

Swim England South West

Safeguarding Plan 2024 version 1

Mission _

Swim England South West Ltd acknowledges its duty of care to safeguard and protect the Welfare of all members and is committed to ensure that safeguarding practice reflects statutory responsibilities and guidance and is compliant with SE Safeguarding requirements .

This plan is a living document and will be reviewed upon the launch of SE Wavepower 2024 and on a regular basis thereafter.

Action	Priority	Lead/s	Resources	Deadline	Status	notes/next steps	Kpi's
Run an annual Welfare Officers Development day to include information sharing	High	Staff lead	Venue - speakers	Jan-24	in progress		60plus attendees
Continue to host Club/County Welfare Officers forum	High	Staff Lead	Staff time and zoom costs	on going quarterly	in progress	Quarterly via zoom	130 plus WO's
Produce a safeguarding plan	High	Board	Staff member time	Jan-24	in progress	Ready for Launch Jan 2024	
Board safeguarding lead to be appointed	High	Board		Jan-24			All
Codes of conduct and reminders at all regional events for all discipline	High	Regional Discipline leads and promoters	Board and Regional Com	From Jan 2024			
Welfare Officer on call for all regional events across all disciplines .	High	Regional Discipline competition, camp leads and board		from Jan 24		information re contact details to be promoted at all regional events across all disciplines	
All safeguarding training and DBS data to be up to date on OMS	High	All staff , Board, clubs etc				promote the need to keep everything updated by all clubs, County Associations and Clubs	all clubs affilated to SESW
Produce an induction document for regional volunteers	Medium	Board	Time	Apr-24			
Ensure that safeguarding policies and procedures are followed by all regional committees and those organising regional activity at all times	High	All staff , Board, Committee members		From Jan 2024		Regional Committees to be advised and supported with advice . Safeguarding to be included within committee agendas .	

Website update - produce a comms plan for Safeguarding in the region and update regional website	High	Board and lead staff member for Comms		Comms plan Jan 2024			
Safeguarding to be included in all regional forums meetings	High	Staff , Board , Discipline Managers		from Jan 2024			
Wavepower Adult Safeguarding requirements to be followed and included in all relevant meetings and forums .	High	All, staff, Board and committee members		From Jan 2024		Regional Committees to be advised and supported with advice . Adult Safeguarding to be included within committee agendas .	
No phone in changing room policy to be visible at all Regional activities	High	Regional Discipline and Event leads		From Jan 2024			

Action	Priority	Lead/s	Resources	Deadline	Status	notes/next steps
Produce a safeguarding comms plan	High	Regional lead for Comms		Jan-24	in progress	in line with SE comms?
Promote good practice	High	Regional lead for Comms		Apr-24		in line with SE comms?
Promote wavepower content	High	Regional lead for Comms		Apr-24		
Website safeguarding content including contacts	High	Regional lead for Comms		Apr-24		
Website content for members under the age of 18	High	Regional lead for Comms		Apr-24		
Website content safeguarding adults	High	Regional lead for Comms	awaiting information from SE		ASAP	In line with SE Wavepower and Ann Craft Trust.

Action	Priority	Lead/s	Resources	Deadline	Status	notes/next steps
Board safeguarding lead appointed and relevant training attended	High	Board		Jan-24		
All Board members to attend full safeguarding training	High	Board		Apr-24		
Staff to attend full safeguarding training	High	staff		on going	In progress	
Safeguarding training for club members	Medium	Staff	Funding / staff time	subject to review on a quarterly basis	in progress	set at medium as SE offer courses, to be reviewed every quarter by the finance committee
Time to Listen training for Club and County Welfare Officers	High	Staff		on going		In partnership with East and West Midlands
WO info for YV programme	High	YV programme lead	staff time	programme start date		For each year of the YV programme
Regional Welfare Officer training	High	Board	Funding	Ongoing		Regional Welfare Officer to update on courses and CPD
County Welfare Officer training	High	All	Funding	Ongoing		TTL
Facilitate and /or promote required training/information for WO's and relevant personnel/committees in the region .	High	All		ongoing		As and when required
Support and promote Safeguarding Adults training	High	All		When Available		

KPI's
9 board members
currently 3 staff members
30 club WO's
1 person
6 County WO's
All WO's in the region