

## Code of Conduct for Coaches and Teachers

While the term 'coach' is used throughout this document, it is intended to encompass teachers and helpers as well. Similarly, where 'Parent' is used it could mean Guardian or Responsible Adult.

**The Code is something you should refer to in order to understand how you should behave towards others and how they should behave towards you.**

### A. General

1. Be aware of Wavepower and adhere to relevant guidance.
2. Adhere to Club policies and Codes of Conduct, and Swim England regulations, Code of Ethics and rules.
3. Celebrate diversity and encourage inclusivity at all times. Treat everyone with kindness, dignity and respect; never discriminate against others based on age, sexual orientation, gender, faith, ethnic origin or nationality.
4. Always place the wellbeing, health and safety of all members as your top priority, ensuring that their development as swimmers is supported in a safe and nurturing environment.
5. Value every individual and treat all members with respect, acknowledging their unique needs and abilities within the context of the sport.
6. Always wear your GCSC kit and ensure you consistently uphold high standards of behaviour and appearance, serving as a positive role model to others.
7. Foster a positive working relationship with all members, based on mutual trust and respect, helping them to feel supported and valued within the team.
8. Respect your position of trust. Never exert undue influence to gain personal benefit or reward. Maintain professional boundaries and relationships, and refrain from using your position for personal or improper relationships with any swimmer or their family members.
9. Not engage in any form of behaviour that constitutes abuse.
10. Challenge any inappropriate, poor, negative or bullying behaviour by others and report it to the appropriate Lead, Welfare Officer or Human Resources, with the intention of helping to maintain a positive environment.
11. Promote and encourage all members to embrace the values of the Codes of Conduct, helping to foster a positive and respectful environment at all times.
12. Never condone or encourage members, volunteers, officials or parents to violate the rules of the sport or organisation. Report any violations in a responsible and appropriate manner.
13. Work together with other specialists, such as coaches, officials, sport scientists, doctors and physiotherapists, always keeping the best interests of the member at the forefront of your decisions.
14. Treat all personal information about individual members with the highest level of confidentiality. Any sensitive matters should be referred to the Welfare Officer or Club Administrator as needed.
15. Hold termly squad meetings for parents to attend, to update them on the competition schedule, the training programme and any other relevant topics for the squad.



16. Hold termly goal-setting meetings with every member of the squad. These should include setting achievable goals in the short, medium and long term.

## **B. Training, Sessions & Squads**

17. Ensure that all teaching, coaching and competition programmes are tailored to the age, ability and experience of each member, offering appropriate challenges and opportunities for growth.
18. Recognise and meet the needs of each individual member while also considering the needs of the team or squad, supporting both personal development and group success.
19. When selecting members for teams or training squads, ensure that all decisions are made fairly, considering each swimmer's abilities and progress.
20. Actively encourage members to take ownership of their actions and performance, fostering a growth mindset that empowers them to achieve their full potential.
21. Keep swimmers safe in sessions with appropriate staff ratios, using safe methods of instruction and techniques, by putting safety first.
22. Ensure any equipment used is fit for purpose, safe to use and accessible.

## **C. Social Media & Mobile Phones**

23. Contribute positively on social media and do not engage in bullying, negative comments or harmful behaviour on any platform.
24. Ensure that any use of social media is appropriate. Any contact or messages through apps and mobiles should never be sent to swimmers aged 17 and under.
25. Ensure that the correct consent has been given before taking any images of swimmers, and that they are appropriate and do not infringe upon anyone's privacy or comfort.

## **D. Changing Areas**

26. Ensure mobile phones are switched off at all times whilst in the changing areas. Swim England enforces a strict policy on this matter and anyone not adhering to the policy will be subject to their judicial action.
27. Mobile phones should only be used by coaches on poolside for official business if authorised to do so; otherwise mobile phones should be stored safely away.
28. Avoid using changing areas when swimmers are using the areas to change.
29. Respect the privacy and space of others; be mindful of boundaries in shared spaces.
30. Use secure lockers for belongings or store them safely away, and understand that the club and facility are not responsible for unattended items.

## **E. Qualifications, CPDs, Safeguarding and Certificates**

31. Remain committed to ongoing professional development in all aspects of coaching and teaching children. Continuously seek new learning opportunities to enhance your effectiveness as a coach.
32. Complete child safeguarding training and a DBS check every three years in line with Wavepower guidelines.



33. Safeguarding courses should be booked as soon as you receive the Safeguarding Reminder email. Courses should be selected so that they do not clash with coaching, etc. It is your responsibility to ensure safeguarding certificates are up to date.
34. DBS renewals should be actioned as soon as you receive the DBS invitation email. It is your responsibility to ensure your DBS is in date.
35. Ensure you adhere to your job description and contractual agreements.

## F. Competitions

36. Always respect the authority of officials and their decisions. If you have concerns, address them respectfully and in the proper manner.
37. Treat all competitors and teams from other organisations with respect, whether in victory or defeat. Encourage members to demonstrate good sportsmanship and respect for others.
38. Ensure that the ratio of swimmers to Coaches/Team Manager/Chaperone whilst at Open Meets and Galas is correct.
39. Before leaving poolside for any reason, ensure there is the correct ratio of swimmers to Coach/Team Manager/Chaperone.
40. At the end of a competition or gala, ensure that all swimmers have been collected by parents.

## G. Safeguarding & Incidents

41. Ensure all swimmers aged 8 and under are directly received from parents and directly handed back to parents each side of training sessions. This should take place at the poolside entrance.
42. Coaches take full responsibility for swimmers from the moment they come poolside only. Changing area responsibility lies with the parent.
43. Always refer any child safeguarding concerns to the Welfare Officer, or appropriate authority, following the procedures outlined in Wavepower to ensure the safety and wellbeing of all swimmers.
44. Any complaints regarding volunteer or employed staff should be referred to the HR Manager/Welfare Officer. Contact details are on the website. These will be handled appropriately in line with contracts, the staff Handbook, disciplinary codes and Wavepower procedures.
45. Any accidents/incidents must be reported on a Club Accident & Incident form, available from [janette.smith@gcsc.co.uk](mailto:janette.smith@gcsc.co.uk). Accidents should also be attended by relevant pool staff where available, but in all cases a pool facility Accident/Incident form should be completed.

**Strive to be mindful of your actions, as negative behaviour can result in consequences: breaches of this Code of Conduct will result in disciplinary action against you by the Welfare Officer or Club Administrator. Any behaviour which may be a criminal offence will be reported to the police and any other relevant authority.**

