



BEHAVIOUR POLICY

Behaviour Policy Statement:

Every club needs rules and procedures so that we can do what we do best; that is swim and/or play water polo. This policy sets out the standards of behaviour that swimmers, coaches, parents, guardians, volunteers, trustees and club members need to follow in order to uphold the club's core values which are:

- To always do the right thing
- Give your/my best at all times in and out of the pool
- To honour your/my squad, the club and the swimming community
- To respect my fellow members
- To enjoy the sport and make every effort to help others to achieve their goals
- Always behave in a manner that is safe and respects the safety of others

The policy also provides a reference to help the committee, coaches, teachers, trustees and volunteers to decide what action to take in the unlikely event that a person's behaviour or actions, irrespective of whether that person is a member, a parent, a volunteer, a coach, a trustee or a teacher, adversely affects another person or persons within the Club or outside of the Club and interferes with any activities involving the club, be it a training or teaching session, a Gala or a Championship event.

The laws of the sport are defined by the sport's governing body, Swim England (SE) and members, parents, coaches, teachers, volunteers and club members are required to understand and abide by these rules of behaviour. These are set out in the Swim England Handbook (2023), under the Ethics Code of Conduct and in the Wavepower guidelines (2020-23) for protecting young children. All documents are available on the Swim England website.

CSC has Codes of Conduct for members, parents, coaches and volunteers which can be found on the CSC website (in the members area).

The behaviour policy is underpinned by the Codes of Conduct and the Swim England guidance document WAVEPOWER (2020-23), particularly the sections on managing challenging behaviour, bullying, cyber-bullying and social networking guidance. The club believes that having a behaviour policy is one of the keys to ensuring all the club's activities are successful and effective promoting an enjoyable learning environment and a successful swimming team

The policy applies to all members.

The behaviour policy is designed to:

- Promote and recognise positive behaviour.
- Manage challenging behaviour in an assertive, non-confrontational way.
- Ensure fairness and encourage consistency of response to both positive and inappropriate behaviour.
- Promote early intervention.
- Enhance learning, training and swimming performance.
- Develop in members and all those involved in Club activities a sense of self-discipline and an acceptance of responsibility for their own actions.

The Policy applies to all members:

- When waiting at a pool for a session or gala to start, within a sports centre or changing village and after training sessions or galas.
- During land training and swimming sessions.
- Travelling to and from coaching sessions or galas.
- On all swim club activities such as competitions and away trips/camps.
- When representing or accompanying the club in any capacity and wearing the clubs kit at any time.

The Club expects the members, coaches, teachers, parents, volunteers and committee members to work together to achieve the highest standards of behaviour within and beyond the club in accordance with this policy document and those of Swim England.

The club models and promotes positive behaviour at every opportunity encouraging each member and everyone who participates or supports the

Club's activities to take responsibility for themselves and others, their learning, training, and the swimming environment.

It is expected that when behaviour is below the required standard that members, parents, coaches, teachers and volunteers address this as soon as possible by either intervening to defuse the situation or reporting this to the coach or Welfare Officer. As a club, CSC will use the Complaints Procedures to address negative, threatening, unsafe or adverse behaviour.

Positive behaviours

Positive behaviours are acknowledged by the coaching and teaching staff and are recognised in a variety of ways within the club and in celebration at the annual club presentation.

Inappropriate behaviour

Behaviour is considered inappropriate if it does not conform to the members Code of Conduct. The core aspects of this are reflected within, but not restricted to, a range of policies and expectations at the club. Examples (but not limited to) are members or any parent, guardian, coach, teacher or volunteer who:

- does not follow the Code of Conduct.
- does not follow the instructions of a coach, teacher, volunteer, team manager or chaperone.
- is disruptive, rude, abusive, bullying or discriminatory to others.
- fights or is physically or verbally aggressive.
- uses social media to bully, intimidate or belittle others.
- uses destructive behaviour including throwing equipment.

Instances of inappropriate behaviour will be subject to one or more sanctions across the range of those available. Sanctions will be determined by the severity and persistence of the inappropriate behaviour, and the circumstances.

