

Sedbergh Swimming Club

Codes of Conduct - Teachers, Assistants, Lifeguards and other Club Staff & Good Practice in the Care of Children

Sedbergh Swimming Club agrees to:

- respect the rights, dignity and worth of every human being. To treat everyone equally and never discriminate on any grounds.
- adhere to all the Club's policies as appropriate.
- provide safe supervision of your child or any vulnerable person when swimming as far as possible within the limits of our control.
- treat all information of a personal nature about individuals as confidential.
- take all reasonable steps to establish a safe working environment.
- ensure that all teaching is appropriate for the age, ability and experience of the individual and that our work and the manner it is done are in keeping with the regular and approved practice of this sport.
- maintain our teaching, life-saving qualifications and professional development to ensure your child or any vulnerable person is with safe and experienced teachers, offering the best available knowledge.
- be concerned primarily with the well-being, health and future of the individual swimmer and only secondarily with the optimisation of their performance.
- respect the swimmers' rights, wishes and feelings. To take all reasonable practical steps to protect the child from harm, discrimination or degrading treatment.
- complete safeguarding training. The child's welfare is paramount and every child has the right to protection from abuse.
- ensure any suspicions and allegations of safeguarding issues will be taken seriously, responded to swiftly and appropriately.
- encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- always be publicly open when working with children. We will avoid situations where we as teachers and individual swimmers are completely unobserved.
- that any manual support of the child will be provided openly.
- encourage an open environment i.e. no secrets.
- consistently display high standards of behaviour and appearance.
- develop an appropriate working relationship with swimmers based on mutual trust and respect.
- never exert undue influence to obtain personal benefit or reward.

Code of Conduct Lifeguards

Sedbergh Swimming Club's Lifeguards agree to –

- hold a valid and recognised qualification as laid out by Sedbergh School.
- have undertaken a pool induction as required by Sedbergh School.
- maintain high standards of diligence, ensuring that they are ready to respond as required.

- ensure that we turn up for duty wearing a yellow club t-shirt so we are easily identifiable and have a whistle to attract attention.
- a lifeguard shall remain on poolside at all times.
- ensure that all rescue equipment is available and ready for use reporting any faults or concerns to the Club's Lifeguard Secretary and Sedbergh School's Bursary.
- ensure that there is a method of communication available and ready. This can be either the poolside phone or a mobile phone.
- ensure any jewellery which might hinder or be dangerous will be removed prior to shift.
- will undertake additional training as required, taking an active part in CPD activities organised by the Club
- will adhere to and uphold the policies laid out by the Club and the School including but not limited to the Pool Safety Operating Procedure (PSOP) Normal Operating Procedure (NOP) and Emergency Action Plan (EAP), Accident reporting procedures, Safeguarding, Equality and Diversity, Confidentiality and Privacy Policies.
- will adhere to and enforce the pool rules and ensure the bather load is not exceeded.
- be aware of Health and Safety Laws pertaining to the pool environment.

Code of Conduct Swimmers, parents and children

Sedbergh Swimming Club's Members are required to –

- complete and return the Membership Form as requested and provide details of any relevant health conditions/concerns.
- report any changes in the state of your child's health to the teacher prior to the lesson.
- ensure that the Swimming Club has up to date contact details as required.
- ensure that membership and lesson fees are paid in advance.
- ensure that your child is prompt for their lessons and is well enough to participate fully in the lesson. Swimmers must be in a clean state before entering the pool.
- ensure that swimmers have the appropriate swimwear, long hair is tied back and jewellery is removed before entering the water - the parent/guardian is responsible for the safe keeping of any valuables.
- obey instructions given by the Teacher(s)/Lifeguard and comply with any safety regulations.
- consistently display high standards of behaviour and report poor behaviour by others to an appropriate member of staff.
- not enter the water unless directed to do so by the Teacher/Lifeguard. Floats and swimming aids should only be used under the instruction and supervision of the Teacher.
- avoid running on the premises.
- avoid wearing outdoor shoes on poolside.

Parents/guardians of children attending lessons/sessions are -

- responsible for the behaviour of their children in the changing rooms and should ensure that their children act safely and appropriately.
- required to respect the privacy of others, especially in the use of changing facilities. Parents should not be in the changing room while children are changing unless their child is of an age where help is required from parents (usually 7 or 8 years and below) or if the child requires additional specific assistance. As space is limited, the changing area should be vacated as quickly as possible.
- requested not to use mobile phones and recording devices at poolside unless prior permission has been granted in accordance with the Club's Safeguarding Policy. This includes the changing room and balcony area. No photos are to be posted on social media without the written permission of the Club's Welfare Officer and all person's present in the photo/video in accordance with the Club's Pool Rules.
- expected to behave responsibly as a spectator during lessons and treat other customers and staff with due respect in accordance with the Swimming Club's commitment to diversity and equality.
- avoid using inappropriate language within the Swimming Club environment.
- requested to keep noise to a minimum while observing from the balcony area. Excess background noise makes it difficult for swimmers to concentrate on instructions and makes it difficult for teachers to communicate effectively.
- encouraged to support children to enjoy their sport and to achieve to the best of their ability.
- requested not to bring buggies onto poolside.
- ensure children are aware of the code of conduct.

Good Practice in the Care of Children and Vulnerable People (adapted from Swimming Teachers Association Policy) 21/5/21

You can reduce situations for the abuse of children (and vulnerable groups) and help to protect staff and volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a swimming context.

- Always be publicly open when working with children and those of a vulnerable nature. Avoid situations where a teacher/coach and individual swimmers are completely unobserved.
- Where any form of manual support is required, this should be provided openly and with the assent of the child/individual and consent of the parent/guardian. The teacher should also be extremely careful as it is difficult to maintain hand positions when the child/individual is constantly moving. The views of parents/guardians should always be carefully considered.
- Where possible the parent/guardian should take on the responsibility for their children in the changing rooms. In the case of a vulnerable adult with a carer this is also the case. Where classes have to be supervised in the changing rooms always ensure that teachers/coaches work in pairs. Encourage an open environment, e.g. no secrets.

- Do not take a child or vulnerable person alone on a car journey, however short.

Where cases arise where it is unavoidable that these things do happen, they should only occur with the full knowledge and consent of a member of the Management Committee for the Club, or the child's parents or individual's carer.

And you should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child or vulnerable person
- Allow or engage in inappropriate touching of any form
- Allow a child to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Let allegations a child/vulnerable person makes go unrecorded, or not acted upon
- Do things of a personal nature that a child or vulnerable person can do for themselves
- Have a child/vulnerable person stay at your home with you unsupervised
- Spend excessive amounts of time alone with a child or vulnerable person away from others
- Take a child/vulnerable person to your home where they will be alone with you
- Take still or movie photographs of a child/vulnerable person without obtaining the parents/guardians consent in writing. In accordance with the Swimming Club's Safeguarding Policy

It may be sometimes necessary for staff or volunteers to do things of a personal nature for a child or a vulnerable person particularly if they are young or are a child with a disability. These tasks should only be carried out with a full understanding and written consent of parents or guardians and of the child/person involved. There is a need to be aware of any reactions and if the person is fully dependent upon you, talk with them about what you are doing and give them choices where possible. This is particularly so if you are involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting to carry out particular activities.

If during your care of a child or vulnerable person you accidentally hurt them, the child seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. The parents/guardian or carer should be informed of the incident.

Reviewed 14/3/23