

## **Richmond Swimming Club Code of Conduct**

RCS's Code of Conduct is provided by Wavepower 2020-23 the Swim England Child Safeguarding Policies and Procedures. In addition RSC must meet the requirements of Teddington Pool and the Area Child Protection Committee's policy on child protection.

### **Richmond Swimming Club asks that all club members and/or parents/carers:**

Remember that the club can only take responsibility for children and young people in the water and on poolside. At all other times children remain the responsibility of their parents.

Arrange to meet children and young people following the swimming session promptly and collect from inside the building. If you do not stay with your child please ensure that there is:-

- a) someone else they know present at the pool who will act "in loco parentis".
- b) they know how to contact you in an emergency.

Ensure that children and young people only change for swimming in the designated changing areas provided.

Ensure that children and young people in swimwear do not use the public areas such as the balcony or reception without covering up with a robe or a towel. Children who are wet must not go 'dry side' of the pool.

Request permission and register with reception before taking any photographic images with a camera/mobile phone or video, as written permission must be given by parents of any child appearing in a photograph. In order that we can assure parents that photos are not taken without permission please do not use mobile phones on the balcony or in the changing rooms or any other area where photography would be inappropriate.

Please report any concerns that you have about the welfare of a child to the clubs co-ordinator for child protection, Audrey Brown

Behave towards others without discrimination and treat everyone with respect and dignity

Ensure that the rules and requests of Teddington Pool with regard to conduct are followed

Remember that teachers and club officials are volunteers who give generously of their time for the benefit of club members

An enhanced DBS check is undertaken in respect of all swimming teachers and relevant club officials. This check is updated every 3 years.

Please notify the club protection co-ordinator of any concerns you may have about the conduct of any teacher or club official which gives you concern about the welfare of a child. Any concerns will be followed up in accordance with the Area Child Protection Committees policy. If your concern involves the child protection co-ordinator directly please bring it to the attention of the club chair Helen Shanks/Sharon Sinclair.

As a club member or a parent of a club member if you have any concerns you may use the Swimline free phone number for help and advice Swimline 0808 100 40001.

Alternatively, you may call the NSPCC Child Protection Help line on 0808 800 5000. This is a 24hr service and calls are free.

A copy of the Richmond Swimming Club Code of Conduct can be found on the club notice board. Each swimmer is given a copy of Code of Conduct when they enrol at the club.

All staff and volunteers will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

### **Conduct with Children:**

Full guidance for coaches, teachers and poolside helpers is provided in Section 4 of Wavepower.

All relevant Volunteers should have an Enhanced DBS certificate which is less than 3 years old.

Remember to put the wellbeing, health and safety of others above other considerations.

Treat all children and young people equally and with respect.

Give enthusiastic and constructive feedback rather than negative criticism.

Avoid being left alone with a single child.

Do not initiate any physical contact with children unless the lesson requires you to do so. If this is necessary, then explain to the

child what you intend to do before initiating the contact.

If a child initiates physical contact such as approaching you for a hug, deflect them if possible and offer a handshake or 'high five' instead.

Do not encourage children to sit on your knee. Sit beside them.

Avoid getting involved in issues that arise amongst the children. Inform the guardians of the children involved at the end of the lesson.

If you are exploring sensitive issues, such as bullying or drugs, children could approach you with their problems. Without being dismissive, try to avoid becoming involved. Do not agree to keep the issue secret and encourage them to tell a teacher or parent.

If something a child tells you or leads you to suspect that they are being abused, you are obliged to report it.

## **In general:**

Use of all forms of photography and video recording equipment:

Anyone wishing to use photography and video recording equipment during the Richmond Swimming Club pool time must first seek permission from the Club Welfare Officer.

The nature and use of the photography and video recording will be assessed by the Club Welfare Officer before permission is given.

Accidents and injuries:

If a child or young person is injured while attending Richmond Swimming Club, Teddington Pool staff must be informed and a record of the injury made in the accident book.

Responding to allegations or suspicions:

It is not the responsibility of a member of staff or other volunteer to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Richmond Swimming Club assures all staff and volunteers that it will fully support and protect anyone who in good faith reports their concern that a colleague is, or may be, abusing a child.

If a member of staff or volunteer is worried about sharing concerns about abuse with a senior colleague, they can contact the ASA Child Safeguarding team, social services or the police direct or phone the NSPCC Helpline.

Where there is a complaint against a member of staff or volunteer, there may be three types of investigation:

A criminal investigation.

A child protection investigation.

A disciplinary or misconduct investigation.

Complaints against a member of staff or volunteer will always and without exception be investigated. The police and other agencies will be informed at the discretion of Richmond Swimming Club. The results of the police and child protection investigation may influence the disciplinary investigation, but not necessarily.

It is possible that a child, young person or vulnerable adult who is suffering, or has suffered, abuse will disclose information to a member of staff or volunteer of Richmond Swimming Club. This is something that everyone should be prepared for and must handle carefully.

Free phone advice lines:

NSPCC helpline 0808 800 5000.

Swimline 0808 100 40001

Dated July 2020