



Child Safety Guidelines

Swimming Club Child Protection & Safeguarding Policy (Summary)

1. Our Commitment to Child Safety

Our swimming club is committed to providing a safe, supportive, and positive environment where all children can enjoy swimming free from harm, bullying, neglect, or abuse. All children have the right to be treated with respect and dignity at all times.

2. Supervision and Duty of Care

- Children must always be supervised by qualified coaches, lifeguards, or approved club staff during training sessions.
 - The club will maintain safe coach-to-swimmer ratios appropriate to the age and ability level of participants.
 - No child should ever be left alone in the pool area, changing rooms, or club facilities.
 - Parents/guardians are responsible for children before and after session times unless otherwise stated.
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3. Safe Arrival and Collection Procedures

- Children should arrive on time and wait in designated safe areas.
 - Parents/guardians must ensure children are dropped off and collected promptly.
 - Younger children must be handed over directly to a coach or club representative.
 - Children must not leave the venue without permission from a coach and confirmation of their parent/guardian.
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4. Changing Room Safety

- Coaches and staff should not enter changing rooms unless absolutely necessary.
- If entry is required (e.g., for injury or safeguarding reasons), it should be done with another adult present whenever possible.

- The club encourages parents of younger swimmers to assist their children as needed.
 - Mobile phones and cameras are strictly prohibited in changing rooms.
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5. Appropriate Behaviour and Conduct

All club members, staff, volunteers, parents, and swimmers must behave respectfully.

Coaches and Staff Must:

- Treat all swimmers fairly and equally.
- Use positive, age-appropriate language.
- Avoid any inappropriate physical contact.
- Never be alone with a child in a private space.
- Maintain professional boundaries at all times.

Swimmers Must:

- Follow safety rules and coaching instructions.
 - Respect coaches, staff, and fellow swimmers.
 - Avoid bullying, teasing, harassment, or unsafe behaviour.
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6. Physical Contact Guidelines

Swimming instruction may require physical guidance for safety or technique.

- Coaches should explain the reason for any physical contact before it occurs.
 - Contact must always be appropriate, minimal, and in full view of others.
 - Coaches must never engage in unnecessary or intrusive physical contact.
 - If a child appears uncomfortable, contact must stop immediately.
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7. Bullying Prevention and Response

The club has a zero-tolerance policy for bullying.

Bullying includes:

- Physical bullying (hitting, pushing)
- Verbal bullying (name-calling, insults)
- Social bullying (excluding others)
- Cyberbullying (messages, social media harassment)

If bullying is reported:

- It will be taken seriously and investigated promptly.

- Parents/guardians will be informed where appropriate.
 - Disciplinary action may be taken, including suspension or removal from the club.
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8. Photography and Video Policy

To protect children's privacy and safety:

- Parents/visitors may only take photos/videos in designated areas.
 - No photography is allowed in changing rooms or toilets.
 - Images must not be shared publicly without consent.
 - Coaches and staff must not use personal phones to photograph swimmers.
 - Club promotional photos will only be taken with written parent/guardian permission.
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9. Communication and Online Safety

- Coaches and staff should not communicate privately with children via social media.
 - Any electronic communication must include parents/guardians or be via official club channels.
 - Swimmers should never be asked to share personal information online.
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10. Medical and Emergency Safety

- Emergency procedures must be clearly displayed and followed.
 - A qualified first aider and lifeguard must be available during sessions (required by local regulations).
 - Parents must provide up-to-date medical information, allergies, and emergency contacts.
 - Any injuries or incidents must be recorded and reported to parents/guardians.
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11. Staff Screening and Training

- All coaches and volunteers working with children must undergo required background checks (e.g., police clearance/Blue card/WWCC depending on state).
 - Staff must receive safeguarding and child protection training.
 - The club will appoint a designated **Child Safety Officer**.
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12. Reporting Concerns or Suspected Abuse

All staff, volunteers, parents, and swimmers are encouraged to report concerns.

Concerns may include:

- Inappropriate behaviour by an adult or child
- Signs of neglect or abuse
- Unsafe club practices
- Bullying or harassment

Reporting Process:

- Report concerns immediately to the Club Child Safety Officer.
 - If the concern involves immediate danger, contact emergency services immediately.
 - All reports will be handled confidentially and taken seriously.
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13. One-to-One Coaching Rules

- One-to-one coaching sessions must have parent consent.
 - Sessions should occur in open, observable areas.
 - Another adult should be present in the facility whenever possible.
 - Private sessions in isolated areas are not permitted.
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14. Transport and Trips

If the club runs events, competitions, or travel:

- Written parental consent is required.
 - Children must not travel alone with a coach or staff member.
 - Safe adult-to-child supervision ratios must be maintained.
 - Accommodation arrangements must follow safeguarding standards (separate adult/child sleeping areas).
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15. Inclusion and Equal Treatment

The club welcomes swimmers of all backgrounds and abilities.

- Discrimination, racism, or harassment of any kind will not be tolerated.
- Extra safeguarding measures will be taken for children with disabilities or additional support needs.
- Every child has the right to feel safe and included.

16. Review of Safety Guidelines

These guidelines will be reviewed regularly to ensure they remain effective and aligned with legal safeguarding requirements.

Club Child Safety Contact (Template)

Child Safety Officer: Carly Firth and Shelley Bailey

Email: safety@redlandsswimming.com.au

Emergency Services: 000