

Swim School Staff Register

As part of the Swim England Swim School membership you are required to inform us of your Swim School staff. To assist you to do this a Swim School Online Management System (SSOMS) website has been developed. As part of this you will be required to verify information held by Swim England (i.e. qualifications, DBS and safeguarding training). Guidance on how check this information can be found below, in addition to some useful FAQs.

Benefits of the Staff Register

We are keen to strengthen relationships with our swim schools and workforce. The more insight we obtain about those working within our affiliated swim schools, the greater opportunity we have of working collaboratively to further support their needs.

The Staff Register was launched for the following purposes:

- To provide a platform for regular communication with a valuable section of our workforce.
- To provide swim schools with live and accurate information on your staff (i.e. qualifications, safeguarding training, and DBS).
- An improved service and enhanced support to your staff, thereby further enhancing the quality of provision across all clubs and swim schools.
- Allowing Swim England to demonstrate best practice in terms of recording and quality assuring the workforce

Inputting or updating information on the Staff Register

Once the SSOMS goes live your swim school owner/manager will be sent log in details to access as an Online Administrator for the Swim School side of SSOMS. Once you have registered your staff you can appoint them as Deputy Online Administrators to help you complete the register.

Information is input or edited through the Individual list on SSOMS.

You can find guidance on how to fill in details of your coaches and teachers using the downloadable documents below.

FAQs

What is the cost of the Staff Register?

There is no cost to register your staff on the SSOMS.

How do Swim England obtain the necessary information for the Staff Register?

As set out in the Swim School terms and conditions it is the Swim Schools responsibility to upload all their staff on the register. When adding a new member of staff you will be asked to provide their role within the Swim School.

Once registered the SSOMS will list your staff and the role they hold along with their DBS expiry and Safeguarding Training expiry. A full list of your teachers can be downloaded as a pdf to be used as evidence to up load onto the Swim School Portal. This will list their role, DBS and Safeguarding expiry date along with their Teaching/Coaching qualification.

Who can complete the Staff Register?

Any Swim School Officer who is currently registered on the SSOMS either as the main Online Administrator or as a Deputy Online Administrator can complete the Register.

How will Swim School Membership evidence integrate with the Staff Register?

We are working to ensure that swim schools will not have to duplicate workload by uploading information for the Staff Register and then having to provide the same information for the Swim School Membership evidence purposes.

Swim School's will be able to download a PDF of their registered staff to use as evidence to fulfil the Swim School membership criteria.

What training and qualifications should my staff have?

They should have:

- Appropriate qualifications for the role they are undertaking.
- An Enhanced DBS completed in the last three years. Please refer to Wavepower for the correct level of check for your staff.
- Safeguarding training completed in the last three years.

What do Staff do if information is missing from SSOMS?

- Safeguarding: If an individual has already completed approved safeguarding training and it is not listed on their OSSMS page, please send a copy of the certification or proof of training to renewals@swimming.org. Please refer to Wavepower for a list of safeguarding courses Swim England currently accept.
- DBS: If a current DBS is not listed on their OSSMS page, please contact your welfare officer.

- Teaching Qualification: If an individual has previously completed an ASA/Swim England certificate after October 2016, please email coachingcertificates@swimming.org. If your qualification was achieved before October 2016, please email info@swimenglandqualifications.com

Please note – once someone has completed a course, it can take up to eight weeks for the qualification to be certified and uploaded onto his or her Swim England / Institute of Swimming record.

What happens if a staff member does not have the relevant qualifications/training?

Swim England's intention is that the register is a positive process that does not impinge on the delivery of our aquatic sports whilst ensuring that we all adopt best practice.

With regard to DBS, as a Swim School it is essential that you are compliant with Wavepower. If any staff are in a role that requires a DBS and they do not have a current DBS or their DBS has expired, they should contact their Swim School manager to resolve this.

As stated above, all individuals who are required to have a DBS check for their role must complete approved safeguarding training within six months of the role commencing (a list of approved safeguarding courses

Swim England can now accept a DBS Enhanced Disclosure that has been carried out through another organisation as long as the applicant has registered that Disclosure with the Update Service.

Swim schools will need to obtain written consent from the individual and send this to Swim England along with the original copy of their DBS certificate. Consent forms and further information regarding the update service can be found on the Swim School Portal or obtained from Swim England please email dbs@swimming.org.

If they do not have the appropriate teaching qualification/certificate, they should seek to access the relevant training as soon as possible. Swim schools should undertake risk assessments to ensure that deliverers are competent and qualified to deliver safe, effective, enjoyable sessions.

What do you swim school staff do if they require a DBS, safeguarding training or need to complete a qualification/certificate?

- DBS: Initially, individuals should contact their Swim School Manager, who will be able to set up a DBS application and check information required.
- Safeguarding: To access training please visit the [Institute of Swimming](https://www.instituteofswimming.org) website.
- Qualification: For information regarding qualifications, please visit the [Institute of Swimming](https://www.instituteofswimming.org) Training Page or Recognised Prior Learning.

Where can guidance be found regarding DBS and safeguarding requirements for Swim School staff?

Safeguarding is paramount and should be a key part of how swim schools operate.

Guidance can be found on our [Safeguarding](#) page.

For information regarding roles and DBS requirements, please visit Section 2 of Wavepower. All individuals who are required to have a DBS check for their role must complete approved safeguarding training within three months of the role commencing (if 18 years or above).

From the 1st January 2023 Safeguarding training will be mandatory for over 16's.

Please note that a DBS check should be renewed every three years and safeguarding training should be refreshed every three years unless stated otherwise.

Can additional Staff be added to the Register during the year?

Yes. Swim schools can add new, and/or remove, individuals at any point during the year via the OSSMS.

Does non-compliance to the Staff Register affect a swim school's insurance?

The requirements of the register mirrors the current expectations of our insurers. Failure to meet these requirements may affect a swim school's insurance cover.

Do non-qualified poolside helpers, and aquatic helpers/young volunteers need to be included on the register?

No, they do not. The register focuses on capturing the information on those who are coaching or teaching or could be construed as doing so. Poolside helpers, aquatic helpers and aquatic volunteers should always be operating under the supervision of appropriately qualified deliverers.

What about staff with international qualifications?

Swim schools should still register them in the same way as other teachers.