



# **Bristol Penguin Olympic Swimming Club**

## **Code of Conduct for Coaches and Teachers**

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.

All coaches, swimmers and poolside volunteers must have read and adhere to the Swim England Code of Ethics, Safeguarding Policies and the Wavepower Codes of Conduct, in addition to the BPOSC Codes of Conduct set out below.

Any coach who has concerns about a child's welfare should contact the Club Welfare Officer in the first instance (see welfare page on Penguins website for up to date contact details) or the Swim England Child Safeguarding Team on 01509 618700 or Swim, Line on 0808 100 4001.

### **All BPOSC Coaches and Teachers will:**

- Follow all guidelines laid down by Swim England and the club.
- Consider the well-being and safety of swimmers before development of performance.
- Ensure all activities are appropriate to the age, ability and experience of those taking part.
- Be a positive role model, set good examples. Behaviour and personal conduct must at all times be of a high standard and reflect a good impression of the club and the sport.
- Develop an appropriate working relationship and act in an appropriate manner with swimmers, based on mutual trust and respect.
- Ensure swimmers are selected for competition on their ability and in accordance with club policy. 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.
- Follow the club Behaviour Policy.
- Provide positive and constructive feedback to swimmers and parents.
- Develop a respectful and considerate working relationship with other coaches and swimmers and maintain professional boundaries at all times. Where differences of opinion occur, these concerns should be raised initially with either the Lead Coach or Swim Academy Coordinator (as appropriate). Maintain professional conduct on poolside - always. If there is an issue, wait until the session is finished and then resolve then. If this isn't possible (and only if absolutely necessary) organise someone to cover session and leave poolside to deescalate the situation. Refer incidents to the Welfare and Conduct Committee as appropriate.
- Communicate in an appropriate and professional manner with everyone; this includes verbal, email and written communication.
- Report any accidents or injuries as soon as possible by documenting them in the BPOSC online accident form and leisure centre accident book and informing the Welfare Officer (see Penguins website for details and policy).
- Follow the club protocol regarding returning to training post injury/illness. This includes ensuring that swimmers do not resume training if the designated 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.
- Report any grievances to the Lead Coach, Swim Academy Coordinator or the Welfare and Conduct Committee (details on Penguins website).

- Wear appropriate clothing on poolside – a Penguins t-shirt where possible and shorts/trousers.
- Give demonstrations of a technique in the pool if necessary but must wear a t-shirt and shorts over their swimming costume/trunks.
- Avoid unaccompanied and unobserved activities when dealing with persons under 18 years of age, and wherever possible 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 five minutes before the start of the session.
- Contracted coaches will take all registers on Team Unify at the start of the session.
- At the end of a session/gala the designated teacher/coach must wait until all the swimmers have been collected before leaving as per the club Changing and Collection of Swimmers Policy. 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).
- Inform Scott at [scott.tanner@bristolpenguins.com](mailto:scott.tanner@bristolpenguins.com) of any absence, so that cover can be arranged. Note, contracted coaches need to organise their own cover and inform Scott of absence and who will cover.
- Promote all 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.
- Follow the Covid-19 policies as outlined in emails, training sessions and policies and follow instructions from the Covid team and Covid Liaisons.
- Inform the Covid Lead if displaying any Covid-19 symptoms and then will self-isolate as per government policy.
- Inform the Covid Lead if required to self-isolate due to contact with a person with confirmed Covid-19.
- Abide by the BPOSC and centre risk assessments and alert the club management of any issues.

I hereby agree to abide by the Bristol Penguin Olympic Swimming Club Code of Conduct for Coaches and Teachers, in addition to the Swim England Code of Ethics and Wavepower Codes of Conduct.

NAME: ..... Position: .....

SIGNED: ..... Date.....

**Data Protection:** This data will be held electronically, on a spreadsheet accessible to the welfare officer. Some of this information will be shared with relevant coaches and other club officials where necessary.