

Sandycove
Swimming & Waterpolo club



Sandy Cove Swimming and Water Polo Club

Code of Ethics and Good Practice

Policy Statement

Sandycove Swimming and Waterpolo Club is committed to ensuring that the early experiences of young athletes in our sport are positive and enjoyable.

This document aims to outline guidelines and codes of conduct and address issues relating to the roles and responsibilities of everyone involved in the club. It outlines best practice with regard to working with children to provide a safe and enjoyable environment for all.

All members of Sandycove Swimming and Water Polo Club are affiliated to Swim Ireland, the governing body for swimming, water-polo, diving and associated aquatic disciplines in Ireland. As such, all members are bound by and must comply with all rules and regulations, including:-

- Swim Ireland's Rule Book
- The Irish Sport's Council's and Sport Northern Ireland's Codes of Ethics and Good Practice for children's Sport
- Swim Ireland's Child Welfare Guidelines and Regulations
- Swim Irelands Code of Conduct
- Swim Irelands Complaints and Disciplinary Procedures

Reference -www.swimireland.ie

Reference - www.irishsportsCouncil.ie

The guidelines in this document are based on the national guidelines as outlined in the following documents.

- Children First: National Guidance for the Protection & Welfare of Children, Dept. of Health & Children 2011.
- Children First Bill, 2014
- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Our Duty to Care, Dept. of Health & Children 2002

Guidelines and Codes of Conduct

The Code for Young Members

As an athlete you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent/guardian, teacher/coach or Club Children’s Officer to explain them to you.

In your sport you should

- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone, adults and other athletes.
- Feel safe and secure when you are taking part in your sport.
- Be listened to and allowed to reply.

Your responsibilities are to

- Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals
- Respect other athletes and your opponents
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this

includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults.

- Talk with your parent or guardian, Coach, or the Club Children's Officer member if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset

The Code for Parents/Guardians

As parents/ guardians you will be expected to contribute some time to the running of the Club; no club can operate successfully and safely without the help of parents and guardians.

In particular, parents/guardians should :-

- Understand and ensure your child/children abide by The Code for Young Members (as above).
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club, including bank duty during teaching sessions
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensure appropriate leaders are informed regarding any relevant medical conditions or other relevant matters concerning your child.
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people.
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.

The Code for Coaches/Teachers and Leaders

You must follow the points stated in the code of conduct as described below:

- Be familiar with and follow the required procedures in this document and Swim Ireland 's Code of Ethics , Regional and Club Rules
- Carry out your duties and responsibilities understanding that the welfare of children is paramount
- Where relevant you should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim Ireland
- Create a safe and enjoyable environment for children by:
 - Planning and preparing appropriately and be positive during sessions
 - Making sure all levels of participation should be enjoyable and fun,
 - Prioritising skill development and personal satisfaction over highly structured competition.
 - Setting age appropriate and realistic goals
 - Avoiding favouritism – each child will need attention according to their sporting needs
 - Praising and encouraging effort as well as results
 - Showing respect for all involved, children and adults
- Recognise and ensure the welfare of children by:
 - Keeping attendance records
 - Not exposing a child to criticism, hostility or sarcasm
 - Never swearing at, ridiculing, shouting unnecessarily or arguing with a child
 - Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role)
 - Working in an open environment
 - Ensuring there is adequate supervision
 - Involving and updating parents, especially if a problem has arisen
 - Respecting a child's sensitivity to their height and weight
 - Never using physical punishment or force
 - Not using verbal or physical punishments or exclusion for mistakes

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child
- Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

The Code for Committees

- Be familiar with this document, Swim Ireland Code of Ethics and Rules
- Ensure and approve the appointments of Club Children's Officers (non-committee) and a Designated Person (on committee)
- Carry out your required duties for Swim Ireland, Region or Club on the understanding that the welfare of children is paramount
- Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:
 - Create safe environment for young people.

- Ensure the codes of conduct are in place for all involved.
 - Provide adequate supervision for training sessions with attendance record being kept.
 - Recruit volunteers/employees including vetting and training is completed.
 - Understand and implement the complaints and disciplinary procedures.
 - Ensure safe induction and supervision of volunteers/employees.
 - Ensure other activities follow procedures e.g. away trips.
 - All required procedures contained in this document are adopted.
- Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including
 - Recording all incidents
 - Reporting the incident/accident or injury
 - Informing the parent or guardian (if child involved)
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.
 - Set up, maintain, revise and implement rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and must be communicated to the relevant members.
 - Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
 - Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
 - Inform parents/guardians where a matter or problem arises relating to their child
 - Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.

- Ensure that the Children's Officer and Coaches are invited to at least 50% of committee meetings per annum to report and advise the Committee.

Policies

Recruitment and Selection Policy

Sandycove Swimming and Water Polo Club will take all reasonable steps to ensure that all coaches/ teachers and leaders are appropriately qualified and suitable to work with young people.

- All coaching/teaching posts will be awarded on merit
- Verification of personal details, qualifications and references
- Six month probationary period
- Induction- including information about Swim Ireland, Region and Club policies and procedures.
- On-going support and assistance in carrying out duties.
- Grievance procedures.

Vetting Procedures.

All club officials and all adults, working on a regular basis in either a paid or voluntary capacity, with access to or involved with children will be subject to national vetting procedures.

