



Safeguarding Policy Statement

Harpenden Swimming Club is committed to providing an environment in which all children participating in its activities have a safe and positive experience. This policy sets out what members, parents/guardians, coaches, officials and volunteers can expect from the club, and what the club expects from them, in keeping children safe from harm. It exists so that everyone connected with the club understands their responsibilities, knows what good practice looks like, and knows exactly how to raise a concern, so that safeguarding is built into everything we do rather than treated as a separate add-on.

Our commitments

In order to achieve this **Harpenden Swimming Club** agrees to:

- Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
- Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
- Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe and enjoyable experience for children.
- Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the Welfare Officers' name and contact details are known to all staff, members and parents/guardians of members that are under 18.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
- Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
- Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand and adhere to the requirements of the Codes of Conduct and Wavepower.
- Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.



Key safeguarding contacts

The people below can help with any safeguarding question or concern. If you are ever unsure who to contact, speak to the Welfare Officer first.

Role	Name / contact details	When to contact them
Welfare Officer (Harpenden Swimming Club)	Mena Reddington – welfare@harpendensc.org.uk	First point of contact for any concern about a child's welfare within the club
Hertfordshire County Welfare Officer	Mena Reddington – welfare@swimherts.org	Advice and escalation on county-level concerns
Regional Welfare Officer	Fran Vesztrocy – fran.vesztrocy@swimming.org	Advice and escalation on regional-level concerns
Swim England Safeguarding Team	safeguarding@swimming.org / 01509 640700 (Option 1, then Option 5 for Safeguarding)	Expert advice on any safeguarding matter, or if you cannot reach the club or county Welfare Officer
NSPCC Child Protection Helpline	0808 800 5000 (24 hours, free)	Immediate advice about a child at risk of harm
Emergency services	999 (or 101 for non-emergencies)	A child is in immediate danger

How to report a safeguarding concern

If you have a concern about a child's welfare, whether it relates to their own behaviour, something they have told you, or the conduct of an adult or another child towards them, please:

- Speak to the Welfare Officer as soon as possible, in person, by phone or by email (see contact details above).
- If the Welfare Officer is not available, or the concern is about the Welfare Officer, contact the Hertfordshire County Welfare Officer or the Swim England Safeguarding Team directly.
- If a child is at immediate risk of harm, contact the police on 999 (or 101 for non-emergencies) straight away, and inform the Welfare Officer as soon as possible afterwards.
- Do not investigate the matter yourself or promise confidentiality to the child; simply listen, reassure them they were right to tell you, and pass on what you have been told as soon as possible.
- Concerns will be recorded and handled in line with Wavepower and in the best interests of the child, with information shared only on a need-to-know basis.

Full guidance on reporting, recording and escalating concerns is set out in Wavepower, the Swim England Child Safeguarding Policy and Procedures, and further advice is always available from the Swim England Safeguarding Team.

Online safety

Online safety is an increasingly important part of safeguarding. The club expects members, parents/guardians, coaches, officials and volunteers to:

- Follow Wavepower's guidance on the use of mobile phones and other devices, including the ban on their use in changing rooms and poolside changing areas.



- Take care when posting photographs or videos of swimmers on social media or club channels and always respect individual photo consent preferences.
- Ensure that any online communication between coaches, officials or volunteers and swimmers under 18 is open and transparent, and copied to a parent/guardian or another adult wherever possible, in line with Wavepower.
- Report any concerns about inappropriate online contact, cyberbullying, or the sharing of inappropriate images or messages to the Welfare Officer immediately.

Concerns about a child's welfare relating to their behaviour or wellbeing online should be reported in exactly the same way as any other concern, using the process set out above. The Swim England Safeguarding Team can also point you towards further guidance, including from the NSPCC and the Child Protection in Sport Unit (CPSU).

Concerns about staff, coaches or volunteers

The reporting process above applies equally to concerns about the conduct of a coach, official, committee member or other volunteer, and not only to concerns raised by or about children. If you have a concern about the behaviour of someone in a position of trust within the club, please raise it with the Welfare Officer or, if the concern involves the Welfare Officer themselves, with the Hertfordshire County Welfare Officer or the Swim England Safeguarding Team directly.

Whistleblowing

Members, parents/guardians, coaches, officials and volunteers should feel able to raise concerns about poor practice or wrongdoing within the club in good faith, and without fear of victimisation. This can include concerns that do not immediately look like a safeguarding issue but could still put a child at risk, or concerns about how a safeguarding matter has been handled. Our approach follows Swim England's whistleblowing guidance, available via the [Swim England Library](#).

Policy review

This policy will be reviewed annually, or sooner if there are changes to Wavepower, relevant legislation, or following any safeguarding incident that highlights a need for change. It was last reviewed in **July 2026** and is next due for review in **July 2027**.