

# CHRISTCHURCH LIFE SAVING CLUB

## Club Procedures

(revised September 2018)

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

The procedures 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 procedure is not included in this document the Surf Life Saving Great Britain procedure 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’.

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## 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 organization 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. Disciplinary Procedures

Any member having a grievance/concern shall first be directed to contact the Clubs Safeguarding Officer.

If the grievance is of a Child Protection or Safeguarding nature, then the Safeguarding Officer should follow the procedures laid out in section (3) of this document 'Dealing with Disclosures and Concerns About A Child or Young Person'.

If the grievance is not of a Safeguarding nature, then it will be placed before the Disciplinary Sub-Committee.

The Disciplinary Sub-Committee must consist of three members of the Club Committee, one of those members must be the Clubs Safeguarding Officer who shall be the Chair of the Sub-Committee. It is the responsibility of the Safeguarding Officer to ensure the up-most confidentiality throughout the disciplinary process.

The Disciplinary Sub-Committee will execute the following course of action when a case is referred to them:

a) The Disciplinary Sub-Committee shall convene within 21 days of the receipt of a complaint to:

- i. Decide if any alleged incident did or could
  - a. bring the Club into disrepute;
  - b. involve a breach of the 'Christchurch Life Saving Club Code of Conduct'.
- ii. Hear the complaint of a member.
- iii. Ascertain the nature of a grievance.

b) In the event of such a decision being affirmed by a majority of the Disciplinary Sub-Committee and in all cases of (a), or (b) at (i) the Chair of the Disciplinary Sub-Committee shall convene a meeting within a further 21 days giving all parties concerned at least 7 days' notice. All parties must be given the same length of notice. Such notice shall contain all relevant information including copies of documentary evidence.

c) Names of the members of the Disciplinary Sub-Committee are notified to all interested parties at least 14 in advance of the hearing. A member may challenge the impartiality of a member of the Sub-Committee, whereupon the Chair of the Disciplinary Sub-Committee will appoint a suitable replacement. If the impartiality of the Chair of the Disciplinary Sub-Committee is challenged the Chair of the committee will appoint a suitable replacement.

d) Nobody should contact, approach or otherwise attempt to influence or intimidate any Sub-Committee member or witness, and any breach of this rule will be reported to the Chair of the Committee, and may itself be a matter for disciplinary action.

e) Where a member of the Sub-Committee is themselves an alleged offender, the member shall be replaced by another member of the Club Committee as nominated by the disciplinary Sub-Committee Chair. In the case that the Safeguarding Officer themselves is an alleged offender the Clubs Chair will nominate a suitable replacement.

f) In instances involving persons under the age of 18 years their parents are to be informed and may accompany the member. In any event, a Club member may bring with them a friend or family member who may speak on their behalf.

g) After hearing the evidence from all concerned including any statements or questions the involved parties may wish to make or ask, the Disciplinary Sub-Committee will inform the involved parties in writing within 1 hour of making their decision. If the case is proven the Disciplinary Sub-Committee may impose:

- i) A Warning.
- ii) A Reprimand.
- iii) Suspension from a specified competition, event or activity.
- iv) Suspension from membership of the Club for a specified time.
- v) Expulsion from the Club.

### Appeals

There shall be the right of appeal against the findings of the Disciplinary Sub-Committee. Written notice of the appeal must be given to the Clubs Safeguarding Officer within 14 days of the disciplinary Sub-Committee informing the involved parties of their decision.

The appellant should provide a written statement of the appeal, indicating the grounds for same, together with any relevant documents.

An appeal shall be heard by an Appeals Panel which must consist of three members of the Club Committee. None of the members of Appeals Panel shall have or have had personal involvement with the appellant or the original investigation conducted by the Disciplinary Sub-Committee.