This includes but is not limited to:

Club Children's Officer

Designated Person

All committee members

Tutor, Coach or Teacher

Team Manager

Officials where there is a direct involvement or responsibility for making decision concerning children.

Complaints Procedures

It is the right of every member of Swim Ireland to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable and should be expected.

Members of Sandycove Swimming and Water Polo Club are bound by these rules and procedures.

Reference: - http://www.swimireland.ie/wp-content/uploads/downloads/2013/01/Swim_Ireland_Complaints__Disciplinary_Rules__Procedures_Document_Jan2012.pdf

Child Safeguarding

Sandycove Swimming and Water Polo Club is committed to creating and maintaining the safest possible environment for all young members. We will take all practical steps to protect children from any form of abuse, harm, discrimination or degrading treatment.

Responsibilities of the Club Children's Officer (C C O)

The CCO ensures that young people can talk freely and have a voice in the running of the Club. The CCO contact details are available on the Club website.

The CCO is required to have an understanding of the Swim Ireland Safeguarding Children document and of the Code of Ethics.

The CCO is required to attend a Swim Ireland approved child protection course

The CCO role is independent of the coaching and administrative structure of the Club but has access to the Club Committee by attending at least 50% of

committee meetings per annum to advise and ensure the implementation of the Safeguarding Children Policies.

The contact details for the CCO are available on the Club website.

The CCO will :-

- Act at all times with the welfare and protection of children as paramount.
- Be available for children, parents or leaders who have concerns, providing access through meetings or via phone.
- Promote awareness of Safeguarding Children Policies and Procedures within the Club, among young members and their parents/guardians.
- Ensure that the Club rules and regulations reference Safeguarding Children Policies and Procedures with regard to policies and procedures and monitor implementation including child protection training requirements
- Influence policy and practice within the Club in order to prioritise children's needs, reporting regularly to committee, giving children a voice in their Club.
- Ensure committee keep records of all members on file, contact numbers and each member signs an annual membership form that includes signing up to the relevant code of conduct
- Ensure that children know how to make concerns known to appropriate adults or agencies; and how children can express concerns regarding their sport.
- Report persistent poor practice within the Club/Swim Ireland to the National Children's Officer.
- Pass any concerns relating to child protection in accordance with reporting procedures on to the Designated Person or if necessary, the appropriate statutory authority.
- Encourage the appropriate involvement of parents/guardians in the Club activities.
- Act as an advisory resource to the Club Committee and all other leaders on best practice in children's sport.
- Monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children, leaders or teachers/coaches.
- Be an advocate for children in complaints/disciplinary procedure to ensure the Act as an advisory source for matters of confidentiality,

record keeping and data environment is safe and the process fair for children regardless of the complaint/disciplinary action.

- Establish contact with regional representative from the Child Welfare Committee and the National Children's Officer at national level
- Work with, and act as Designated Person if necessary eg. if the DP is unavailable, unless a conflict of interest occurs where the welfare of the child would take precedence.
- Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment

Club Designated Person (DP)

The Designated Person is an appointed committee member.

The DP is responsible for receiving child safeguarding concerns and liaising with statutory authorities in the case of suspected or disclosed abuse.

The role of the DP also provides support to the CCO and helps link the CCO with the committee.

The contact details for the DP are available on the Club website.

Requirements of the Designated Person:

The DP is required to have a full understanding and knowledge of the Swim Ireland Safeguarding Children document and the Code of Ethics and abide by and annually reaffirm/sign the relevant code of conduct.

The DP is required to attend a Swim Ireland approved Child Protection course; it is recommended that the DP also attends the advanced follow on course.

The DP is required to submit a Garda Vetting application form to ensure suitability to work with children within Swim Ireland.

Responsibilities of the Designated Person

- Be familiar with and carry out the reporting procedure as contained in this document
- Consult informally with the local duty social work department to clarify areas of concerns regarding children
- To inform the local duty social worker in the Child and Family Agency or Gardai (in emergency) of concerns about individual children
- Be aware of the local contacts and services available in relation to child protection
- Communicate with statutory agencies and parents as appropriate
- Assist with the implementation of this document for Clubs, liaising with the Club Children's Officer where required.
- Report persistent poor practice within the Club to the National Children's Officer.
- Act as an advisory source for matters of confidentiality, record keeping and data protection

Requirements for Coaches, Teachers and Leaders

Coaches, teachers and Leaders in sport must:-

- Understand the Swim Ireland Safeguarding Children Policies and Procedures 2010 by recognising and implementing best practice policies for the welfare of children and being child centred in their approach to their role.
- Be given clear procedures to report to the Club Committee/relevant person on a regular basis
- Attend a Swim Ireland approved child protection course
- Submit a Garda Vetting application form
- Abide by and annually reaffirm/sign Sandycove Swimming and Waterpolo Club, Ethics and Code of Ethics and Good Practice

Confidentiality Statement

The welfare of the child is paramount and no guarantees of secrecy or confidentiality can be given to information regarding a child's welfare and safety. Child welfare information should only be passed to individuals who are in appropriate positions to safeguard a child's welfare and safety.

Information regarding children and young people will therefore be managed in a respectful, professional and purposeful manner. Confidentiality must be a priority for all persons who are the subject of a concern or of an allegation of abuse.