

Crawley Swimming Club: Adult Well-Being and Safeguarding Policy



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Compliance Framework: Wavepower 2025 (Version 2.1) & Swim England Regulations 105.

Adults must ensure they are looking after themselves and paying attention to their own mental well-being. Following recommendations from the mental health charity Mind, the "5 Ways to Well-Being" offers simple daily steps to help maintain positive mental health.

Part 1: The 5 Ways to Well-Being

Step 1: Connect

Connecting with others helps us feel valued. Socialising varies by preference, whether you prefer quiet one-on-one interactions or larger groups, online connections, or phone calls.

- Try speaking to someone new.
- Ask how someone's weekend was and actively listen to their response.
- Put five minutes aside to find out how a colleague is doing.
- Give a colleague a lift to work or share the journey home.

Step 2: Get Active

Physical activity helps maintain positive mental health, improves sleep, boosts mood, and reduces feelings of stress and racing thoughts.

- Take the stairs rather than the lift.
- Go for a walk at lunchtime or walk into work with a colleague.
- Get off the bus a stop early and walk the rest of the way.
- Organise a work sporting activity or play a casual game in a local park.
- Do some stretches before leaving for work in the morning.
- Take a short walk after work.

Step 3: Take Notice

Taking notice helps you understand your stress triggers and savour the moment, which increases positivity.

- Have a dedicated day to clear your clutter.

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- Take a different route on your journey to or from work.
- Visit a new place for lunch.

Step 4: Learn

Learning new things boosts self-esteem, productivity, and a sense of control over your life.

- Find out something new about your colleagues.
- Sign up for a new class.
- Read the news or a book, or set up a book club.
- Do a crossword or Sudoku puzzle.
- Research a topic you have always wondered about.
- Learn a new word.

Step 5: Give

Helping others promotes personal happiness and community connection.

- Make a drink for a colleague.
- Offer to help someone who is stuck on a task.
- Introduce yourself to a new starter to help them feel at ease.

Part 2: Adult Safeguarding Framework

The law provides a framework for good practice in adult safeguarding, placing the overall well-being of the Adult at Risk at the center of any intervention. Crawley Swimming Club (CSC) and Swim England (SE) are committed to ensuring all adult members are safeguarded from harm based on prevention and best practice.

Consent Conditions for Sharing Information

When made aware of concerns about an adult member, a Welfare Officer must share such concerns with Swim England if any of the following apply:

- The adult member has consented to the information being shared.
- The adult member is believed to lack the mental capacity to decide on the next steps (if in doubt, refer to the SE Safeguarding and Welfare Team).
- The adult member or someone else is at risk of harm.

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- A concern has been reported to an external body (e.g., the Police in an emergency).

Three Stages of Action

You do not have to decide if an incident constitutes abuse or if the person is an "Adult at Risk"— this is the work of other professionals.

You must follow these three stages:

- **Stage 1:** React to the concern, disclosure, suspicion, or allegation in a timely and appropriate manner.
- **Stage 2:** Record the relevant information.
- **Stage 3:** Report the information to the appropriate person or organisation, subject to the consent conditions above.

Reporting a Concern

You must not keep safeguarding concerns to yourself. If you have concerns, witness harm, or receive a disclosure, you must contact your Club Welfare Officer or the SE Safeguarding and Welfare Team immediately.

- **Immediate Danger/Crime:** Contact the Police on 999.
- **Medical Emergency:** Call an ambulance on 999.
- **Contact Club welfare officers:** welfare@crawleysc.co.uk
- **Online Referrals:** Go to the Welfare Hub on the Club's website to report a concern online.

Your Responsibilities When Reporting

- It is not your responsibility to prove abuse or assess if an adult is "at risk."
- It is your responsibility to respond and report using the club procedures under the guidance of Wavepower.
- Discuss concerns with the adult (if safe) to understand their wishes.
- Do not contact the adult member if the alleged perpetrator might find out.
- Do not confront the person thought to be causing harm.

Part 3: Responding to a Direct Disclosure

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If an adult discloses that they are being harmed, or if you are a Welfare Officer receiving concerning information, follow these strict guidelines:

What You Must Do

- Treat the disclosure seriously and remain calm.
- Listen carefully, allowing the person to speak at their own pace.
- Be sensitive and keep questions to a minimum (do not ask leading questions).
- Reassure the person that they have done the right thing by speaking up.
- Ask them what they would like to happen next.
- Explain your required next steps, including sharing the information with the Club's Welfare Team, as per Wavepower.
- The Welfare team will ask for their consent to share information outside of Swim England.
- Make safe arrangements for future contact.
- Help them contact support organisations (e.g., Police, Domestic Abuse helpline, Victim Support).
- Record the conversation in writing using the adult's own words as soon as possible.
- Act swiftly to report and carry out required actions if you are a Welfare Officer.

What You Must NOT Do

- Do not dismiss or ignore the concern.
- Do not make negative comments about the alleged perpetrator.
- Do not make assumptions, speculate, or come to your own conclusions.
- Do not probe for more information than is naturally offered.
- Do not make promises you cannot keep (especially promises to keep the disclosure a secret).
- Do not conduct an investigation yourself.
- Do not confront the person thought to be causing harm.
- Do not take sole responsibility for the concern.

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- Do not tell anyone else who has no operational need to know.

Part 4: Swim England's Response and Investigation

Once a concern is passed to the SE Safeguarding and Welfare Team, they will coordinate the Adult Safeguarding Procedure, maintain clear records, and collect feedback from the adult.

Immediate Actions

- Ensure any immediate actions necessary to safeguard individuals are taken (e.g., preventing contact between the alleged perpetrator and the adult).
- Request a formal Safeguarding Referral Form (assistance can be provided over the phone).
- Establish the situation's facts, risks, the adult's views, and their mental capacity.
- Determine if it is safe to contact the adult to explain the next steps and provide support resources.

Consulting External Authorities

Swim England will consult and refer to the Police or Local Authority Safeguarding Adults Team/MASH when:

- A serious crime has been committed.
- The adult lacks mental capacity or specifically requests a formal report.
- The risk is posed by someone working with adults with care needs.
- Other adults or children at risk are involved (e.g., domestic abuse within a household).

Investigations and Disciplinary Action

If an investigation is necessary to determine the facts and risks, SE may commission an independent safeguarding consultant (directly or via Sport Resolutions).

- **The Process:** This involves interviewing complainants, witnesses, and the subject of concern, alongside reviewing all evidence.
- **Compliance:** Anyone involved must comply and not hinder the investigation.
- **Outcomes:** SE may take action under the Safeguarding Regulations, which can include temporary suspensions, required supervision/mentoring, or specified term suspensions. Subjects of concern will be notified and invited to make representations before a final decision is made.

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- **Local Resolution:** If the matter does not reach the safeguarding threshold, it will be referred back to the club for local resolution.

Disputes and Non-Safeguarding Complaints

Any dispute within the club or alleged breach of club rules (including Codes of Conduct) must be resolved through the Club Complaints procedure detailed within Regulation 105 of the Swim England Handbook. Matters that breach the Code of Ethics but do not amount to safeguarding concerns may be signposted to SE's Office of Judicial Administration.