



# Norwich Swan Swimming Club

Affiliated to the Norfolk County ASA



## Teaching and Coaching Disabled Swimmers

### Policy

#### Principles

The welfare of the child is the paramount consideration.

Children must never be subjected to any form of treatment that is harmful, abusive, humiliating or degrading.

All those involved in swimming (including children, coaches/volunteers and parents/ carers) should be given clear guidelines about required standards of conduct.

Always encourage people with disabilities to help themselves and teach them how to do so.

All swimming sessions regardless of ability should include practices to ensure the swimmer is proficient, happy and safe.

Swimming can make a significant contribution to improving the life experience and outcomes for all children and young people.

#### Supporting

Some swimmers will need assisting but always think, plan and prepare before you assist.

Walk on the side of the pool that best supports the swimmer being assisted.

Offer pool time to suit individual, coach and squad. Consideration should be made to reflect the environment, access, number of other swimmers in the pool and how needs can be met.

Communications Passport: A Communication Passport provides a practical and person-centred approach to passing on key information about people with complex communication difficulties who cannot easily speak for themselves.

#### Teaching

There is a need for teachers to become better informed so that all have access to the best possible teaching practices. Enabling full integration and inclusion, while allowing for separate provision where needed.

Successful teaching is dependent on:

- Good technical knowledge
- Willingness to be adaptable

- Willingness to gain further knowledge
- Ability to deliver appropriate sessions/ schedules to meet individual needs
- Awareness of hidden medical conditions
- Good observational skills to adapt strokes to individual's abilities.
- Is the swimmer able to cope in a group?
- Does the swimmer require 1:1 assistance to move in the water?
- Does the swimmer require 1:1 assistance to understand instructions?
- Does the swimmer have a special need that is not apparent?
- Are there any restrictions or limitations in or under the water?
- Does the swimmer require medication during session?

**Assessment of need**

Determining the specific needs of any participant is an essential pre-requisite to his/her successful involvement in any swimming session or club. These may be determined by:

- Direct consultation with the individual and parent
- Completion of Club registration forms
- Observation of the swimmers ability in the water
- Age.

Constant monitoring of progress should take place and achievement of goals should be reviewed on a regular basis.

**Managing challenging behaviour**

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual within that group.

Where potential risks are identified, strategies to manage those risks should be agreed in advance of the session. The planning should also identify the appropriate number of adults required to safely manage and support the session, including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

Coaches/Volunteers may, on occasions, be required to deal with a child's challenging behaviour. The aim is to promote good practice and to encourage a proactive response to support children to manage their own behaviour, this may include talking situations through with the child. Norwich Swan ask

parents/carers remain on site to offer coaching staff support of any challenging behaviour. If any behaviour that causes danger to the individual themselves, other swimmers in the pool or coaches cannot be controlled the individual concerned may be asked to leave poolside with their responsible adult.

**Parents/Carers**

Information, that is relevant to the swimming situation, needs to be communicated to the teacher/coach at time of registration. Initial communication pathway for swimmer development is imperative, Norwich Swan ask parents carers support this by alerting coaches/teachers/assistance of the swimmers needs or any changes before swimming starts.

## Medical Information Form

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please delete 'Yes' or 'No' as appropriate and complete further details as necessary.

Name of Member	Date of Birth

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to carry out normal daily activities.

**Do you consider this child to have an impairment?**

Yes

No

**If yes, what is the nature of their disability?**

Visual impairment  Learning disability  Hearing impairment

Physical disability  Multiple disability  Other (please specify

### Medical information

Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopedic problems, any current medication, special dietary requirements and/or any injuries.

**Name of child's doctor and surgery**

**General Practice telephone Number**

## Why Norwich Swan Swimming Club collects information about its members

Information about your health held in your record is confidential and not routinely shared unless it is for direct purposes. At Norwich Swan Swimming Club we need to hold and use certain information, for:

- Assessments for ongoing development of the person;
- Responding to your questions, concerns or complaints

We also use data collected to help us plan future services to meet the needs of our population now, and in the future.

## How your information is used and your rights

Norwich Swan Swimming Club is committed to respecting your privacy and upholding the principles of the Data Protection Act 2018 and the General Data Protection Regulations.

Any data/information held by Norwich Swan Swimming Club must be held or processed lawfully in line with legislation and on an appropriately identified legal basis.

The new data protection laws in the UK give people a number of rights concerning their personal data. If, for any reason, you do not wish to have your information used in any of the ways described in this policy please speak to the disability officer of Norwich Swan Swimming Club.

## We promise to...

With respect to the limited personal data held by Norwich Swan Swimming Club, we promise to:

- Keep your data confidential, secure and accurate.
- Hold and dispose of your data securely.
- Make sure your data is not kept any longer than is necessary.
- Make sure we do not share information which identifies you; unless you give us your explicit consent and only with the relevant coaches involved in your activity or those with a legitimate interest.
- Provide you with access to personal information held about you by the Norwich Swan Swimming Club.
- Make sure people who see your personal data are trained and understand the principles of the Data Protection Act 2018 and the Common Law Duty of Confidentiality.
- Take appropriate action against anyone who looks at your personal data without permission or with good reason.

Signed (Member) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Carer (if member is under 18 years)

\_\_\_\_\_

**For parents/carers of members under 18 years**

It may be essential at some time for the coach or team manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition or event with \_\_\_\_\_.  
Would you therefore please complete the details on this form and sign below to give your consent.

I, \_\_\_\_\_ being the parent/carer of the above named child hereby give permission for the coach or team manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Both parent/carer and/or child will be invited to an assessment of support needs. I understand that I can withdraw my consent to participating in the assessment at any time, and that by withdrawing my consent this may affect the ability to provide me with appropriate support and services to meet needs.

I consent to a named family member/friend or advocate being involved in my assessment and understand that my/and my child's information will be shared with them for purpose of assessment.

Signature of consent by parent/carer: \_

\_\_\_\_\_

Print full name:

\_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: [membership@norwichswansc.co.uk](mailto:membership@norwichswansc.co.uk)

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