

## Completing Child Protection Documentation

Rushmoor Royals Swimming Club adheres to, and follows guidelines laid down in 'Wavepower' – [Swim Englands Child Safeguarding Policy and Procedures manual](#).

All adults on poolside on behalf of Rushmoor Royals, in any capacity, must complete a Disclosure and Barring Service (DBS) check and a 'Registration of Club Coaches and Helpers' form.

All minors between the ages of 15 and 18, on poolside on behalf of Rushmoor Royals, must also complete both the DBS check and the Registration of Club Coaches and Helpers forms.

Members must complete the DBS check every three years to continue to be allowed on poolside. The forms will be processed, and records maintained, by the Welfare Officer. The Welfare Officer will also send out reminders when renewals are due.