



SECTION 2.2

Training and recruitment

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Swim England Safe Recruitment Policy

The Swim England Safe Recruitment Policy applies to both voluntary and paid staff. It states that all staff and volunteers for any Swim England organisation should go through an appropriate vetting process prior to their appointment in order to establish their suitability to work with children.

Guidelines on the recruitment and selection of paid staff and volunteers working with children

These best practice guidelines were developed by the Football Association. We have amended these guidelines so that they relate to Swim England to provide organisations with guidance and advice on the recruitment of volunteers and paid staff.

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. Swim England is committed to providing a safe environment for children in our organisations and the requirements of the recruitment process outlined below will assist organisations to ensure best practice is implemented to protect children whenever a volunteer is appointed.

Whilst Swim England acknowledges that the vast majority of people applying to work with children in our organisations are doing so with the best of intentions, our experience has shown that those less suitable will also apply and it is only through sound recruitment practice that they can be screened out.

This guidance is aimed at assisting those who are recruiting individuals who would work with children but can be used for all recruitment purposes, including individuals who would work with adults who are deemed vulnerable.

Role profile

The relevant person(s) in the organisation should draw up a "role profile" or job description in order to identify the main responsibilities of the job that is being recruited for. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification.

A recruitment process must also be developed by each organisation to ensure every applicant is treated in a fair and consistent manner.

Application form

Each organisation should develop and use an application form to collect the information required for the post in question. The form should be developed by more than one individual and should include verification of the applicant's identity.



Meeting and interviewing the applicant

It is important that all applicants are interviewed and that the information obtained on the application form is explored appropriately. Questions asked of the applicant should be prepared in advance and it is important that each applicant has the opportunity to discuss their experiences and qualifications for the role. They should also be asked for examples of how they would manage some hypothetical child safeguarding situations such as a child not being collected after a swimming session and what they would do in that circumstance.

In assessing the applicant's suitability you should:

- Consider their relevant qualifications and experience.
- Consider their previous experience (if any) of working with children, inside or outside of one of our sport environments.
- Consider their attitudes and commitment to child safeguarding.
- Ask them if they have ever been refused work that involved having contact with children.
- Ask them if there is anything else that the organisation should know that could affect their suitability to work with children.

References

At least two references should be obtained even if the person is known to the organisation. References should not be from a person who is related to the applicant.

One of the references should be from the applicant's current employer and, if possible, one reference from a sports organisation or club which they have been involved with.

If the applicant has not previously been involved with a sports organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, who has some knowledge of their attitude to children's wellbeing and child safeguarding. Both references should contain a statement to illustrate that the referee is aware of the post the applicant is applying for.

All references should be followed up by contacting the referee prior to any offer of appointment being made.

The Disclosure and Barring Service (DBS) process

The Welfare Officer is responsible for coordinating the DBS checks for your organisation as part of the safe recruitment procedure. You should have already been contacted and given information on how to request a DBS check. If not, or if you require advice or guidance on how to carry out a DBS check, you will find information on the Swim England website at [swimming.org/swimengland/disclosure-and-barring-services-check/](https://www.swimming.org/swimengland/disclosure-and-barring-services-check/).

Further information on DBS checks can be found on pages 47-52.

You can also contact Samantha Massey, DBS and Services Coordinator on **01509 640738** or dbs@swimming.org with any questions you may have.

As soon as an applicant has been DBS cleared, you will receive the clearance letter from Swim England to confirm this.



Recruitment decisions

Organisations are required to consider all the information they have about an applicant at each stage of the recruitment process. The information to consider will include:

- The application form.
- The interview.
- All qualifications seen and confirmed.
- The references including the follow up prior to recruitment.
- The outcome of the DBS check.

The decision can then be made either to appoint the applicant and agree a start date or to reject the application.

All new staff/volunteers must abide by Wavepower and be registered members of the organisation and Swim England.

Post-recruitment

It is important that once a new role has been filled, follow up action is taken. This includes:

- The expectations, role and responsibilities of the post should be clarified and put in writing to the new recruit.
- The recruit should be formally made aware of, and be asked to sign up to and abide by Wavepower. All new coaches, teachers and poolside helpers should be given a copy of Section 3 of Wavepower which can be downloaded from **swimming.org**.
- If they have not yet attended a Swim England approved child safeguarding course then the club should ensure they attend a relevant course within three months of appointment.
- Any other training needs should be established and a plan made to meet those needs within an appropriate timescale.
- It is suggested that a period of mentoring, supervision and observation or monitoring should be put into place to support the new recruit.



