

Welcome to Radcliffe Swimming and Waterpolo Club

Dear Parent,

Radcliffe Swimming and Waterpolo Club welcomes you and your child to the Club. We hope your child will enjoy the experience of being a part of our swimming family, the training, competitions and the social interaction with all of the other members. This letter will provide you with information that may be of assistance to new members. If you have any questions that have not been answered by this joining pack then please do ask, the welfare officer, any committee member or teacher.

We can also be contacted via;

- Email at radcliffeswimclub@gmail.com
- Contact us link on our website www.radcliffesc.co.uk
- Instant message on our Facebook page @RadcliffeSwimmingClub

We are a swim21 club and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and codes of conduct. While we hope your child will be happy and content at the organisation, sometimes questions, concerns or issues may arise. If you have a question regarding coaching, you should in the first instance approach your child's teacher. Please do so at a time convenient to you both and do not go on poolside and interrupt training sessions. The teacher will be happy to arrange a time before or after training to discuss any training issues.

If you have a question or concern regarding a child's welfare, the welfare officer should be informed as soon as possible. Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline – a Swimline poster with contact details can be found on the notice boards.

Our organisation is committed to providing excellent child safeguarding practice for all our young members and we have adopted the ASA Child Safeguarding Policies and Procedures manual – Wavepower, a copy of which is held by the Welfare officer or can be viewed and downloaded from www.swimming.org. Our organisation is one where we accept that excellent safeguarding and fair play is paramount for all our young members.

The club is managed by a committee of elected members, with an approved Constitution, a copy of which is available on request. A full list of officers and committee members can be found on the club's website (<http://www.radcliffesc.co.uk/committee>). Below are some of those officers for your information.

Club Chairman Chris Lord email- lord_c@sky.com

Club Vice Chairman Mark Evans email- mevans873@aol.com

Welfare Officer Samuel Dickinson email- Welfare@radcliffesc.co.uk

Membership Secretary Nicola Dickinson email- nicoladickinson@yahoo.co.uk

We are a voluntarily-run organisation and we appreciate all the help parents can give us, however small. All teachers and coaches are qualified to ASA standards. Any parent willing to help in poolside can contact a member of the committee. Training costs are met by the club in return 12 month signed commitment.

Lastly, we have a parent's Code of Conduct which goes alongside similar codes for the coaches, officers and members. You will be asked to read and sign the parents' Code of Conduct and countersign that of your child/children.

Finally, we hope you and your child/children enjoy being a member of Radcliffe Swimming and Waterpolo Club.

ASA Child Safeguarding Policy Statement

Radcliffe Swimming and Water Polo Club is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this, the organisation agrees to:

1. Adopt and implement the policies and procedures in Wavepower in full.
2. Recognise that all children participating in Radcliffe Swimming and Water Polo Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children in Radcliffe Swimming and Water Polo Club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a welfare officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the organisation.
5. Ensure that the welfare officer's name and contact details are known to all staff, members and parents of members.
6. Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
7. Ensure that all individuals who work with children in Radcliffe Swimming and Water Polo Club have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.
8. Ensure that all individuals who will be working or will work with children in Radcliffe Swimming and Water Polo Club have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in the organisation have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
10. Provide all members of the organisation and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

General Code of Behaviour

All members and parents are expected to:

- Maintain a high standard of personal behaviour at all times.
- Respect the rights, dignity and worth of others regardless of their gender, abilities, cultural background or religion.
- Be aware of, and operate within the rules of the sport.
- Refrain from any acts of aggression, physical or verbal.
- Refrain from any behaviour that would bring the Club into disrepute.
- Show respect to other people's property and the pool facilities.
- Obey the general regulations for users of the Pool.

Radcliffe Swimming and Water Polo Club will ensure that it provides a child- friendly and safe environment and that all officials, teachers, coaches and other volunteers abide by the ASA Child Protection policy. The Club will provide a structured learn –to –swim and development programme that will enable all swimmers to reach their full potential in competitive swimming, water polo and other related sports. To achieve this, it is necessary for swimmers to attend regularly.

All swimmers are expected to:

- Attend regularly, be on time and properly equipped.
- Train and compete to the best of their ability.
- Wear appropriate swimwear for sessions.
- Show respect to teachers, coaches and officials.
- Assist with the setting up and clearing away of any equipment used.
- Be willing to represent the Club when selected for a team.

All parents/guardians are expected to:

- Ensure that swimmers attend regularly, on time and inform the club of any health-related issues that might affect a swimmer's performance.
- Respect the judgement of all teachers and coaches and decisions of any officials.
- Support the Club in reinforcing its guidelines and policies.
- Focus on your child's efforts and performance in a positive manner.
- Support your child when he / she is selected to represent the Club.

Failure to comply with these codes will result in the appropriate disciplinary action. A verbal comment or warning is the first stage. If this is ineffective the following sanctions will follow:

1. Temporary exclusion
2. Written warning
3. Withdrawal of membership

Equality and Diversity Policy

Radcliffe Swimming and Water Polo Club is committed to treating everyone equally regardless of their age, level of ability or disability, gender (including gender reassignment) race, religion or belief.

Radcliffe Swimming and Water Polo Club will ensure that equality is incorporated in all aspects of its activities.

Sport England believes sporting opportunities should be open to all and are committed to:

- Developing a culture that enables and values everyone's full involvement
- Creating an environment in which everyone has opportunities to play, compete, officiate, coach, volunteer and run community sport.
- Overcoming potential barriers for those wishing to play sport, particularly if they are from groups who are currently underrepresented in sport.

The organisation is committed to ensuring that everyone has the right to enjoy sport in an environment free from the threat of discrimination, intimidation, harassment or abuse. All members of the organisation have a responsibility to challenge discriminatory behaviour and to promote equality of opportunity. The organisation will deal with any incidents of discriminatory behaviour seriously, in accordance with the organisation's disciplinary procedures. The full ASA Equality and Diversity Policy, along with further useful information and equality guidance can be found at www.swimming.org/asa.

Anti-bullying Policy

STATEMENT OF INTENT

Radcliffe Swimming and Water Polo Club is committed to provide a caring, friendly and safe environment for our members so they can swim in a relaxed and secure atmosphere. Whilst bullying is very rare in our club, we are committed to addressing any issues promptly and effectively. Bullying of any kind is unacceptable in our club. We are a TELLING Club. This means that anyone who knows that bullying is happening is expected to tell the coach in confidence, who will pass your concern to the Club Welfare Officer

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be: Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures) Physical – pushing, kicking, hitting, punching, or any use of violence. Racist – racial taunts, graffiti, gestures Sexual – unwanted physical contact or sexually abusive comments Homophobic – because of / or focusing on the issue of sexuality Verbal – name calling, sarcasm, spreading rumours, teasing.

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Here at Radcliffe Swimming and Water Polo Club we aim to create a nurturing environment for all children so that they can learn and achieve in their own right. No one deserves to be a victim of bullying. We aim to support the child who is being bullied, as well as helping the bully learn different ways of behaving. Bullying can be: Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures) Physical – pushing, kicking, hitting, punching, or any use of violence. Racist – racial taunts, graffiti, gestures Sexual – unwanted physical contact or sexually abusive comments Homophobic – because of, or focusing on the issue of sexuality Verbal – name calling, sarcasm, spreading rumours, teasing

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We acknowledge our responsibility to respond promptly and effectively to issues of bullying.