

# CONSTITUTION



FOUNDED 1979

October, 1992

CONSTITUTION

1. NAME: ALSAGER SWANS  
SWIMMING CLUB FOR THE DISABLED ( A.S.T.)
2. OBJECTS:
  - (a) To encourage, promote and teach swimming therapy and water safety for people with disabilities.
  - (b) To further the instruction of, and teaching by, the specialised method known as Halliwick Method.
  - (c) To do all such other lawful things as are necessary for the attainment of the above objects.
3. MEMBERSHIP: Anyone with a physical or mental disability, instructors, helpers, and their families and those who have interest in aiding the objects of the club. The Hon. Secretary shall keep a list of all members.
4. MANAGEMENT: and control of the Club shall be vested in a Committee, consisting of Chairman, Vice Chairman, Secretary, Treasurer, and not less than two, not more than ten other members.  
Four members of the Committee shall constitute a quorum.  
The Committee shall have the power to co-opt members as and when they deem it necessary.  
The Committee shall retire each year at the Annual General Meeting, when all officers shall vacate office. A new Committee shall be elected at the A.G.M.
5. GENERAL MEETINGS:

The Annual General Meeting shall be held in May each year, and written notification shall be circulated to all members. At the Annual General Meeting, members shall receive a report and accounts for the preceding year. Twenty five per cent of members shall constitute a quorum at any general meeting.

A Special General Meeting may be called at the request in writing of not less than twelve members of the Club, within six weeks of the said request.

Every member attending a General Meeting shall have one vote at that

meeting.

The Chairman shall, if there is an equality of voting, have a second or casting vote.

6. FINANCE:

The Financial Year shall end on 31<sup>st</sup> March.

The Hon. Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited at the Annual General Meeting.

The Bank Account shall be in the name of the Group and withdrawals shall be made on any two of the following signatories:-

Chairman:

Treasurer:

Secretary:

An Auditor shall be appointed by the Committee to audit the accounts of the Club.

The Funds shall be devoted solely to the furtherance of its objects.

7. DISSOLUTION:

The Club may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Club, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Club but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Club as the Club may determine and if any in so far as effect cannot be given to this provision then to some other charitable purpose.

8. CHANGE OF CONSTITUTION:

Alteration to this Constitution shall receive the assent of two-thirds of the members present and voting at the Annual or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Secretary of the Club at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed: Provided that no alteration to clause 2, clause 7 or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made

which would have the effect of causing the Club to cease to be a charity on law.

9. PROPERTY:

An Inventory of the Property of the Club shall be kept by the Secretary.

10. INSURANCE AND SAFETY:

The Club should obtain a medical certificate before allowing any swimmer into the water. In addition, swimmers must notify any change in medical condition.

The Club should accept any safety requirements imposed by legislation, the local authority, or the pool management.

The Club must carry public liability insurance in accordance with indemnity equal to that provided by any policy made available by the Association of Swimming Therapy.

11. Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final until the next A.G.M.

SUPPORTING DOCUMENTS  
TO BE READ IN CONJUNCTION  
WITH THE CONSTITUTION OF  
THE ALSAGER SWANS SWIM  
CLUB(REG.CHARITY 1015492)



Alsager Swans wish to acknowledge the Halliwick Association of Swimming Therapy organisation(to which the Swans belong to) as the author of the documentation and to CVS(Cheshire East) for their help in compiling the following guidelines.

- 1.Club application membership form
- 2.Club Volunteer application form
- 3.Equal Opportunities Policy
- 4.Induction policy and procedures.
- 5.Volunteer policy
- 6.Protection of vulnerable persons policy
- 7.Code of Good practice policy
- 8.Code of Good practice – Confirmation form
- 9.Policy on physical contact
- 10.Policy on dealing with disruptive behaviour
- 11.Anti-bullying policy
- 12.Assessment of a swimming pool facility
- 13.Assessment of an individual swimmer
- 14.Handling profiles

## 15. Record of accidents



# Swimming therapy for everybody

## APPLICATION FOR MEMBERSHIP

Information given on this form will only be passed to those persons within the Club who need to know.

FULL NAME

DATE OF BIRTH

HOME ADDRESS

POST CODE

TELEPHONE NUMBERS: DAY

EVENING EMERGENCY

### EMERGENCY CONTACT DETAILS

Have you any of the following? (PLEASE TICK BOX)

YES

NO

COMMENTS

VISUAL DIFFICULTIES

HEARING DIFFICULTIES

FITS - EPILEPSY

HEART CONDITION

HIGH BLOOD PRESSURE

ASTHMA - BRONCHITIS - BREATHING DIFFICULTY

NERVE OR JOINT PROBLEMS

BALANCE PROBLEMS - DIFFICULTY WITH MOVEMENT

SKIN PROBLEMS

BRITTLE BONES

DIABETES

HAEMOPHILIA

ARE YOU A WHEELCHAIR USER?

DO YOU USE A WALKING AID?

Please list medicine being taken

Do you have clinical diagnosis? What is it?

