

# Totnes Sub-Aqua Club Policy on Safeguarding of Vulnerable People

## BRANCH POLICY, STRATEGY AND GUIDELINES

### Totnes Sub-Aqua Club (TSAC) Policy

Totnes Sub-Aqua Club (TSAC) believes in the safeguarding of all of its members, both adults and children, as its first consideration. TSAC recognises that all vulnerable people participating in its activities (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in diving in a safe environment and to be protected from harm. Vulnerable people potentially means all members.

TSAC fully adopts Buddy Guard, BSACs Safeguarding and Protecting Children Policy and Procedures, as confirmed by this TSAC Policy on Safeguarding of Vulnerable People. The Buddy Guard policy is reviewed periodically by BSAC. TSAC Branch Committee, will take all practicable steps to ensure that the document is enacted as far as is possible. The full BSAC Buddy Guard policy document is linked to the TSAC website.

In accordance with BSAC recommendations TSAC asks all of its members to observe the requirements of Buddy Guard and strongly recommends that all those directly involved with the training of minors or vulnerable adults make themselves aware of and act on these guidelines.

### TSAC Strategy

1. The TSAC Branch Committee has appointed a club Safeguarding Officer with the necessary skills and training as outlined by BSAC, who will take the lead in dealing with all safeguarding matters raised within the club. It will ensure that the TSAC Safeguarding Officer's name and contact details are known to all officers, club members and parents of members. The club's Safeguarding Officer will be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Buddy Guard
2. The Branch Committee will try to ensure that all members are aware of the *TSAC Policy on Safeguarding of Vulnerable People* and the club's codes of conduct
3. The Safeguarding Officer and Training Officer will try to ensure that all members who work with children and vulnerable adults in TSAC have undertaken the appropriate training and relevant level of Disclosure and Barring Service (DBS) check and adhere to good practice for safeguarding children as outlined in Buddy Guard, and TSAC codes of practice and guidance
4. The Safeguarding Officer provides all club members and parents of members with opportunities to raise concerns in a safe and confidential manner if they have a concern about a child or vulnerable adult's welfare.
5. The Safeguarding Officer will try to ensure that all child safeguarding matters, including those concerned with child welfare or protection, are dealt with appropriately, in accordance with the guidance for reporting and action in Buddy Guard. He / she will also seek to ensure that confidentiality is maintained appropriately and in line with the best interest of the child, with all papers relating to child safeguarding matters being held in a safe and secure manner
6. Both BSAC and TSAC Branch committee will support any member who, in good faith, reports his or her concern that a vulnerable person is at risk of, or may actually be, being abused.

## TSAC Members Guidance

1. *All Members* are expected to be familiar with and abide by **TSAC codes of conduct**, which reflect the TSAC Policy on the Safeguarding of Vulnerable People.
2. *Instructors and Branch Officers* who work with junior members and vulnerable adults are required to complete **Disclosure & Barring Service (DBS) check** to help us ensure that people with convictions or past history of an inappropriate nature are prevented from significant contact with children or vulnerable adults. Instructors may choose not to work with such groups. The Safeguarding Officer can provide the relevant forms and instructions on how to get these checks. DBS checks ask for any information about a criminal record or other matter that might have a bearing on suitability to work with children to be revealed. It only tells us whether an individual is suitable or not and doesn't disclose any personal information. (e.g. previous investigations by police or social services or disciplinary investigations in relation to contact with children).
3. *Instructors and Branch Officers* are expected to be familiar with this policy, the TSAC codes of conduct and good practice identified in Buddy Guard. This means in practice, for example:
  - Avoid training in a one to one situation. Always have an independent observer to support your position in case of misinterpretations of your actions
  - Certain underwater skills require close physical contact, such as Rescue Breaths (RB), Controlled Buoyant Lift, etc. Before going under water during the lesson briefing give a dry run, with a verbal commentary to the whole group explaining what you are going to do. Advise students to wear Tee shirts or pool suits as this can avert potentially embarrassing situations.
  - never engage in rough or unnecessary physical contact
  - guard against the effects of cold, especially when training in open water
  - abide by BSAC recommended maximum instructor/student ratio for pool and sheltered water of 1:4; and for open water of 1:2.
4. *Parents and Guardians* -TSAC can teach 14-17 year olds to dive and they can dive with the club provided that either a parent or guardian is present during all training and diving, or a designated person (e.g. another parent) is able to act *in loco parentis*. Parents of junior members are requested to complete an [in loco parentis form](#) on their joining TSAC, which allows a DBS checked and suitably qualified diver to act on their behalf in exceptional circumstances
5. *Parents and Guardians*. All activities in open water (i.e. the sea) involving 14-17 year olds will be with the consent of the TSAC Diving Officer. If TSAC members wish to use the pool on a Wednesday night for swimming or snorkelling and bring their children and guests along, they must be present during the entire pool session and take full responsibility for the safety, safeguarding and behaviour of their children. Children and non-TSAC members will be unable to use the pool during TSAC Wednesday night sessions, unless accompanied by a TSAC member.
6. *Dive Managers* are expected to ensure that parents and juniors are fully briefed prior to any dive, for instance by using the [Dive Information for Parents and Junior Divers template](#)
7. *Boat Dives* The Safeguarding Officer and Training Officer will ensure that junior members have a **laminated card with parental contact details**, which should be handed to the Dive Manager or Boat Handler for any boat dive.
8. *Photographs, video or other images of young people* should not be to be taken without the consent of parents/carers, children and approval from the establishment where the event is being held. This needs to be recorded using the [Photography Consent Form](#)
9. *Dealing with an Incident/Accident*: If a child or vulnerable adult requires first aid or any form of medical attention do as follows:
  - Keep a written record, of any injury that occurs, along with the details of any treatment given.
  - Where possible, ensure access to medical advice and/or assistance is available.
  - Ideally, only those with a recognised First Aid qualification should respond to any injuries.
  - In more serious cases, seek assistance from a medically qualified professional as soon as possible.
  - Where possible, the permission for any course of action should be sought from the child or vulnerable adult after such action has been discussed with them in language they understand.
  - The child's, or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child or vulnerable adult interests and on professional advice not to do.
  - [A Notification of Accident Form](#) must be completed and signed and passed to the Branch Safeguarding Officer as soon as possible. Copies of the form are available on the club's website.