The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) enables Swim England to make an informed recruitment decision around an individual's suitability to work with children. The Welfare Officer will be responsible for coordinating the DBS checks for your organisation as part of the safe recruitment procedure.

Any individual who wishes to work with children or adults at risk is required to undertake a DBS check, which is to be renewed every three years. The minimum age for a DBS check is 16 years old.

There are three different levels of criminal record checks: basic check, standard check or enhanced check (with or without barred lists). As a Swim England organisation, the minimum level of DBS check required, where applicable, is the enhanced disclosure (without barred list) check. However, for many roles within one of our sports, the enhanced disclosure with barred list check would be required. Further guidance around DBS checks in sport can be found at gov.uk/government/publications/dbs-guidance-leaflets.

Enhanced disclosure only check

This check is a record of all warnings, reprimands, cautions and convictions from local and national police records. The check may also contain non-conviction information supplied by a Chief Officer, if they feel it is relevant to the role.

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for, or are currently undertaking, is listed as an exception under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Before any organisation considers asking a person to complete an application for an enhanced disclosure only check, they are legally responsible for ensuring they are entitled to ask that person to reveal their criminal record. It is **against the law** to request this kind of check for an individual who is not eligible.

Under the guidance provided by the DBS, positions eligible for enhanced disclosure are:

Any position which otherwise involves regularly caring for, training, supervising or being solely in charge of children.

Individuals applying for committee roles such as Chairman, Club Secretary or Treasurer, will only require an enhanced disclosure only check if that individual has an additional role which does meet the eligibility requirements above.

In each case, you should assess whether or not the individual's role involves regularly caring for, training, supervising or being in sole charge of a child or children. If the individual's main role does not involve any of these activities, then you would need to consider any supplementary roles they may undertake. If the individual does have a supplementary role that involves the activities above, then the enhanced disclosure only check would be for their supplementary role, rather than for their main role.



Enhanced disclosure with barred list check

This is the highest level of check. The check is a legal requirement for any individual applying for a position which is considered as a “regulated activity”.

Eligibility for this check is not based on job title but is established by looking at the activities and responsibilities carried out by individual roles and depends on whether the individual will be working with adults or children.

The check will show whether the individual is barred from working with individuals at risk.

It is against the law to request this kind of check for an individual who is not eligible (i.e. who will not be undertaking a “regulated activity”). It is also against the law to employ someone or allow someone to volunteer for work of this kind if it is known that they are on one of the barred lists.

The DBS application process via Swim England will not allow you to request an enhanced disclosure with barred list check for a role that is not considered to involve regulated activity.

What level of DBS check do I need?

You need to check whether or not the role being applied for is categorised as a “regulated activity”. The list provided can help you understand what kind of activities are considered to be regulated activities.

If the role is categorised as a regulated activity, you will need an enhanced disclosure with barred list check.

If the role is not categorised as a regulated activity, you may still need to request an enhanced disclosure only check, for applicants applying for a position which involves regularly caring for, training, supervising or being solely in charge of children.

To assist you with the above, Swim England has produced a list of relevant roles and their associated DBS requirements to help you decide if you need to request an enhanced disclosure only, a barred list check, or neither. You will find this list on pages 51-52.

DBS checks for someone from overseas

The application process for DBS checks or “Certificates of Good Character” for someone from overseas varies from country to country. You will have to apply in the country or to the relevant embassy in the UK.

Further guidance can be found at [gov.uk/government/publications/criminal-records-checks-for-overseas-applicants](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants).



Duty to refer to DBS

Organisations who employ individuals, paid or unpaid, who carry out regulated activities are known as a regulated activity provider (RAP). Under the Safeguarding Vulnerable Groups Act 2006 this brings a legal obligation upon the organisation. As a RAP, you have a legal duty to refer an individual to DBS when you have concerns that someone has either caused harm or has the potential to cause harm to vulnerable groups.

Referrals to DBS **must** be made when both conditions are met.

