

# CHRISTCHURCH LIFE SAVING CLUB

## Club Policies

(revised September 2018)

*“To ensure a safe and friendly environment whilst providing structured and stimulating activities for all children attending the club.”*

The policies contained within this document are designed to be used along-side those distributed by SLSGB which will be referred to throughout this document by its legal name; Surf Life Saving Great Britain or ‘SLSGB’. Surf Life Saving Great Britain’s rules, policies and procedures can be read through their website in a document entitled ‘Safeguarding Children & Young People Policy June 2015’. It is intended that where a policy is not included in this document the Surf Life Saving Great Britain policy of the closest description will be used.

The name of the club is ‘Christchurch Life Saving Club’ and will be referred to throughout this document as the same or as ‘The Club’, ‘Club’ or ‘CLSC’.

## Contents

1. Scope of This Document .....	2
2. Safeguarding Policy.....	3
3. Whistle Blowing Policy and Managing Allegations Against Members and Volunteers .....	6
4. Equal Opportunities Policy.....	7
5. Fair Play Policy .....	8
6. Late Collection Policy .....	10

### 1. Scope of This Document

This document applies to all members, volunteers and parent helpers of Christchurch Life Saving Club without exception. It also applies to visitors and parents where applicable.

A child is defined as a person under the age of 18 years (The Children Act 1989).

The term ‘Parent Helper’ describes a parent who is present as additional safety cover or support to the Coach or Trainer taking the session. Duties of a parent helper may include organisation of children at a session, setting up of equipment and helping in the kitchen.

A ‘Coach’ supports an individual through the process of achieving a specific personal or professional result through skill, fitness, tactical and psychological elements of performance development practices across one or more of the Surf Life Saving Sport disciplines.

A Lifeguard is an individual who is the holder of a current SLSGB Surf Life Saving Qualification as determined by the Risk Assessment.

It is not within the power of the Club Committee nor any other individual or group to override any aspect of this document. If the Club Committee wish to amend this document, then they must follow the process stated in section (4) of the Club Constitution.

## 2. Safeguarding Policy

This policy applies to all representatives, including members, the Club Committee, Coaches, Trainers, Parent Helpers or anyone working on behalf of Christchurch Life Saving Club.

The purpose of this policy is:

- a. to protect children and young people who receive Christchurch Life Saving Club's services. This includes the children of adults who use our services.
- b. to provide volunteers and members with the overarching principles that guide our approach to safeguarding and child protection.










Christchurch Life Saving Club believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### Legal Framework













This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

This policy should be read alongside our rules, policies and procedures on:

-  The Role of the Club Safeguarding Officer
-  Dealing with disclosures and concerns about a child or young person
-  Code of Conduct
-  Disciplinary/ Complaints
-  Whistleblowing and Managing allegations against members and volunteers
-  Fair play Policy
-  Equal Opportunities Policy
-  Late Collection Procedure
-  Behaviour Code for Volunteers

And Surf Life Saving GBs policies and procedures on:

-  Safe Recruitment, Induction, Training, Risk Assessment for DBS Checks and DBS Glossary
-  Good Practice & Conduct
-  Supervising Children, Physical Conduct, Sexual Activity, Discipline, Events, Missing Persons, Transporting Children and Video and Photography
-  Definitions and indicators/ signs of abuse
-  Risk Assessments
-  Confidentiality
-  Case management
-  Incidents
-  Aftermath
-  Secure Handling Policy
-  Risk Assessment Models
-  Photography Registration, Incident Report, Minor First Aid, Missing Person, Application and Self Declaration and Disclosure forms

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation/ identity
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers, Surf Life Saving Great Britain and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Safeguarding Officer for children and young people, who will sit on the Clubs Committee as one of Clubs five officers
- Adopting child protection and safeguarding practices through procedures, a Code of Conduct for members and a Code of Conduct for volunteers
- Providing effective management for volunteers and members through supervision, support, training and quality assurance measures
- Recruiting volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via posters, this document and one-to-one discussions
- Using ours and Surf Life Saving Great Britain's safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using ours and Surf Life Saving Great Britain's procedures to manage any allegations against members and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place

- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

The contact details of the clubs safeguarding officer can be found in the clubs Code of Conduct document or you can contact them via [safeguarding@clscmail.org.uk](mailto:safeguarding@clscmail.org.uk).

### 3. Whistle Blowing Policy and Managing Allegations Against Members and Volunteers

It is important that the organisation has well known procedures for enabling Christchurch Life Saving Club and Surf Life Saving Great Britain representatives to share, in confidence, with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or poor practise & breaches of procedure. If this is consistently ignored a culture may develop within an organisation whereby Christchurch Life Saving Club and Surf Life Saving Great Britain representatives and children are 'silenced' or below acceptable practices may escalate.

Christchurch Life Saving Club and Surf Life Saving Great Britain are both fully supportive of 'whistle blowing' for the sake of the child and will provide support and protect those who whistle blow. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated Club Safeguarding Officer.

All representatives will be encouraged to talk to the Safeguarding Officer if they become aware of anything that makes them feel uncomfortable.

