

Flowchart of Producing a Policy

1

Download templates from World Aquatics Member Federation Resources Centre:

- Member Federation Safeguarding Policy
- Codes of Conduct
- Reporting Flowchart
- Safeguarding Rules
- Reporting Concern Form

2

Review templates, consider checklist, action plan, any local advice and legislation

3

Produce initial drafts to be circulated to various audiences for comment and feedback such as:

- Parents
- Athletes
- Officials
- Children

4

Take on board feedback and produce final drafts

5

Approve documents in accordance with Member Federation governance procedures

6

Communicate final documents widely via Member Federation website, social media, events and training sessions