

The Club shall comply with Swim England guidelines and code of ethics as defined in the Swim England handbook. The Club will conform to the Child Protection Act.

As a coach or teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a coach or teacher, we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution, rules and behaviour policy.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer (see welfare page on the BSG website for up-to-date contact details) or the Swim England Child Safeguarding Team on 01509 618700 or Swim Line on 0808 100 4001.
- Champion everyone's right to take part and celebrate differences in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Head Coach, Welfare Officer and Behaviour and Conduct Committee where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear, transparent, fair, equal and in accordance with club policy when making decisions.
- Encourage all swimmers to value their hard work and performance, and not just results. Treat all swimmers in the same positive manner and give them the same amount of attention.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.

- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Report an accident by filling in the club accident form <https://uk.teamunify.com/team/bposc/page/members/welfare> and centre accident book should a member have an accident or suffer an injury.
- Follow the club protocol regarding returning to training post injury/illness. This includes ensuring that swimmers do not resume training if the Welfare Officer has not received the Return to Training Agreement. Coaches/teachers will be prepared to work with swimmers in developing a rehabilitation plan on their return from injury and respect advice of other coaches and health care professionals.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns. Pass these on to relevant persons where necessary.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors & teams from other clubs in victory or defeat.
- Communicate in an appropriate and professional manner with everyone.
- Wear appropriate clothing on poolside – a BSG t-shirt where possible and shorts/trousers.
- Avoid unaccompanied and unobserved activities when dealing with persons under 18 years, and avoid physical conduct. Teachers/coaches must not give massages to swimmers and should not manipulate a swimmer's injured limb/area.
- Be on poolside at least ten minutes before the start of the session and remain on poolside or in the centre until 10 minutes after the session. If a parent fails to collect a child, the designated person needs to follow the procedure outlined in the Swim England Late Collection of Children Policy (page 81 of the Wavepower document).
- Take registers on Team Unify at the start of the session, and not later than 10 minutes after the session has started.
- Inform Helen at helen.giles@bristolpenguins.com of any absence, so that cover can be arranged. Note, contracted coaches need to organise their own cover, record it on the cover sheet and inform Helen of absence and who will cover.
- Promote meets and other events as directed by the Lead Coach or committee, to the swimmers in their squad.
- Not appear on poolside under the influence of alcohol or drugs.
- Not be 'friends' with or contact swimmers through social media.
- Use appropriate and socially acceptable language in public or group situations that would not cause offence.
- Abide by the BSG and centre risk assessments and alert the club management of any issues.
- If you leave the club, hand over relevant data / software to the Data Officer and then delete the data. Any hardware and equipment belonging to BSG must be returned to the club prior to departure.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.

NAME:

Position:

SIGNED:

Date.....

Data Protection: GDPR information can be found here: <https://uk.teamunify.com/team/bposc/page/members/gdpr>