pool manager.

### **RESPONDING TO ALLEGATIONS OR SUSPICIONS**

Please remember, it is not the responsibility of anyone working at Moretonhampstead Swimming Pool in a paid or unpaid capacity, to decide whether or not abuse has taken place. Nor is it their responsibility to approach those accused of abuse or attempt to resolve any issues. However, there is a responsibility to act on any concerns through contact with the appropriate Protection Officers.

Moretonhampstead Swimming Pool Trust assures all staff/volunteers that it will fully support and protect anyone who, in good faith, reports his/her concern about abuse or that a colleague is, or may be, abusing a child, young person or adult at risk.

We are also clear that we will always maintain confidentiality on a need to know basis only.