The Safeguarding Officer should then follow the procedures within the 'Club Procedures' document for reporting a concern.

Where there may be a concern about the Safeguarding Officer, concerns can be reported directly to Surf Life Saving Great Britain's National Safeguarding Manager.

Where there may be a concern about the Surf Life Saving Great Britain National Safeguarding Manager, concerns can be reported directly to the Board of Trustee's.

## 4. Equal Opportunities Policy

Christchurch Life Saving Club is committed to incorporating equal opportunities into all aspects of its work.

Members and volunteers are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, sex, disability, marital status, religious beliefs, sexual orientation/identity, gender reassignment or class.

The aim of the Equal Opportunities Policy is:

- a) To promote respect for both individuals and groups in all aspects of the organisation.
- b) An expectation that the membership and its associates will actively promote equality of access to the organisation, which should be welcoming and indicate an understanding and response to a variety of needs and requirements.
- c) That members shall be afforded an equal opportunity to:
  - Be consulted on club needs
  - Know about the club
  - Comment on the experiences of the club
  - Receive full consideration and be fairly treated
  - Know about positions that arise within the association and to meet the requirements of the same
- d) Christchurch Life Saving Club will endeavour to give fair access to everyone taking into account any special provisions that may be required; for recruitment to training and surf sports of disadvantaged people. Training and education in relevant skills being provided without bias at all levels.

## 5. Fair Play Policy

Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

Fair play is an essential and central part of successful promotion, development and involvement in sport. Through fair play, the individual, the sports organisations and society as a whole all win. We all have responsibility to promote: Fair play - The winning way.

Fair play applies to both online and offline behaviour and conduct, and to all members within the organisation.

Christchurch Life Saving Club will:

- Promote and encourage fair play through its members;
- Ensure that its rules are fair, clearly understood by performers, coaches, officials and administrators and properly enforced;
- Make every effort to ensure that its rules are applied consistently and with absolute impartiality;
- Treat all members equally, irrespective of gender, race or physical characteristics;
- Impress upon performers, coaches, officials and administrators the need to maintain the highest standards of sportsmanship in running and playing their sport.

Christchurch Life Saving Club Volunteers including Officials, Coaches and Trainers will:

- Abide by the rules and the spirit of the competition;
- Abide by all applicable Codes of Conduct;
- Be fair, considerate and honest with others;
- Be professional in their actions, language, presentation, manner, punctuality and should reflect high standards;
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show caution and concern toward others;
- Be a positive role model to others;
- Show respect to performers;
- Tackle bullying;
- Respect the regulations and authority of their governing body and its member organisations and not attempt to avoid or circumvent these regulations;
- Recognise the special role that they have to play in the establishment of standards by setting a good example of sportsmanship at all times;
- Respect the rights of other clubs and not deliberately act in a manner intended to be to the detriment of any other club;
- Respect the rights of performers, coaches, officials and not exploit or deliberately act in a manner intended to be detrimental to them;
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations, or within the fundamental precepts of fair play.
- Insist that performers understand and abide by the principles of fair play;
- Never countenance the use of drugs by performers;



- Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their performers;
- Not attempt to manipulate the rules in order to take advantage of their performers or their opponents.

Christchurch Life Saving Club members and representatives will:

- Abide by the rules and the spirit of the competition;
- Abide by all applicable Codes of Conduct;
- Accept the decisions of referees and judges without question or complaint;
- Never consider cheating and in particular, must not attempt to improve their individual performance by the use of drugs;
- Exercise reasonable self-control at all times;
- Learn to accept success and failure, victory and defeat, with good grace and magnanimity and without excessive emotional display;
- Treat their opponents and team-mates with respect both in and out of the competition arena.

Sponsors and Promoters will:

- Not seek to influence unduly or improperly the outcome of competitions by financial or other inducements;
- Recognise that the administration and organisation of all sporting competitions and events is the exclusive responsibility of the governing body.

## 6. Late Collection Policy

All Nipper members must be dropped off at/ collected from training by a parent/ guardian, all parents must inform the lead trainer or Club Secretary if, for whatever reason they may be late. Nipper members must be collected from the club hut after beach training and from within the building for pool training. Parents must not allow nor encourage Nipper members to walk to any other meeting point including car parks.

Christchurch Life Saving Club and its volunteers are not responsible for children before or after the designated training times or if a child leaves the designated training area during these times.

It is not the responsibility of Christchurch Life Saving Club nor its volunteers to transport members to/ from events or training sessions, it is the responsibility of the member or if under 18 the parent of the member to make these arrangements.

Parents should ensure that they are always contactable during training sessions.

When uncontactable on their usual number parents must:

- Provide the Club Secretary with their temporary contact details.
- Inform Surf Life Saving Great Britain and the Club secretary if their contact details change on a permanent basis.

Late collection of children by parents presents clubs and coaches with a potentially difficult situation.

In cases of late collection volunteers should:

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the facility, with other volunteers or parents present if at all possible in an open environment.
- Remind parents/carers of the club policy relating to late collection.

In cases of late collection volunteers should not:

- Take the child home or to any other location.
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or facility with you alone.