**Further guidance and examples of good practice can be found in Buddy Guard, BSACs Safeguarding and Protecting Children Policy and Procedures – see <http://bit.ly/1N30z0L>**



### Appointment to Act *in Loco Parentis* ('in Place of Parent')

This form should be completed and signed by the parent or guardian of any young person under the age of 18 wishing to train or dive with TOTNES SUB-AQUA CLUB (TSAC). Please complete this form using capital letters and return it to the Totnes Sub-Aqua Club Diving Officer, or Training Officer.

<b>Name of young person:</b> .....
<b>Date of Birth:</b> ..... <b>BSAC*Membership Number:</b> .....

<b>Name of parent/guardian:</b> .....
<b>Relationship to young person:</b> .....
<b>Address:</b> .....
.....
<b>Telephone No:</b> ..... <b>Mobile No:</b> .....
Please give details of anyone else who holds parental responsibility for the above named young person; someone who can be contacted in an emergency if you can not be reached.
<b>Name:</b> ..... <b>Relationship to young person:</b> .....
<b>Emergency contact No:</b> .....

<b>I hereby consent to ....., or their qualified designate**, acting <i>in loco parentis</i> on my behalf of my son/daughter/charge named above while they are scuba diving with Totnes Sub-Aqua Club. I authorise this person to make decisions on any emergency medical treatment necessary.</b>	
<b>Signed</b> .....	<b>Date</b> .....

\* BSAC – British Sub-Aqua Club

\*\* The named person should be the TSAC Diving Officer. Their qualified designate will always be an appropriately qualified BSAC diver who is also DBS (Disclosure and Barring Service) cleared. The Diving Officer or a designate will be present during all TSAC diving activities carried out by the above young person. All diving activities will have been approved by the TSAC Diving Officer and carried out in accordance with the club's safety procedures.

## Dive Information for Parents and Junior Divers

Name of Junior member: XXX

Date of Diving: XXX

Site / Launch site: XXX

Approximate Times that young person will be away from home: XXX

Diving Activity: XXX

### Important Information

Transport arrangements / Collection and dropping off arrangements

XXX

Phone contacts during the day

Qualified Instructor: Contacts

- Dive Manager for the day: XXX
- Instructor acting *in loco parentis*: XXX
- Training Officer Pete Watton: 07714 409944
- Safeguarding Officer, Rosemarie Longfield: 07974 522897
- Club Diving Officer, Dom Walley: 07818 422017

*N.B. phone signals cannot be guaranteed and there may be some times in the day when it is not possible to take a call. Leave a message with one of those on site who will and try return the call.*

A reminder about what the junior diver will need:

#### *Full Diving Kit*

- Semi-dry suit/dry-suit, boots, hood and ideally gloves
- Mask, snorkel and fins - and bag in which to carry them on the boat
- SCUBA gear: BCD jacket, regulators, tank (or borrowed by arrangement through club, at no cost)
- Weight belt (or borrowed by arrangement through club, at no cost)
- Computer, torch, reel and DSMB if they have them

#### *Clothing*

- Waterproof / windproof jacket and warm hat for wearing on boat,
- Towel and dry, warm clothes

#### *Food and drink*

- Drinking water
- Flask with hot drink
- Snacks, sandwiches
- Some money if you want to use the cafe

#### *Other*

- Qualification Record book and logbook
- Parents' contact numbers

Costs

As we have to cover the cost of the fuel, boat dives costs between £13-£17, per person, depending on the distance from shore. Second dives cost £10. This must be paid on the day, ideally in cash.

# Photography Consent Form Consent form for the use of photographs or video (Parents, Children & Establishment)

Totnes Sub Aqua Club recognises the need to ensure the safeguarding and safety of all young people in sport.

In accordance with our safeguarding policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers, children and approval from the establishment where the event is being held.

Totnes Sub Aqua Club will follow the guidance for the use of photographs a copy of which is available from ..... (insert name of Photographer)

Totnes Sub Aqua Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Totnes Sub Aqua Club immediately.

I ..... (parent/carer) consent to Totnes Sub Aqua Club photographing or videoing for the Totnes Sub Aqua Club.

.....

Date:.....

I .....(insert name of child) consent to Totnes Sub Aqua Club photographing or videoing my involvement in (diving/snorkelling)

.....

Date: .....

I ..... (insert the name of Pool Manager) on behalf of Totnes Pavilion consent to Totnes Sub Aqua Club for photography to be undertaken during their pool time.

.....

Date.....

## Notification of Accident/Minor Injury Form

Date: \_\_\_\_\_

Child's Name \_\_\_\_\_

Date and Time of Injury/Accident: \_\_\_\_\_

Location and Cause of Injury/Accident \_\_\_\_\_

Type of Injury: \_\_\_\_\_

First Aid Provided: \_\_\_\_\_

Person Providing First Aid: \_\_\_\_\_

Parents notified: (when / by whom) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Person Presenting Form for Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: In the case of serious injury or death, a BSAC Incident Report Form must be submitted to the Diving Officer for onward transmission to BSAC.**