



Tyneside Branch 114 BSAC

Safeguarding Policy and Procedures for working with Children and Young People

1. Policy and Scope

- 1.1 Tyneside Branch has membership categories from the age of 6 years and upwards. This policy covers members and guests aged 6-18.
- 1.2 The Branch has the safety and safeguarding of young people as a primary importance. We are committed to providing an environment where young people can learn and participate in our sport free from harassment and abuse. All branch members – especially those working with children and young people - have a moral and social responsibility to safeguard and promote their well being.
- 1.3 The Branch follows the BSAC's Safeguarding Policy to ensure peace of mind for young people and those responsible for them. The Branch Committee appoints a Branch Safeguarding Officer to co-ordinate the protection of young people within the Branch. All young people and their parents/guardians will be informed of the existence of the Branch Safeguarding Officer, who that individual is and how he/she may be contacted.
- 1.4 The guidelines below cover the safeguarding aspects commonly found in Branch activities. For a situation not covered by these guidelines, the Branch Safeguarding Officer should be consulted for further guidance.
- 1.5 This guidance applies to ALL members of the Branch, but has particular significance for instructors, dive managers and dive leaders. The guidance also applies to "Try Dive" sessions and to young people using the pool as guests of Tyneside 114.
- 1.6 This guidance also applies to young people and instructors of any other diving clubs who share a pool session booked by Tyneside Branch.



2. Branch Rules (from Section E – Membership)

- 2.1 Members applying for new or renewed membership of the Branch in the capacity of an instructor or dive manager, who will have direct contact with young people, will be required to give their permission for their criminal record to be checked through the Criminal Records Bureau.
- 2.2 Social, Snorkelling and Junior Members under the age of 18 years are not accepted into the Branch and may not attend Branch events unless accompanied by an adult taking responsibility for them.

3. Pool Training

- 3.1 Only those instructors with a current satisfactory CRB clearance from BSAC will undertake pool training with members under the age of 18.
- 3.2 A responsible adult (i.e. a parent/guardian, or another adult designated by the parent/guardian to act “in loco parentis”) must be present throughout the pool training session. This adult has overall responsibility for the safety of the young person. The instructor only has responsibility for the young person during diver training.
- 3.3 Young people under the age 18 should use individual changing cubicles and must not use group changing rooms shared with adults.
- 3.4 Physical contact between the instructor and young person during pool training should be kept to a minimum. Where this is required for particular diving skills, this should be explained to the young person and the responsible adult before commencing the lesson. Should the proposed physical contact be unacceptable, an alternative method for teaching the skills must be found.

4. Theory Lessons

- 4.1 Where young people participate with adult trainees in a theory lesson, it is desirable (but not essential) that the instructor has a CRB clearance. Where 1:1 instruction is given (or where the group is only young people), the instructor must have a CRB clearance.
- 4.2 A responsible adult (i.e. a parent/guardian, or another adult designated by the parent/guardian to act “in loco parentis”) must be present throughout any theory lesson.



- 4.3 Careful consideration should be given to the venue used for theory lessons. It is not normally appropriate to ask young people to visit licensed premises to undertake theory lessons. Instructors should refrain from drinking alcohol, smoking or using inappropriate language during theory lessons.

5. Open Water Training and Diving

- 5.1 Only those instructors, dive leaders and dive managers with a current satisfactory CRB clearance from BSAC will undertake open water training or act as dive leaders/managers with members under the age of 18.
- 5.2 A responsible adult (i.e. a parent/guardian, or another adult designated by the parent/guardian to act “in loco parentis”) must accompany the young person to any training or dive site, and be responsible for the care of the young person, other than when they are under the direct supervision of their instructor/dive leader/manager.
- 5.3 The guidance above on physical contact (see 3.4) also applies to open water training and diving.
- 5.4 It is not necessary for the responsible adult to accompany the young person on a dive boat. However, a designated instructor/dive leader/manager will need to act “in loco parentis” for the duration of the boat trip. This arrangement should be confirmed with the responsible adult in advance. Situations where a young person is alone with one adult member should be avoided (other than during the dive itself).
- 5.5 Any dive trips involving a residential element for a young person will need careful consideration. The arrangements will be discussed and agreed between the parent/guardian, the dive manager and the Branch Safeguarding Officer.

6. Accidents, Incidents, Complaints and Concerns

- 6.1 In the event of any incident, accident, complaint or concern involving a young person, the responsible adult must be informed immediately. The Branch Safeguarding Officer must also be informed at the earliest opportunity.
- 6.2 Any incident or accident involving a young person must be reported to the Diving Officer, who will ensure the incident/accident is investigated and recorded, in the same way as for any other branch member.



- 6.3 Any complaint or concern involving a young person will be investigated and recorded by the appropriate branch officer, who may be the Training Officer, the Diving Officer or the Branch Safeguarding Officer.

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