Condition 1

You withdraw permission for a person to engage in regulated activity with children and/or adults at risk. Or you move the person to another area of work that isn't a regulated activity. This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2

You think the person has carried out one of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or adult at risk or put them at risk of harm.
- Satisfied the harm test in relation to children and/or adults at risk. For example, there has been no relevant conduct but a risk of harm still exists to a child or adult.
- Been cautioned or convicted of a relevant offence (automatic barring either with or without the right to make representations).

Referrals can be made online or via post. Details can be found on [gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-a-referral](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-a-referral).

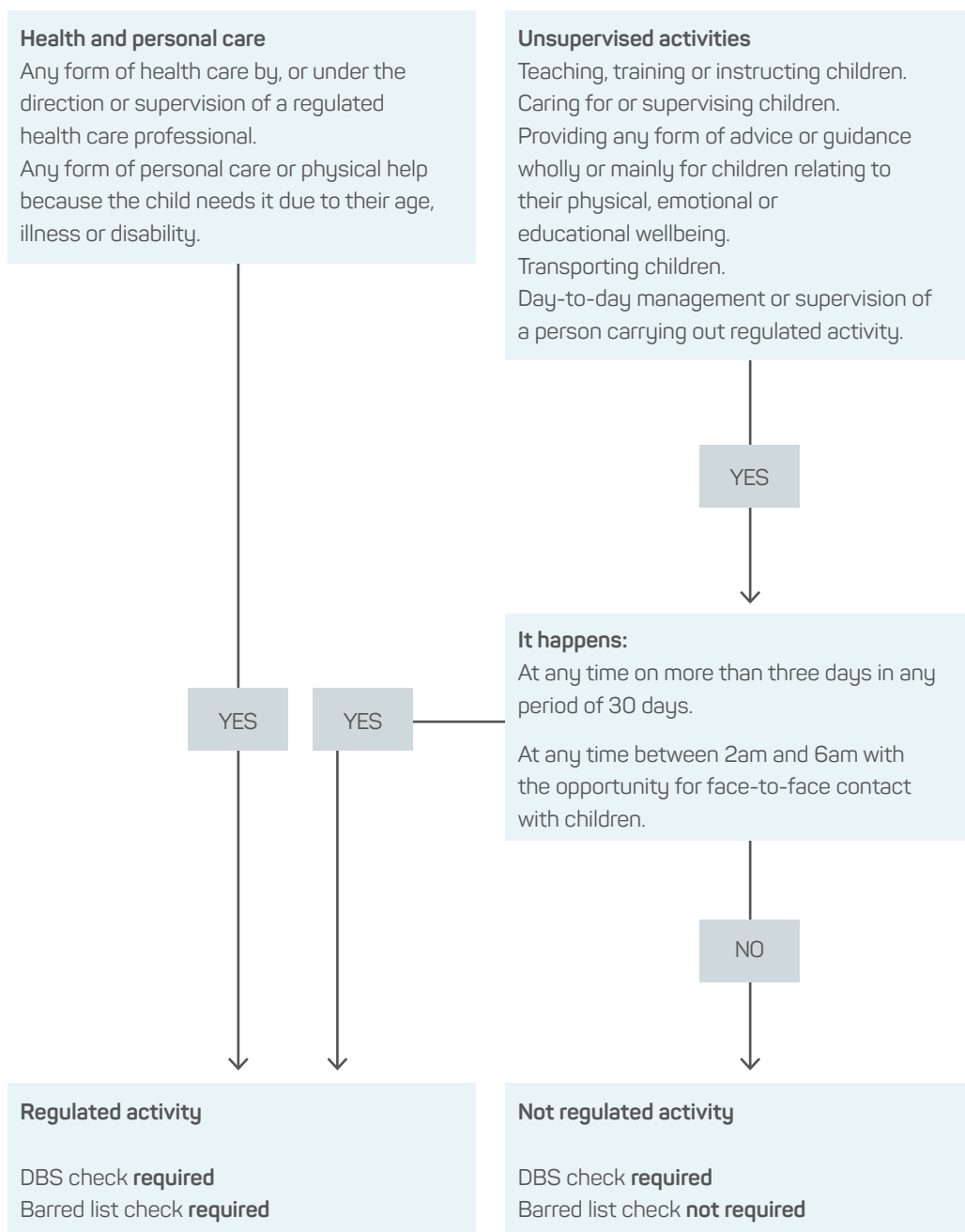
Update service

The update service is an online subscription, which allows DBS certificates to be kept up to date and reused when applying for similar roles within the same workforce or transferred over if an individual moves roles. This subscription service is free for Swim England volunteers or an annual subscription of £13 for paid members of staff. If an individual wishes to register to the update service they will have 30 days, from the date printed on the disclosure certificate, in which to register. After this date the individual will have to wait until they next go through a DBS check.

