

**OXFORD SWANS SWIMMING CLUB**  
Affiliated to the Halliwick Association of Swimming Therapy.  
(Registered Charity No. 1052858)

**Welcome to Swans**

Thank you for volunteering! We are very happy to welcome you. We are a friendly and supportive club. Our swimmers are always grateful for the time and effort volunteers give.

Anyone can help, you don't have to be a proficient swimmer. Just an interest in swimming and helping is needed. The club can teach you all you need to know.

Here at Swans we are flexible, you can get involved as much or as little as you would like. The Tuesday session is an hour long and the Saturday two hours. You may decide to volunteer for just one hour on the Saturday. And you don't have to help every single week.

All helpers who are 16 years and over undergo a DBS check. This means filling out a form with a few personal details and your recent address history. It also requires some supporting documents. We will help you with the paperwork.

Thank you!  
We look forward to seeing you.

Please turn over

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**Introduction to Swans**

Thank you for your enquiry about being a Swans' helper with the Swans Swimming Club.

All Swans' helpers who are 16 years and over must undergo an Enhanced Disclosure and Barring Service (DBS) disclosure. All Carers Workers/Personal Assistants who accompany swimmers in the water must have an Enhanced Disclosure and Barring Service (DBS) disclosure.

With this 'Welcome to Swans' and 'Introduction to Swans' you will receive a further 4 pieces of information (a total of 5 pieces).

1. Welcome and Introduction to Swans (this letter)
2. General Information (including on the back page, - 'Guidance for helping in the water' - useful information for all helpers)
3. Membership papers (2 pages if you have completed membership on line, 8 pages if not)
4. Privacy Notice
5. DBS verification form **(to be completed)**

**What you need to do:**

Please complete forms 3 and 5. On your first visit, bring your completed forms and give them to the Swans Instructor who is 'in-charge' at the pool side. This normally would be Ann Gresswell on Tuesday evenings at Leys Pool or Hazel Beaver on Saturday mornings at Ferry Pool.

**Your first visit**

On your first visit you will be given further documents that you will need to read.

Helpers under 16 will only be given documents 6 and 7.

Helpers who have an enhanced DBS check with another organisation will only be given documents 6 and 7 and the Protection Officers will check the DBS online.

6. Protection of Children and Vulnerable Persons - Code of Good Practice & Safeguarding Policy
7. Protection of Children and Vulnerable Persons - Code of Good Practice & Safeguarding Policy – confirmation form **(to be completed)**
8. Notes to help with completing the DBS Application form
9. Documents you must provide to show the Protection Officer when complete the DBS Application Form
10. DBS Disclosure Application Form (purple form) **(to be completed)**
11. Disclosure and Barring Service – The Update Service.
12. Oxfordshire Youth Privacy Policy & declaration **(to be completed)**

The General Information leaflet will give you more information about the Club.

We hope you will enjoy swimming with Oxford Swans.