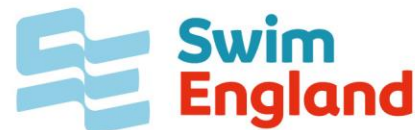


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# Swim England Policy

## U18s Volunteering at National Events

### Overview

In order to ensure safeguarding and welfare is at the forefront of any volunteer recruitment and management, and especially in the case of young, under 18 year of age (U18) volunteers – a clear process is to be defined and put in place. This process will assist Swim England staff in appropriately and sensitively managing appointments of young volunteers to national events and provide the necessary reassurances to the parents/guardian of U18s volunteering at Swim England national events.

The establishment of this clear process is needed as a matter of priority at National events and presents an organisational risk if not implemented. This protocol will serve as a pilot until the end of the year, which will then inform the wider guidance for the rest of the sport and inclusion into Wavepower.

Whilst there is no minimal age stipulated, the appointment of an U18 volunteer would be assessed and matched against the specific volunteer role requirements.

The following steps for applications and appointments for those who are U18 will be applied across all disciplines and events:

### Day volunteering (no overnight stays)

	Stage	Process
1	<b>PRE EVENT</b> Applications / Expression of interest to volunteer	Applications / expressions of interest to volunteer at a specific Swim England national event received from U18s by Swim England
2	<b>PRE EVENT</b> Parent/ guardian consent and obtain key U18 information	Swim England to verify application with parent/guardian and gain consent for U18 to volunteer  Parent/guardian to provide Swim England with key U18 information: ranging from medical and emergency details, including details of parent/guardian and the Designated Chaperone (DC)* responsible for U18's attendance on the day
3a	<b>EVENT</b> On day of event, on venue	DC to check in U18 volunteer with Swim England Event Lead upon arrival  Events Lead to handover U18 to Functional Area (FA) Lead for volunteering and U18 to raise any queries/ concerns to FA Lead or Events Lead if arising  DC to check out U18 volunteer with Swim England Event Lead upon end of event and departure, and resumes the duty of care for the U18
3b	<b>EVENT Downtime mid-event day</b> (on venue)	When there is a mid-day break in event proceedings (e.g. downtime between Heats and Finals sessions), DC is responsible for U18 volunteer's duty of care, unless parental/ guardian consent (provided at stage 2) permits U18 to be unsupervised (16 -17 year olds only)

## Volunteering with overnight stays

	Stage	Process
1	<p><b>PRE EVENT</b></p> <p>Applications / Expression of interest to volunteer</p>	<p>U18s to be made aware at time of applying/expressing interest to volunteer that:</p> <ul style="list-style-type: none"> <li>– U18s will be provided with/ expected to stay at official event accommodation (cost covered by Swim England)</li> <li>– U18's DC is required to use the same accommodation (cost of accommodation not covered by Swim England, unless DC is also volunteering at the event)</li> </ul> <p>With prior agreement with Swim England, there may be an option for U18s to stay at alternative accommodation with their DC. The U18 volunteer's accommodation cost to be reimbursed by Swim England up to the same value as official event accommodation.</p> <p>Applications/ expressions of interest to volunteer at a specific Swim England national event are to be received from U18s by Swim England</p>
2	<p><b>PRE EVENT</b></p> <p>Parent/ guardian consent and obtain key U18 information</p>	<p>Swim England to verify application with parent/ guardian and gain consent for U18 to volunteer</p> <p>Parent/guardian to provide Swim England with key U18 information: ranging from medical and emergency details, including details of parent/guardian and DC responsible for U18's attendance on the day</p>
3a	<p><b>EVENT</b></p> <p>On day of event, on venue</p>	<p>DC to check in U18 volunteer with Swim England Event Lead upon arrival</p> <p>Events Lead to handover U18 to Functional Area (FA) Lead for volunteering and U18 to raise any queries/ concerns to FA Lead or Events Lead if arising</p> <p>DC to check out U18 volunteer with Swim England Event Lead upon end of event and departure, and resumes the duty of care for the U18</p>
3b	<p><b>EVENT</b></p> <p>1. <b>Downtime mid-event day</b> (on venue)</p> <p>2. <b>End of event day</b> (off venue)</p>	<p>1. When there is a mid-day break in event proceedings (e.g. downtime between Heats and Finals sessions), DC is responsible for U18 volunteer's duty of care, unless parental/ guardian consent (provided at stage 2) permits U18 to be unsupervised (16 -17 year olds only)</p> <p>2. Upon conclusion of event day, the DC is responsible for the U18's duty of care at all times when off venue and outside of the event.</p>

\* **Designated Chaperone (DC):**

- must be 18 years or over
- the DC in this policy is not the same role as the Chaperone role defined in Wavepower
- the DC is not permitted access to event/accredited areas (unless the DC is an event volunteer)