

## ROMFORD TOWN SWIMMING CLUB

### CODE OF CONDUCT FOR COMMITTEE MEMBERS, OFFICIALS AND VOLUNTEERS

**As a volunteer at our club, we understand you have the right to:**

- Be supported in your role and respected and treated fairly by the club
- Be informed of Wavepower and appropriate reporting procedures
- Know who the Welfare Officer is and how to contact them
- Be informed of the club complaints process and who to contact at the club
- Be aware of the club rules and procedures
- Be involved and contribute towards decisions within the club
- Feel welcomed, valued and listened to

**As a volunteer of the club we expect certain standards of behaviour from our members. By becoming a member of the club and therefore agreeing to this Code of Conduct you agree to:**

- Adhere to and implement Wavepower
- Adhere to the Swim England Equality and Diversity Policy
- Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules
- Adhere to any conditions stipulated under the pool hire agreement
- Keep children safe in sessions and at competitions with appropriate staffing ratios
- Ensure any equipment used is fit for purpose, safe to use and accessible
- Follow the club procedures should a child have an accident or suffer an injury
- Ensure any complaints raised to you are appropriately referred under the Swim England Club Complaints process
- Support the club as required in completing and maintaining minimum affiliation standards
- Refer all safeguarding and welfare concerns to the Welfare Officer
- Respect children's trust and rights whilst being honest and open with them
- Treat all personal information about members 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
- Encourage children to behave in a positive manner and follow the rules of the club and sport

- Adhere to your role responsibilities allowing others to adhere to theirs
- Promote a positive and welcoming environment and culture within the club
- Always put the wellbeing health and safety of the child before all other considerations including the development of performance
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic
- Challenge and address instances of poor, negative aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary
- Keep any qualifications and CPD up to date relevant to your role
- Complete Swim England safeguarding training every three years as applicable to your role
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) as applicable to your role

**Breaches of the Code of Conduct will result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club. Any criminal offence will be reported to Police and any other relevant authority, by the club.**

**Signature of the Volunteer**

**Printed Name** \_\_\_\_\_

**Position in the Club** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_