More information about the update service and how to register can be found at [gov.uk/dbs-update-service](https://www.gov.uk/dbs-update-service).



What level of DBS check do I need?



Role	DBS Requirement	
	Enhanced disclosure with barred list check	Enhanced disclosure only
Coach	Yes	No
Assistant Coach	Yes	No
Teacher	Yes	No
Assistant Teacher	Yes	No
Club Welfare Officer	Yes	No
County Welfare Officer	Yes	No
Regional Welfare Officer	Yes	No
Lifeguard	Yes	No
Chaperone	Yes	No
Team Manager	Yes	No
Medical Staff (e.g. Doctor or Nurse)	Yes	No
Sport Psychologist	Yes	No
Tutor to children under 18 years of age	Yes	No
Host family/parent/guardian/carer Individuals who have responsibility for a child other than their own. If this is a private arrangement between parents/guardians, a DBS check would not be required.	Yes	No
Physiotherapist (including Sports Masseur)	Yes	No
Nutritionist	Yes	No
Pool Helper Supervised role manually assisting and supporting children in the water who are learning to swim or children with a disability.	No	Yes
Poolside Helper Individuals not training to be or acting as a coach or teacher. Supervised poolside role acting as a helper to the qualified coaching and teaching staff in a training or supervisory capacity.	No	Yes



	Enhanced disclosure with barred list check	Enhanced disclosure only
Poolside Assistant General assistant, securing lane ropes, handing out floats, tidying up after sessions.	No	No
Membership Secretary	No	No
Chairperson	No	No
Club Secretary	No	No
Website Officer/Administrator	No	No
Photographer or filming children	No	No

Please note this list may be subject to change in accordance with government legislation or further guidance. Please contact the DBS and Services Coordinator if you are unsure whether a role within your organisation would require either an enhanced disclosure only check or an enhanced disclosure with barred list check at dbs@swimming.org.



Safeguarding and protecting children approved training and time to listen

Swim England follows the recommendations of the NSPCC Child Protection in Sport Unit with regard to safeguarding training for our members with regular responsibility for children.

Training should outline the core principles of safeguarding good practice, responding to concerns and provide understanding of child protection legislation and responsibilities.

It should:

- Ensure awareness of the categories of abuse and the potential signs and symptoms of abuse.
- Describe what to do if there are concerns for a child.
- Explore the legislative context and statutory framework of safeguarding.
- Include skills development around identifying, responding to and reporting concerns.
- Provide signposting for further information and sources of support.

This training should contain a face-to-face element the first time that a person attends it, with possible refresher training available in an online format. This training allows learners to ask questions in a safe environment facilitated by a qualified safeguarding tutor, enables individual experiences to be explored, judgements challenged and different opinions and perceptions discussed. It also facilitates learners to develop networks and obtain support from others in similar roles.

Safeguarding training includes complex and sensitive information where learners' values, assumptions and experiences can affect their interpretation of learning materials.

Approved training

The recommended approved training for our members is the Swim England and UK Coaching (previously SCUk) Safeguarding and Protecting Children Workshop. This workshop is delivered by a Swim England tutor and uses learning scenarios and references Wavpower throughout. Further details on the workshop, availability and booking a workshop in your area can be found at the Institute of Swimming at swimming.org/ios/course-information/swim-englanduk-coaching-safeguarding-protecting-children.

UK Coaching also runs a generic Safeguarding and Protecting Children Workshop. This workshop is not specific to Swim England and it is therefore important that any member who attends this workshop ensures they are familiar with Wavpower and speaks to their Welfare Officer to ensure they understand the reporting procedures for our sports. Further information can be found on the UK Coaching website at ukcoaching.org.