Restorative steps

Where possible restorative steps will be taken to prevent a reoccurrence of inappropriate behaviour by:

- Promotion of self-reflection and self-discipline; an acceptance of responsibility and giving a commitment in writing not to repeat the behaviour
- Attending a Behaviour Performance Review (BPR)
- Adhering to an additional Behaviour Contract, formulated after a BPR
- Making a formal verbal face to face and written apology that acknowledges the Sanctions

Where any sanction is required it will be in accordance with Swim England guidelines and the club's constitution and proportionate to the issue and to the individual (e.g. taking into account the member's or persons age, time of day, circumstances, etc.). If this involves a second warning or possible exclusion from a future session(s) the parents/guardians will be informed in writing.

With any sanction the member's or person's welfare must be considered, for example being kept dry and warm and not being asked to leave poolside, to sit up on the balcony or to leave the sports centre unaccompanied in the case of a minor.

Sanctions may include, but not limited to, the following actions, but not necessarily in the order shown:

- A member or person required to address their behaviour by a coach, teacher, team manager or chaperone.
- Verbal request to modify behaviour from a coach, teacher, team manager or chaperone.
- If the inappropriate behaviour is then repeated this will lead to a first verbal warning from the coach or an official of the Club and in the case of a member below the age of 18 years, the parent or guardian will be informed in writing. In the case of a member over the age of 18 years or a person associated with the Club, such as a coach or parent, then the verbal warning will be confirmed in writing to the individual.
- If a member is instructed to sit out part or all of a session, for example, a ten minute 'time out' to reflect upon the situation followed by a discussion with the coach/teacher – the parents/guardians may be contacted and asked to collect the member.

- In the event that a second verbal warning is in order, parents/guardians will be informed and required to reinforce the need to adopt a positive behaviour.
- Any member may be asked to meet with either a coach, welfare officer or another Club official with their parents/guardians to discuss how positive behaviour will be maintained.
- A member and their parents/guardians may be required to sign a Behaviour Plan (please see an example attached to the end of this policy) in accordance with Swim England WAVE POWER.
- If the Club's Welfare officer and /or an executive officer(s) of the Club deems that a suspension from the club's activities, whether temporary or permanent is necessary; the member and parents/guardians will be notified in writing of the period of suspension and the reasons for the sanction; swimming fees are not refundable in these circumstances.
- Permanent exclusion from the club following an investigation and disciplinary panel hearing – after which Swim England may be informed, depending on the circumstances and the outcome.
- Behaviour that may lead to temporary exclusion (Applies to all members, Coaches, Teachers, Volunteers, Parents/Guardians)
- Persistent unmanageable and disrespectful behaviour, physical or verbal aggression, behaviour that is a danger to others or theft are regarded as serious breaches of the Code of Conduct and may require investigation by the Club's officers. During this time the member or any person or persons involved in the Club's activities will be excluded from swimming sessions in accordance with Section 6 of the Clubs Constitution, and the Clubs Complaints Procedure.

Fixed term or permanent exclusion

The Club's Committee has the power to expel a member when, in its opinion, it would not be in the best interests of the club for the individual to remain a member. In these instances, the procedure followed would be as laid down in the Club's Complaints Procedure and consistent with the Swim England Handbook and Judicial Regulations.

Investigating complaints

The club will investigate behaviour-related issues in accordance with its constitution and with reference to the Club' Complaints Procedure, Swim England's Judicial Rules and the guidance set-out in WAVEPOWER. This may involve members and/or parents/guardians, coaches, teachers, volunteers

meeting with the Club's welfare officer and an executive officer of the Club to discuss and resolve the issue.

The club will:

- Appoint someone to lead the investigation, for example the welfare officer.
- Meet with the complainant and take notes of the meeting (usually the Welfare Officer and another Committee member).
- Ensure parents/guardians are present when a member is interviewed.
- Where required, ask any witnesses to provide verbal testimony and /or written statements (their parents/guardians will be asked for consent to approach them if the member is under 18 years of age).
- Consider and where appropriate, promote reconciliation/mediation.
- Follow the same protocol as above with the member or any person who is the subject of the complaint.
- Conclude the investigation impartially and as soon as is reasonably possible ensuring fairness to all parties and keeping them informed of what is happening throughout, especially if sanctions are required.
- Manage the issue as an internal club dispute where the complaint is not resolved informally between club members, parents, coaches, teachers or volunteers, or if the club's Officers view the nature of the allegation or misbehaviour to be a serious departure from the Code of Conduct. This will be managed in accordance with the Section 6 of the clubs Constitution and the Club's Complaints Procedure.

Reviewed by S Valovin 11//2023

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