



THE
EXCELLENT PERFORMANCE
TEAM

Safeguarding Policy

Introduction

The Excellent Performance Team is committed to providing a safe and secure environment for all individuals during the delivery of courses. We will ensure that there are appropriate arrangements in place to allow for a safe and secure environment and arrangements are in place to deal with any issues or concerns with suspected or reported abuse of children or vulnerable adults.

Definition of safeguarding

The safeguarding of children, young people and vulnerable adults can be defined as the protection of individuals from neglect, physical, emotional or sexual abuse. Each individual has a fundamental right to be protected from harm and should be given the opportunity to maximise their potential learning in a safe and secure environment.

To ensure that Survive and Save Training are able to provide a safe and secure environment for our learners we will make the following arrangements.

1. Adopt and implement the current editions of Swim England Wavepower policy and RLSS Safeguarding Policy in full. Full versions of these policies are available from
 - a. Download [Swim England Wavepower](#)
 - b. Download <https://www.rlss.org.uk/safeguarding> (from the RLSS UK Policy section)
 - c. Download https://online.sta.co.uk/resources/view_document/1843
2. Appoint a named Safeguarding Officer to whom all cases of suspected abuse or allegations of abuse must be reported immediately
3. Provide guidelines to all who come into contact with children and young adults as part of their role to ensure that they are aware of what they need to do to maintain a safe environment.
4. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
5. Ensure all papers relating to safeguarding matters are held in a safe and secure manner.
6. All tutors are required to complete an enhanced DBS check every 3 years.
7. All tutors, trainers and other staff working in a regulated activity are required to attend and refresh every 3 years a suitable Safeguarding CPD or course.

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Version 1



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Types of abuse

Physical abuse

Physical abuse is deliberate, physical harm to an individual, or the wilful and neglectful failure to prevent physical harm or suffering. Types of abuse may include hitting, throwing, shaking, burning or scalding, poisoning, drowning, suffocating or causing physical harm. This also includes physical harm caused by a Parent or Carer wishing to fabricate or induce the symptoms of an illness.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of an individual leading to severe and adverse effects on the individual's emotional development. Such examples of emotional abuse include conveying information that the individual is worthless or unloved, inadequate or unvalued. Symptoms of this can include limitation of learning and exploring or prevention of the individual's participation to normal social interaction. Emotional abuse could also lead to extreme bullying leading the individual to frequently feel frightened or in danger, or the exploitation and corruption of the individual. Domestic violence, adult mental health problems or parental substance misuse may expose the individual to emotional abuse

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not they are aware of what is happening. These activities may involve physical contact (including penetrative or non-penetrative acts) or non-contact activities (including looking at or involving the individual in the production of pornographic material or watching sexual activities, or encouraging the individual to behave in sexually inappropriate ways).

Neglect

Neglect is the persistent failure to meet an individual's basic physical, emotional and/or psychological needs, which is likely to result in significant harm. Types of neglect may include failure to provide adequate food, clothing, shelter (i.e. exclusion from the home or abandonment), failure to protect the individual from physical harm or danger, failure to provide access to medical care or treatment and failure to provide adequate supervision (i.e. childminder).

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Indicators of abuse

The below table provides a number of indicators of abuse, however please note that this list is not exhaustive.

Physical indicators	Emotional indicators
Unexplained bruising	Unexplained changes in behaviour
Repeated injuries	Difficulty in making friends
Black eyes	Distrustful to adults
Injuries to the mouth	Excessive attachment to adults
Torn or bloodstained clothing	Sudden drop in performance
Burns or scalds	Changes to attendance pattern
Bites	Inappropriate behaviour or language
Fractures	Inappropriate sexual awareness
Inconsistent stories or excuses	Reluctance to remove clothing

Responding to a disclosure of abuse

Always

- Listen carefully and stay calm
- Let the child talk and allow them time to say what they need to say
- Reassure the child that they were right to say something
- Explain that you must pass the information onto the designated responsible officer but that confidentiality will be maintained
- Explain to the individual what will happen next
- Reassure the individual that it will be dealt with appropriately
- Make a detailed note of the date, time, place, comments made by the individual

Never

- Question or interview the individual unless seeking clarification
- Make promises you cannot keep
- Rush into actions which may be inappropriate
- Take sole responsibility, always pass information to the designated officer

Making referrals

Suspected abuse or sustained allegations must be reported immediately to the responsible Safeguarding Officer, who will in turn refer the case to the Local Safeguarding Children Board. All referrals must be recorded in writing by the responsible Safeguarding Officer within three working days of the referral. If the responsible Safeguarding Officer is unsure as to whether a case should be formally referred or has a general concern about a child's health or development, advice should be sought from the NSPCC.



Safeguarding Policy

Managing safeguarding during courses

Measures to protect against allegations of abuse

1. Work in an open environment where you can be seen by others
2. Avoid unaccompanied time with learners
3. Avoid unnecessary physical contact with learners unless this is to prevent a danger or accident to themselves or others
4. Avoid using suggestive remarks or comments or acting inappropriately with learners
5. Do not provide learners with personal contact details (eg home address or home phone number) or socialise with learners outside of the course
6. Report any potential concerns, allegations or abuse made by learners to the Safeguarding Officer

Emergency Contact Information

1. Each learner is required to complete an Emergency Contact Form prior to commencement of the course. This will be sent out with the course booking confirmation.
2. For learners under the age of 18 this should be signed prior to submission by their parent or guardian.
3. The Emergency Contact information will be held by the tutor for the duration of the course for emergency use only. At the end of the course this information will be destroyed.

Registration

1. Learners must sign in at the beginning of each day and out at the end of each day.
2. Where a learner is more than 30 minutes late or does not attend on any given day of the course the tutor should contact the learner using the contact details that have been provided.
3. Where the tutor is unable to contact the learner they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
4. Learners wishing to leave the training centre during their break must sign out and back in again once they return. Tutors will check to ensure that all learners have returned following a break.
5. Should any learner that has signed out not return more than 30 minutes after the designated time the tutor should contact the learner using the contact details that have been provided. Where the tutor is unable to contact the learner they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
6. The signing in/out sheet should be annotated with any or non attendance.
7. The signing in/out sheet(s) should be returned to the key contact at the end of the course.



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Reporting Concerns

1. If you have any concerns about your health or safety or of anyone on your course this should initially be raised with your course tutor or trainer.
2. Where you are unable to do this you can raise any issues with the responsible Safeguarding Officer whose details are below
3. Alternatively you can contact any of the following organisations:
 - a. Swimline on 0808 100 4001
 - b. NSPCC Helpline on 0808 800 5000
 - c. Childline on 08001111

Safeguarding Officer Details:

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