Swim England also accepts child safeguarding training, which has been delivered (or accredited) by the following:

- Local Safeguarding Children Boards' (LSCB) safeguarding courses for those in regular contact with children.
- National Health Service child safeguarding training for those in regular contact with children.
- Safer Activities For Everyone (SAFE) CIC standard safeguarding training, which has to be completed every two years.
- Child Safeguarding training delivered by the Football Association or England and Wales Cricket Board.

Child safeguarding training should be completed every three years.



Refresher training

UK Coaching offers three options for online refresher training: Positive Parents, Digital Kids and Deaf & Disabled Children (all of these contain a core safeguarding refresher module). This online training is only suitable for individuals who have already completed the Safeguarding and Protecting Children face-to-face training.

Some of the training providers noted above may offer online refresher training, which is accepted by Swim England, for refresher purposes only i.e. face-to-face training must have been completed initially.

Further information and booking refresher training is available on the UK Coaching website at ukcoaching.org.

Child safeguarding professionals or those who work with children in a frontline role

Swim England will accept face-to-face, blended and online safeguarding training from members who are employed in frontline roles with children who complete training often yearly as part of their professional employment. For example school teachers, teaching assistants, child social workers, child protection police officers, paediatricians and other child safeguarding professionals. Proof of their professional role and completion of appropriate training should be provided to the Club Welfare Officer for example a head teacher confirming a staff member's role and completion of training on letter headed paper.

Such training will not be specific to our sports and it is therefore important any member who attends child safeguarding training as part of their profession ensures they make themselves familiar with Wavepower and in addition speaks with their Club Welfare Officer to ensure they understand the reporting procedures for our sports.

Please note these individuals must be working directly with children on a day-to-day basis rather than individuals who may be working in those sectors in roles such as administrators, receptionists and caretakers/cleaners.

Time to Listen course

The Child Protection in Sport Unit (CPSU) has developed Time to Listen (TTL) to provide safeguarding training for Club Welfare Officers in England and Wales.

TTL training is only available to those who have already attended the approved training shown above.

Swim England has 12 designated tutors accredited by CPSU to deliver the TTL course. As such the module has been tailored to our sports with reference to Wavepower throughout and with scenarios to aid learning.

TTL is designed as "one off" training for Welfare Officers and there is no requirement to complete this training every three years unless Welfare Officers decide to do so.

TTL is mandatory training for all Swim England Welfare Officers, regardless of their professional background in child safeguarding.

TTL is managed through the Swim England regional offices and contact should be made with your region to book onto a course.



Child safeguarding training for members under 18 years

UK Coaching offers a workshop for young volunteers between the ages of 13 and 17 to help them understand how to keep themselves and other children safe.

It is designed to introduce young coaches, officials, volunteers and sports leaders to the concept of "good safeguarding practice" and develop their confidence in how to identify what abuse of a child in sport may look like and the appropriate action to take.

This course is not mandatory to Swim England members. As a minimum any volunteers under the age of 18 should receive child safeguarding information from their Club Welfare Officer so they understand the reporting procedures at the club and who to contact should they have any concerns for either themselves or other children.



The role of the Club Welfare Officer

Every club should have a Welfare Officer and every SwimMark club must have a Welfare Officer. The Welfare Officer role is essential in providing a first point of contact for children and adults within the club who have a child safeguarding or welfare concern.

In partnership with the club committee, the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding activities, which are necessary for it to demonstrate its duty of care to children.

Clubs may choose to have one or two Welfare Officers; often one male and one female is helpful.

The importance of selecting the right person cannot be underestimated. The selected individual may be involved in the most private aspects of club members' lives. They may have to take part in meetings and discussions with the police and statutory agencies. They must show that they are able to handle matters of a child safeguarding nature in an appropriate and confidential manner.

Welfare Officer core tasks

- To raise awareness of and assist the club in implementing Wavepower.
- To assist the club committee in putting plans in place for child safeguarding.
- To introduce themselves to members and their parents/guardians and ensure they know who to contact and how to access the safeguarding arrangements at the club.
- To be the first point of contact for club staff, volunteers, children and parents/guardians for any issues concerning child welfare and potential or alleged abuse.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower. To act independently and in the best interests of any child at the club, putting their needs above that of others and the club itself.

