

Version 1: December 2018

# Coaching and Teaching Register

## Frequently Asked Questions

### **What is the Coaching Register?**

Swim England is launching a Coaching and Teaching Register in January 2019, which will cover all coaches and teachers operating within our affiliated clubs, regardless of qualification/certificate level or discipline covered.

### **Why is Swim England seeking to find out more information about coaches and teachers working within affiliated clubs?**

This project has a number of benefits for teachers, coaches, club and Swim England. Some of the key benefits include:

- It will provide clubs with live and accurate information on their member coaches or teachers qualifications, safeguarding training, and DBS.
- An improved service and enhanced learning support to teachers and coaches, thereby further supporting the quality of provision across all clubs.
- Assisting clubs with their compliance on existing affiliation requirements.
- Allowing Swim England to demonstrate best practice in terms of recording and quality assuring the workforce.

### **What is the cost of the Coaching Register?**

There will be no additional cost for coaches and teachers to be part of the register other than existing fees made by members. As set out in Swim England's Regulations, it is the responsibility of every club to ensure that volunteer coaches and teachers are members of Swim England. Also that paid teachers and coaches are a member of either Swim England, the Institute of Swimming or the BSCA.

If a coach or teacher is a BSCA member but not a member of Swim England or Institute of Swimming, they will need to be added as a member on to the Online Membership System (OMS) as a Category 3 member.

Evidence of BSCA membership (including number) should be submitted to [emma.langham@swimming.org](mailto:emma.langham@swimming.org). A credit for a Category 3 membership (Swim England fee) will be applied to the club's account.

### **How will Swim England obtain the necessary information for the Coaching Register?**

A new 'Coaching and Teaching' tab has been developed within the Online Membership System (OMS) which will provide a simple way for clubs to identify and create a list of their teachers and coaches. Clubs will need to specify what role each individual is undertaking and the discipline.

This can be done alongside membership renewals. However, we are giving clubs until the end of March 2019 to complete this information (deadline for membership renewals will still be the end of February 2019).

The information will be collected on OMS via a new coach/teacher area. Please note that an OMS user guide will be made available to club administrators in due course to assist with any queries.

Once all coaches and teachers have been added to the coaching/teaching area, club administrators will be able to view information associated with each individual (i.e. qualification, DBS and safeguarding).

Then between May and July 2019, coaches and teachers will be asked to check all documentation currently held by Swim England, via their individual OMS accounts. This will include coaching/teaching qualifications, safeguarding, DBS, role and contact details.

### **Who can complete the Coaching and Teaching Register?**

Any Club Officer who is currently registered on the Online Membership System either as the main Online Administrator or as a Deputy Online Administrator can complete the Register.

To assist clubs in completing the Register we have created a new Deputy Online Administrator position who can only be given access to the Coach/Teacher area on OMS.

Clubs can only add their own club members or Institute of Swimming members who have provided their membership details to the club for this purpose. BSCA members will need to be added as a Category 3 member (evidence of BSCA membership to be sent to [emma.langham@swimming](mailto:emma.langham@swimming) for a Cat 3 – Swim England fee).

### **How will SwimMark evidence integrate with the Coaching Register?**

We are working ensuring that clubs, coaches and teachers will not have to duplicate workload by uploading information for the Coaching Register and then having to provide the same information for SwimMark evidence purposes.

From 1st October 2019, Swim England will be able to utilise information held on the Register as evidence for Element 13 of the SwimMark criteria. Please note that the SwimMark Personnel Record i.e. Element 13 will still need to be completed for all remaining workforce roles, e.g. committee members, volunteers etc.

### **What training and qualifications should a teacher or coach have?**

They should have:

- Appropriate qualifications for the role they are undertaking.
- A DBS completed in the last three years.
- Safeguarding training completed in the last three years.

### **During the second phase of implementation (May-July 2019) what do coaches/teachers do if information is missing from OMS?**

Full and detailed guidance will be issued to teachers and coaches in April 2019, however the outline information is below:

- Safeguarding: If an individual has already completed approved safeguarding training and it is not listed on their OMS page, please send a copy of the certification or proof of training to [renewals@swimming.org](mailto:renewals@swimming.org)
- DBS: If a current DBS is not listed on their OMS page, please contact your club welfare officer.
- Coaching Qualification: If an individual has previously completed an ASA/Swim England certificate after October 2016 please email [coachingcertificates@swimming.org](mailto:coachingcertificates@swimming.org). If your qualification was achieved before October 2016 please email [info@swimenglandqualifications.com](mailto:info@swimenglandqualifications.com)
- Teaching Qualifications: Contact Swim England Qualifications 01509 640493 email: [info@swimenglandqualifications.com](mailto:info@swimenglandqualifications.com)

Please note - once someone has completed a course, it can take up to 8 weeks for the qualification to be certified and uploaded onto his or her Swim England / Institute of Swimming record.

### **What happens if a coach or teacher 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 coach/teacher it is essential that they are compliant with Wavepower. If they do not have a current DBS, or their DBS has expired, they should contact their club welfare officer 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 will be added to the Swim England website in the near future).

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.

Clubs 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 obtained from Swim England please email [dbs@swimming.org](mailto:dbs@swimming.org).

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

Please see the following link for more details:

<https://www.swimming.org/swimengland/coaching-teaching-guidance-for-clubs/>

### **What do coaches/teachers do if they require a DBS, safeguarding training or need to complete a qualification/certificate?**

- DBS: Initially, individuals should contact their club welfare officer, who will be able to check information required and submit to the Swim England DBS department.
- Safeguarding: To access training please visit [UK Coaching](#), check your Swim England regional website or visit the [Institute of Swimming website](#).

- Qualification: For information regarding qualifications, please visit the [Institute of Swimming Training Page](#) or [Recognised Prior Learning](#).

### **Where can guidance be found regarding DBS and safeguarding requirements for club personnel?**

Safeguarding is paramount and should be a key part of how community clubs operate. Guidance can be found using the link below:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

For information regarding roles and DBS requirements, please visit Section 2 – Wavepower. 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 will be added to the Swim England website in the near future.

### **Can additional coaches and teachers be added to the Register during the year?**

Yes. Clubs can add new, and/or remove, members at any point during the year via the OMS.

### **What safeguarding training is required for a masters only club coach?**

Although child safeguarding courses are not applicable to masters/adult only aquatics clubs, it is strongly recommended that individuals attend a safeguarding course related to adults. Information regarding safeguarding adults training can be found via the following link:

<https://www.anncrafttrust.org/safeguarding-adults-training/>

### **Does non-compliance to the Coaching Register affect a club's insurance?**

The requirements of the Register mirrors the current expectations of our insurers.

### **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 coaches and teachers with international qualifications?**

Clubs should still register them in the same way as other teachers and coaches.

### **Will OMS recognise the dual role as a teacher/coach and competitor?**

Yes, it will.