



Swim Wales Training and Development Under 18's Duty of Care Policy

DOCUMENT STATUS

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DOCUMENT CONTROL INFORMATION

Change History		
Version	Date	Details of changes
V2	03/04/2020	Amendments to existing policy
V3	18/09/2020	Amendments to existing policy

Swim Wales has a duty of reasonable care for all learners attending their Swim England Qualification courses and Swim Wales masterclasses. A learner who has not yet reached their 18th birthday is classed as a child under the Children Act 1989. A child who is 16 or over living independently or in further education does not change his/her right of entitlement to services or protection under the Child Act 1989.

This document sets out the boundaries of responsibility for your child during all Swim Wales courses and seeks to confirm arrangements for lunch breaks and travel to and from the course.

Parents of all learners under the age of 18 will be required to complete a Swim Wales Loco Parentis form, clearly stating contact details and consent where applicable.

When your child arrives to begin their course the tutor will have responsibility for their welfare for the duration of the training course at the training venue.

Tutors will arrive at the training venue in reasonable time to set up for the delivery of the course. If learners under the age of 18 years arrive early for the training they will be unsupervised at the training venue until the course commences as detailed in the course timings.

Swim Wales needs to make your attention to the details provided regarding the venue and refreshments available. Where learners have not brought their own refreshments they may wish to leave the venue to purchase off site, in this circumstance the course tutor will operate a signing in/out sheet for the duration of the course for all learners.

Should a learner fail to return to the training after a break, the course tutor will contact the emergency contact details as provided, in the Loco Parentis section of the Learner Registration form.

Some of Swim Wales training venues operate communal changing rooms and learners may be left unattended during changing times.



It is recognised that learners aged 16 or over will in most cases travel to and from the training venue independently. Once learners have left the venue they will cease to be under the supervision of the tutor.

For learners under the age of 18, Swim Wales would advise that parents/carers arrange collection/drop off of their child in line with the course timetable in a punctual manner and that in the event of delay they inform the course tutor.

Should any changes be made to the course timetable, i.e. finishing early, the course tutor will inform the learners in advance so that necessary transport arrangements can be made. Should parents be satisfied for their child under 18 to travel to the venue independently we would kindly request that parents/carers advise the tutor/Swim Wales of this arrangement before commencement of the course.

Parents/Guardians will be required to confirm the following on completion of the Learner Registration Form **prior to the commencement of the course**:

- Permission for their child to leave the training venue during relevant break and lunch times
- Confirm travel arrangements for their child
- Permission for the Swim Wales Tutor may wish to use photographic/video and auditory evidence for the learner's development and assessment purposes.
- Permission for their child to receive follow up information on future courses and workshops.

Monitoring and review

This policy and its procedures will be reviewed annually, to ensure it remains fit for purpose and reflects the types of health and safety issues that may arise and how those risks are managed.

The next policy review will take place in March 2021

Training and Development

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