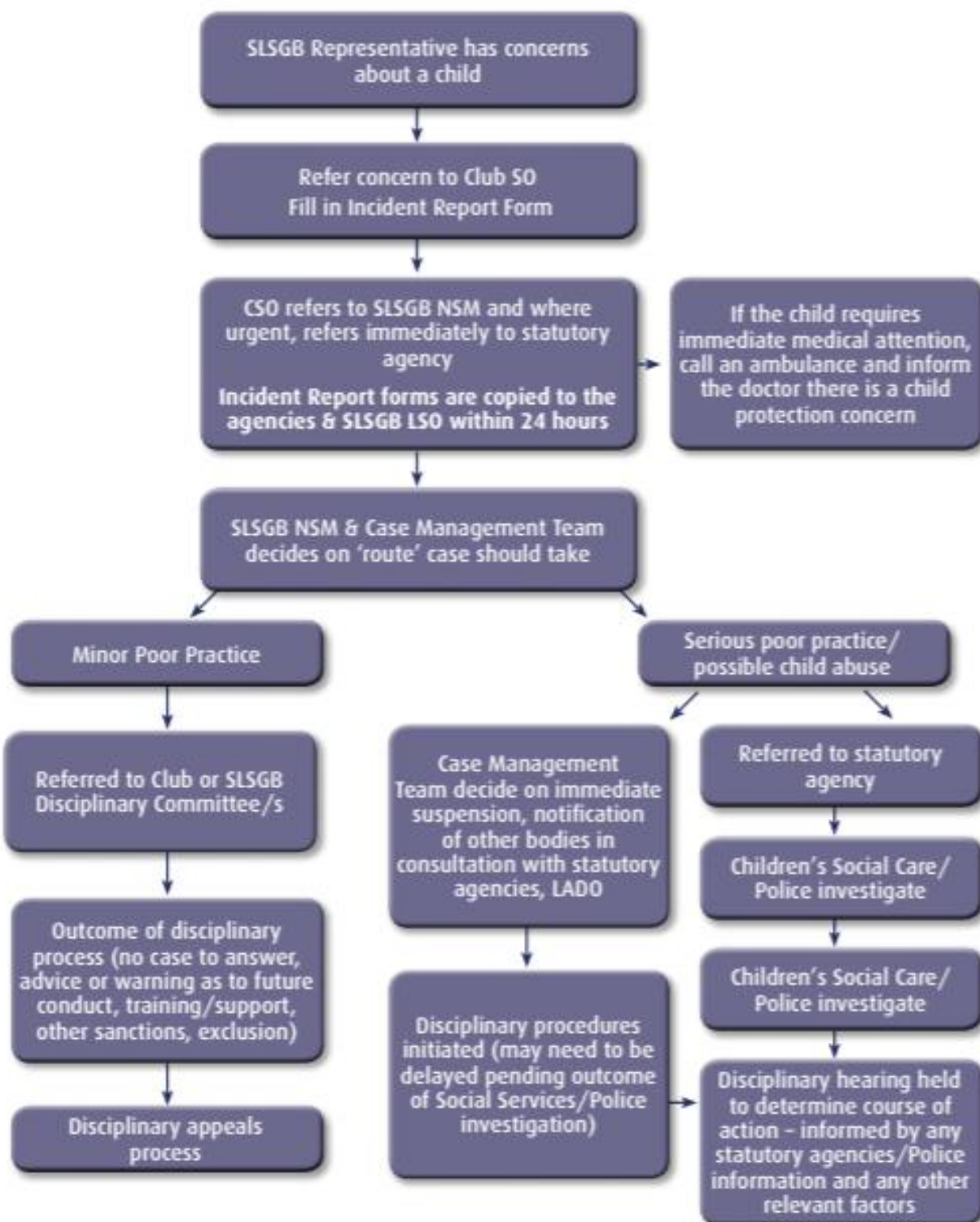
The Appeals Panel shall be appointed by the Club Committee. The Panel is to be convened within 28 days of the written notice being given. It shall convene at a date, time and place to be decided by Appeals Panel and then notified to all parties.

The Panel will advise all parties of the decision, in writing within 1 hour of it being reached.