- To ensure that relevant club members, volunteers and staff have a Disclosure and Barring Service (DBS) check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of police, Local Authority Designated Officer (LADO), Multi Agency Safeguarding Hub (MASH) Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To be aware and have contact details for the County and Regional Welfare Officer.
- To ensure the club has Codes of Conduct in place for club staff, volunteers, coaches, competitors and parents/guardians.
- To sit on, or be in attendance at as necessary, the club management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.

How does a club select a Welfare Officer?

- The club should follow the safe recruitment guidance in Wavepower.
- The position of the Welfare Officer is one that requires an enhanced disclosure with barred list DBS check.
- The Welfare Officer should be an appropriate person willing and able to fulfil the commitments of the role.



The Welfare Officer should ideally be someone who:

- Is able to act independently and in the best interests of the child, putting their needs above that of others and the club itself.
- Holds no other position on the club committee.
- Is not an active teacher or coach in the club.
- Is not related to anyone in either of the positions above.
- Is able to attend the club frequently.
- Has the time to fulfil the role and is prepared to complete all of the core tasks.
- Can satisfy the requirements, core skills and knowledge areas needed for the role.
- Is prepared to undergo the training required.

These recommendations are made to avoid difficulties that could arise should a club member wish to refer a concern to the Welfare Officer but feels unable to do so, or the Welfare Officer feels unable to deal with the concern, due to a conflict of interest. A conflict of interest could arise through the Welfare Officer being related to a member of the club committee or coaching team or if they themselves hold another role on the committee or coaching team.

It is important to note that should it not be possible to recruit a truly independent Welfare Officer then the club should appoint a second Welfare Officer. This means that should a conflict of interest arise, the first Welfare Officer can call upon the second as and when required to deal with the concern. The second Welfare Officer could be someone else within the club able to meet the requirements of the role. In some cases and only with prior agreement it could be the County or Regional Welfare Officer acting for the club.

In all cases the names and contact details of the Welfare Officer(s) must be clearly communicated and publicised to all club members. This ensures that should anyone at the club have a concern they are clear on whom they can refer that concern to.

The role of the County Welfare Officer

The County Welfare Officer is appointed by the county, and is required to offer support to clubs as and when required by the clubs or on the request of the Swim England Child Safeguarding Team.

Core tasks

- To raise awareness and assist the county in implementing Wavepower.
- To assist the county in putting plans in place for child safeguarding.
- To be the first point of contact for county staff, volunteers, children and parents/ guardians for any issues concerning child welfare or potential or alleged abuse.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower.
- To ensure that all relevant county members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To assist the county and support clubs within the county to ensure that Codes of Conduct are in place.



- To sit on, or be in attendance at as necessary, the county management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a “need-to-know” basis.
- To maintain an up-to-date list of Welfare Officers in the county.
- To ensure awareness of your role and contact details by Welfare Officers in your county.
- To be available to assist clubs in your county as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.

The role of the Regional Welfare Officer

The Regional Welfare Officer, appointed by the relevant Swim England Region, will be required to offer support to clubs and Welfare Officers in their region as and when required or on the request of the Swim England Child Safeguarding Team. Please note that not every Swim England region will have a designated Welfare Officer role.

Core tasks

- To raise awareness and assist the Club/ County Welfare Officers in implementing Wavepower.
- To assist the club/county in putting plans in place for child safeguarding.
- To maintain contact with Club and County Welfare Officers to ensure that all relevant members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed by clubs and counties.

- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.
- To assist and support clubs in the region to ensure Codes of Conduct are in place.
- To sit on, or be in attendance at as necessary, the regional management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a “need-to-know” basis.
- To maintain an up-to-date list of Welfare Officers in your region.
- To ensure awareness of your role and contact details by Welfare Officers in your region.
- To be available to assist clubs in your region as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.

Skills and qualities required for all Welfare Officers

- Have a child-centred approach.
- Basic administration and record-maintenance skills.
- Excellent communication skills.
- Confidence when referring cases externally.
- The ability to ensure policies and procedures are effectively implemented.

Training required

- The NSPCC Child Protection in Sport Unit Time to Listen training is required for all Welfare Officers. Courses are run by the Swim England Regions and details can be found by contacting your Regional Office.
- The UK Coaching Safeguarding and Protecting Children Workshop or approved alternative training which can be found on page 53.

