



# **Bristol Penguin Olympic Swimming Club**

## **Code of Conduct for Committee Members, Officials and Volunteers**

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 committee members, officials and volunteers must have read and adhere to the Swim England Code of Ethics and the Wavepower Code of Conduct for committee members, officials and volunteers, in addition to the BPOSC Codes of Conduct set out below.

All BPOSC committee members, officials and volunteers will:

- Follow all guidelines laid down by Swim England and the club.
- Follow the club's Behaviour Policy.
- Treat everyone in the same respectful manner.
- 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.
- Communicate in an appropriate and professional manner with everyone; this includes verbal, email and written communication.
- Use appropriate and socially acceptable language in public or group situations that would not cause offence.
- Remember that you are always representing the club and as such you need to promote a positive view of club.
- Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Develop a respectful and considerate working relationship with everyone and maintain professional boundaries. Report any grievances to the Lead Coach, Swim Academy Coordinator or the Welfare and Conduct Committee (details on Penguins website). If the difference of opinion is with one of these people, then approach the Chair, Vice Chair or President, as appropriate.
- Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
- Report all safeguarding matters to the Welfare Officer (contact details on Penguins website). Report any accidents or injuries as soon as possible by documenting them in the BPOSC and leisure centre accident books and informing the Welfare Officer (see Penguins website for details and policy).

- Use appropriate virus protection on electronic devices.
- Not share passwords or login information for Team Unify or other systems used.
- Do not alter the structure of online systems/websites unless specifically requested to do so.
- Only use the data in the manner specified by your role (and in accordance with GDPR policies), not for your own purposes.
- If you leave the club, hand over relevant data / software to the Data Officer and then delete the data. Any hardware belonging to BPOSC must be returned to the club.
- Adhere to the Swim England Photography Guidance and Swim England Volunteer Engagement: Good Club Guide to Social Media.
- Swim England members in a position of trust and/or responsibility should not be in direct contact with young people through social networking sites. Should a young person in the club request to become a 'friend' on your social networking site, or request that you become a 'friend' on their own social networking site, you should decline if: (a). You are in a position of responsibility in respect of that child, or (b). You hold a position of trust and responsibility in the club.
- Consider the well-being and safety of swimmers before development of performance.
- Wear appropriate clothing on poolside – a Penguins t-shirt where possible and shorts/trousers.
- Not appear on poolside under the influence of alcohol or drugs.
- Follow the Covid-19 policies as outlined in emails, training sessions and policies. Follow instructions from the coaches 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.

I hereby agree to abide by the Bristol Penguin Olympic Swimming Club Code of Conduct for Committee Members, Officials and Volunteers, 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 and workforce coordinator. Some of this information will be shared with relevant coaches and other club officials where necessary.