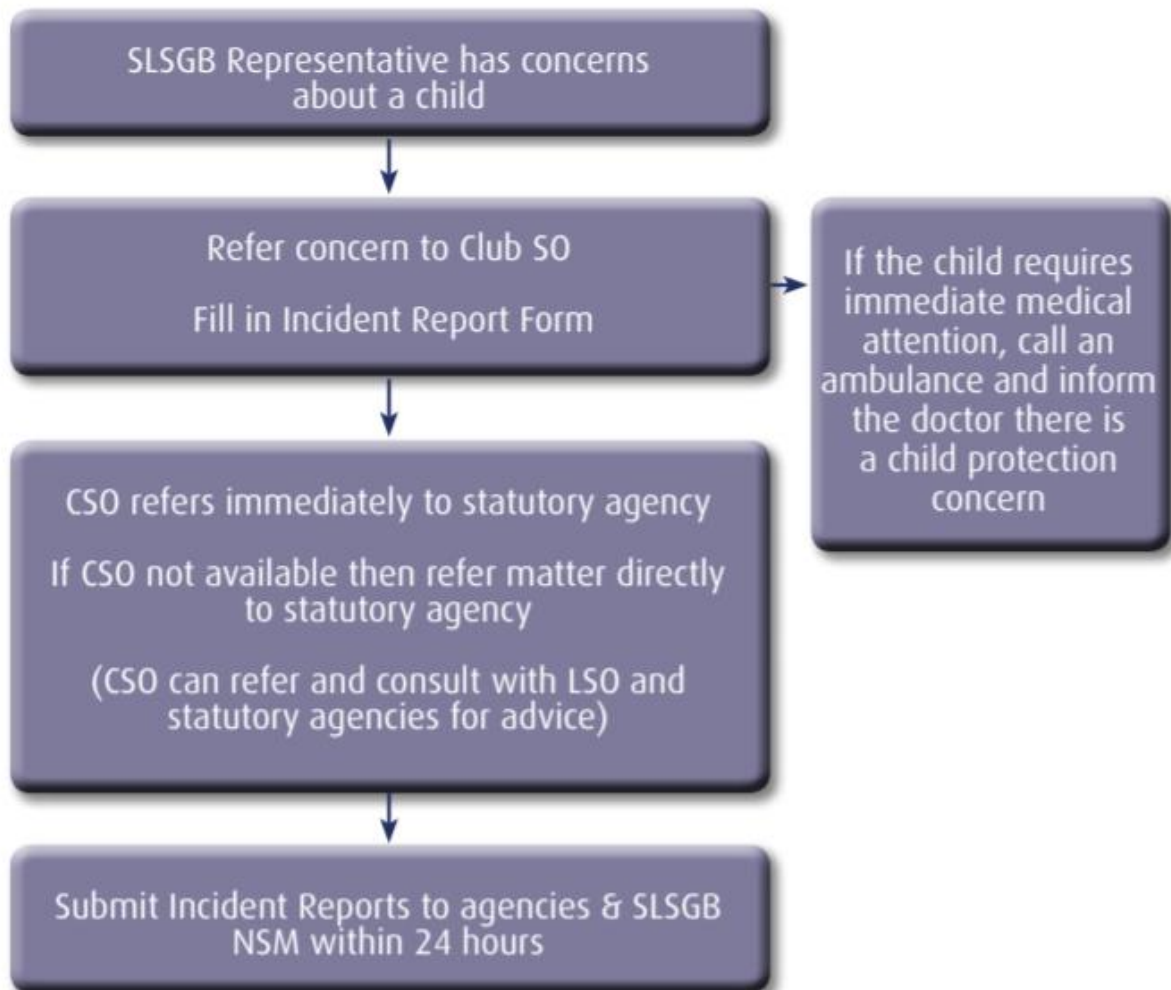
The Panel may amend the decision of the Disciplinary Sub-Committee as it sees fit. The decision of the Appeals Panel hearing the appeal is final and there is no further right of appeal.

### 3. Dealing with Disclosures and Concerns About A Child or Young Person

If anyone in any way associated with Christchurch Life Saving Club or Surf Life Saving Great Britain has a concern of any description about a child, they must follow the below procedure if they believe the cause of the concern has arisen from within Surf Lifesaving:



If anyone in any way associated with Christchurch Life Saving Club or Surf Life Saving Great Britain has any form of concern of any description about a child, they must follow the below procedure if they believe the cause of the concern has arisen from outside of Surf Lifesaving:



Following a disclosure remember the 5r's

Receive:

- Listen sympathetically and with an open mind
- Stay calm, conveying this through word and action
- Never promise confidentiality, only discretion. It is important that the child understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them
- Allow the child to talk and fully finish what they need to say. Let them tell you what they want and no more
- Do not ask any leading questions

Respond:

- Where necessary clarify what has been said
- Ensure that you have a full understanding of the facts as related by the child, perhaps by reporting back to the child for his/her confirmation
- Never ask leading questions
- When the child has finished, make sure they feel secure. Explain what you will do next and (where appropriate) the referral process
- Action must be taken immediately if the child is in imminent danger

Reassure:

- Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously
- Remind them that the abuse is not their fault
- Reassure them but do not promise what you may not be able to deliver

Record:

- Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the child's own words as far as possible. Include who was present and the date, time and location of the incident or disclosure
- Complete an incident report form (in Appendix 12 of Surf Life Saving Great Britain's policy document) and send to Surf Life Saving Great Britain's National Safeguarding Manager

Report:

Refer the matter within 24 hours or sooner and immediately if any child is in danger to Surf Life Saving Great Britain's National Safeguarding Manager.

## 4. Pool Procedures

When a new member attends their first session or a trial session:

1. Ensure that the members swimming ability is appropriate.
2. Ensure that the member has a valid SLSGB Membership.
3. Ensure that the member has read and signed a copy of the Clubs Code of Conduct.
4. Advise individual of session rules.

### Basic Emergency Procedure

This information will usually be distributed every 3-4 sessions or earlier if new members join the group.

In the event of an emergency the trainer/ coach/ lifeguard will sound the pool alarm (where applicable) and proceed to initiate three blasts of a whistle.

When three blasts of the whistle are sounded all participants must leave the pool immediately.

In the event of Building evacuation being necessary

1. Leave the building by the nearest safe exit.
2. Do NOT return to collect any personal possessions.
3. Raise the ALARM.
4. Meet by venue the ASSEMBLY POINT.
5. Await further instructions from Leader/Assistant.

Further responsibilities of Leader in charge

1. Ensure Assistant is available if Leader unable to perform duties.
2. Ensure register is taken to assembly point and all personnel are accounted for.
3. Ensure the emergency alarm has been raised.
4. Co-ordinate/control until emergency services arrive and/or more qualified person/s arrive to take control of the situation.
5. Ensure/aid/assist safety and well-being of all personnel.