



## Section 3

### Responsibility for child safeguarding in the ASA

73 Responsibilities and roles of the:

ASA Chief Executive

Department of Legal Affairs

ASA Independent Child Protection Officer

ASA Swimliner

ASA County Welfare Officer

ASA Regional Welfare Officer

## Responsibility for child safeguarding in the ASA

The responsibility for child safeguarding within swimming lies with all adults who work with or have responsibility for children in our sport.

Below are details of those who have specific responsibilities for safeguarding children in swimming.

### The ASA Chief Executive

The ASA Chief Executive has the ultimate responsibility, together with the board, for child safeguarding.

It is the board that ratifies changes to ASA law in respect of all matters including child safeguarding.

The Chief Executive is the only person in the ASA with power to suspend an individual, temporarily or for a specified term, from their ASA membership in respect of a child safeguarding issue. He/she will do so on the advice of the Director of Regulatory and Legal Affairs, the Legal Affairs Department, the Independent Child Protection Officer for the ASA and the statutory agencies.

### The Legal Affairs department

The ASA has an in house Department of Legal Affairs, which has prime responsibility for the formulation of regulations in the child safeguarding area. It is also responsible for managing cases (in conjunction with ICPO) and for bringing disciplinary cases before the ASA's independent judicial tribunals. The team is headed up by the ASA Director of Regulatory and Legal Affairs, Andy Gray. Andy, a solicitor, has had a keen interest in child safeguarding in sport since the mid 1990s and has lectured and spoken widely on the subject. He is the co-author of a chapter on Child Safeguarding in Sport contained in the forthcoming second edition of "Sport: Law and Practice", the leading practitioners reference book. Andy is also Head of the Sports Law Unit

at Leicester De Montfort Law School where he teaches an LLM course in Sport Law, including a module on Sport & Ethics which includes child safeguarding.

Through the involvement of Andy and other members of the Legal Team, the ASA actively takes a lead in providing case management training and sharing best practice within the world of sport.

### The ASA Independent Child Protection Officer

The ASA has contracted support on a half time basis from a qualified and experienced Independent Child Protection Officer (ICPO) to advise and deal with cases of a child protection nature.

All Welfare Officers or members of the ASA can discuss concerns with the ICPO who will offer advice on action to be taken in issues of child welfare and safeguarding. In certain situations the ICPO will become directly involved with the club and persons concerned.

Should the ICPO believe the advice given has been dismissed, and in doing so the child safeguarding policy of the ASA has been breached by any club or individual, the ICPO can raise a complaint to the ASA.

### The ASA Swimliner

The ASA Swimline number found in section one is a freephone number that anyone involved in swimming can contact and expect to be called back within 48 hours if a current phone number is left. The call may be returned by a Swimliner or the ICPO.

All Swimliners are qualified and experienced in child protection work and have direct involvement within the ASA at club and county level. Swimliners work for the ASA in a voluntary capacity and, having offered their services for in excess of 10 years, have significant experience in child

safeguarding in the ASA. They are also members of the ASA Child Protection Working Group.

At the request of the ASA Legal Affairs Department or the ICPO, Swimliners can become directly involved with issues of a child safeguarding nature. They may meet with individuals or lead meetings with relevant persons in ASA clubs in an attempt to resolve issues raised.

### The role of the ASA County Welfare Officer

#### Core tasks

- Assist the county to put in place the ASA Wavepower 2009/11 Policy and Procedures.
- Assist the county to put in place implementation plans for child protection.
- Be the first point of contact for county staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with Wavepower 2009/11 guidance guidelines.
- Ensure that all relevant county members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wavepower 2009/11 procedures for recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to date criminal records enhanced disclosures/self disclosures.
- Be aware of and have a note of contact details of the local Children's Social Care Team, the police and National Governing Body ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.

- Sit on the club management committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

And

- Maintain an up to date list of welfare officers in all clubs in the county.
- Be available to assist the clubs as requested by the ICPO and as appropriate to the County Welfare Officer's experience.

#### Core skills

- Child centered approach.
- Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

#### Training required

- Safeguarding Children in Sport Workshop. (Contact your NGB for details).
- County and Regional Welfare Officer training day as provided by the ASA.
- Optional - Time to Listen Training.

#### Additional course available

- The "NSPCC Educare Preventing Bullying Behaviour". This web or paper based course delivers the key facts and essential information to help prevent bullying. The course is suitable for anyone within a club, county or region who works with children and young people. The cost is £28.50 plus VAT (prices correct as at February 2009). For further information please contact [www.educare.co.uk](http://www.educare.co.uk) or telephone 01926 436211.

#### The role of the ASA Regional Welfare Officers

The Regional Welfare Officer will be required to offer support to County and club Welfare Officers as required.

#### Core tasks

- Assist the club/county Welfare Officer to put in place the ASA Wavepower 2009/11 policy and procedures.
- Assist the club/county to put in place implementation plans for child safeguarding.
- Maintain contact with club and county Welfare Officers to ensure that all relevant club/county members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wavepower 2009/11 procedures for recruitment of staff and volunteers are followed by clubs and counties and all appropriate existing staff or volunteers have up to date criminal records enhanced disclosures/self disclosures.
- Be aware of and have a note of contact details of the local Children's Social Care Team, the police and National Governing Body ICPO.
- Ensure that codes of conduct are in place for clubs and county staff, volunteers, coaches, competitors and parents.
- Sit on the regional/district management committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

#### Core skills

- Child centered approach.
- Basic administration and record maintenance.

- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

#### Training required

- Safeguarding Children in Sport workshop. (Contact your NGB for details).
- County and Regional Welfare Officer training day as provided by the ASA.

#### Additional course available

- The "NSPCC Educare Preventing Bullying Behaviour". This web or paper based course delivers the key facts and essential information to help prevent bullying. The course is suitable for anyone within a club, county or region who works with children and young people. The cost is £28.50 plus VAT (prices correct as at February 2009). For further information please contact [www.educare.co.uk](http://www.educare.co.uk) or telephone 01926 436211.

**NOTE: The role of the club Welfare Officer is to be found in Section 2, Appointing a Club Welfare Officer.**