

# Safeguarding at Trinity Arts and Leisure - Guidance for Staff and Relevant Booking Leaders

The principles of the Bedford College Safeguarding Policy and Procedures apply to users of the Trinity Arts and Leisure complex. What follows is guidance for staff on the management of safeguarding incidents specifically relating to that context.

## 1. General Guidance

- Signs of neglect or abuse may be more obvious in a sporting/swimming pool environment and staff have a duty to act if they have any safeguarding concerns.
- Staff must report any concerns they have, no matter how small they think they are. If the observation, allegation or disclosure of abuse occurs on poolside, the Assistant Manager/Duty Manager or designated safeguarding staff member should be informed. If immediate assistance is not available and the incident is urgent, team support should be requested by radio or, exceptionally, using the pool alarm.
- When using the radio, information about the situation, allegation or disclosure should not be disclosed by radio. Immediate assistance only must be requested.
- If a child or vulnerable adult wishes to speak to an individual member of staff every effort should be made to allow this to happen. However, it is important to remain visible at all times, in sight of other staff members.
- Staff should listen and record the facts but not ask leading questions. Incident report forms are held in the safeguarding folder in the Trinity Arts and Leisure reception. These must be used to record concerns and any further action taken.
- If staff have concerns about a suspected abuser, they should be careful of questioning and wording used. A description of the person, their name (if it can be ascertained) and the reasons for the concerns should be recorded and passed on to the Assistant Manager/duty manager/designated safeguarding staff member immediately.
- Bedford College and Trinity Arts and Leisure provide mandatory safeguarding training to managers, swim teachers and lifeguards.

## 2. Schools and Club Sessions

- During school & Club bookings the school/club is responsible for the children in their care. Adults should be present outside of the changing rooms. Adults should not be in the same changing room as the children whilst they are getting changed. There should be at least 2 supervisors outside of the changing rooms and should remain there until the last child has exited the facility. Safeguarding and welfare practices should be children centered and therefore, 2 adults should be present for them to share concerns with and provide assistance if necessary. Please see below, a statement from the swimming governing body, Swim England who have worked with the NSPCC to conclude their advice.  
' Swim England does not advise that adults supervise changing facilities as that places them and the children at risk of harm and allegation. Clubs may however place an officer or appointed poolside helper on the outside of the doors in and out of the changing rooms to allow children to call for assistance if required. This approach has proved helpful to many clubs when children have reported incidents of bullying or general

behaviour issues between members in the changing rooms.'

- Any concerns identified by TAL managers or lifeguards during the booking should be raised with the school staff. Do not assume they know.
- If you are not satisfied that the concern is being dealt with appropriately by the school staff, refer the matter to the TAL Assistant Manager/ duty manager/designated safeguarding staff member. They should discuss the concerns with the designated safeguarding teacher at the school. Complete an incident report.
- If you suspect abuse, or abuse is disclosed and allegedly happened at TAL, it must be reported to the Assistant Manager/duty manager/designated safeguarding staff member

at TAL who will take appropriate action.

### 3. Swimming Sessions

- If the child or vulnerable adult is known, record their name and as many details as possible regarding the incident or disclosure. Information on children in School of Fish swimming lessons can be obtained through the TAL database/booking system. Registers can also be used to monitor attendance.
- If the child or vulnerable adult is not known, try to ascertain through careful questioning. If this is not possible, record a description and as much detail as possible.
- Never ask leading questions.
- Stay in a visible location so you are never completely alone with vulnerable adult or child.
- If child or vulnerable adult is in immediate danger, call the emergency service(s) if necessary.
- Report all information to the TAL designated safeguarding staff member.
- If a parent/carer is present, record a description of the parent and, where possible, their name.

### 4. Process

This flow chart is a guide and may vary depending on the incident you are faced with. Please be aware you can contact a Trinity Arts and Leisure designated safeguarding person outside working hours if urgent advice or assistance is required.