Any other relevant information or special considerations -  
e.g. continence appliances

Do you require assistance - in the changing room  
at the poolside





RELEVANT SKILLS

e.g. swimming awards, teaching skills, first aid, previous experience

I consent to the Alsager Swans Swimming Club seeking medical information from any doctor who, at any time, has attended me concerning anything that affects my physical or mental health.

FULL NAME

DATE OF BIRTH

PLEASE NOTE: Parent or guardian must sign for anyone under the age of 18

THIS SECTION TO BE COMPLETED BY A MEDICAL PRACTITIONER

I agree that this application form has been filled correctly and that the applicant may take part in an organised swimming activity.

MEDICAL PRACTITIONER'S NAME

ADDRESS

TELEPHONE

RECOMMENDED DATE FOR REVIEW (IF NECESSARY)

SIGNATURE

DATE

OPTIONAL EXTRAS

Whilst the Club is affiliated to the Halliwick Association of Swimming Therapy, which is an expert body in teaching people with disabilities to swim by the Halliwick Method, we are unable to accept responsibility for loss or damage to a person or their belongings. Members joining must abide by the rules of the Club.

Information regarding name, address, telephone number and date of birth may be kept on a word processor.

This information will only be used by Officers of the Club. If you object to this information being stored in this way please inform the Secretary.

Please return this form to:

I agree to this form being stored in your records.

SIGNATURE

DATE

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# Swimming therapy for everybody

## VOLUNTEER APPLICATION FORM

FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

TELEPHONE NUMBERS: DAY \_\_\_\_\_

EVENING EMERGENCY: \_\_\_\_\_

EMERGENCY CONTACT DETAILS \_\_\_\_\_

(PLEASE TICK BOX)

I would like to assist with a swimming role

YES

NO

I would like to assist with a non-swimming role



What key skills do you possess that will benefit the club? \_\_\_\_\_

Where did you hear about Alsager Swans? \_\_\_\_\_

I agree to this form being stored in your records.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please be aware, it is standard procedure to undertake a Criminal Records Bureau check on every volunteer.

We also require the name, address, telephone number or e-mail address of a suitable referee.

FOR OFFICE USE ONLY

### CRIMINAL RECORDS BUREAU CHECK

crb check undertaken \_\_\_\_\_

date sent \_\_\_\_\_

date clearance received \_\_\_\_\_

## Equal Opportunities Policy

Alsager Swans Swimming Club aims to be an equal opportunity organisation.

The club recognises the diversity of our community and the problems of intentional or unintentional discrimination that can exist in society. It is committed to tackling discrimination on the basis of race, ethnicity, gender, sexual orientation, social class, criminal record class, religion or disability.

Requests for volunteers may contain encouragement to specific applicants regarding essential or minimum requirements and desirable skills. Alsager Swans Swimming Club aims to encourage volunteers to develop their potential, therefore access to requisite training programmes and opportunities for development are available to volunteers without discrimination.

This equal opportunities policy is a valuable and on-going process, and will be monitored and evaluated regularly to ensure its effectiveness and relevance to the community it serves.

As a private Club, the Committee has the right to exclude from the affiliated Club, any person who breaches the rules or by their behaviour disrupts the smooth running of the Club.

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## Induction Procedure For New Members

- Introduce to current club members
- Show around changing rooms
- Show equipment and aids
- Ask what their specific needs are
- Go through the application form
- Stress the need for a medical signature
- Give them a club leaflet
- Inform them of subscription rate
- Remind them of the club website
- Invite to pool side and watch session
- Have they any questions?
- Look forward to seeing them next week
- Remind them to bring completed form

## 1) Introduction

CVSCE recognises the significant and valuable role that volunteers have in creating, implementing and enhancing our services and believe that volunteering should be a worthwhile and rewarding experience for volunteers. We intend to encourage, develop and support volunteer involvement in our work.

For the purpose of this policy, a volunteer is a person who does voluntary work on our behalf, with voluntary work defined as:

*“ Any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment”* (helping out Survey volunteering England 2007).

Within CVSCE, volunteers serve on our management committee and help with the delivery of our services. Volunteers undertake supplementary and supportive tasks, complementing and not replacing the work of paid staff.

CVSCE believes that our relationship with our volunteers is one of mutual responsibility and commitment within which CVSCE and our volunteers both have rights and responsibilities. We hope that volunteers will enjoy their involvement and gain from it in terms of their own personal objectives. We expect staff at all levels to work positively with our volunteers and, where appropriate, actively seek to involve them in their work, complying with the procedures detailed below,

## 2) Purpose and Advantages of adopting a Volunteer Policy

This policy presents CVSCE with a framework of best practice and procedures, which we will follow when recruiting, selecting, managing and supporting volunteers.

The policy will:

- recognise the respective roles, rights and responsibilities of volunteers and CVSCE
- establish clear principles for the involvement of volunteers
- give a framework for recruiting and supporting volunteers including people from underrepresented groups
- commit CVSCE to identify and adequately meet the financial and personnel costs of the volunteer programme and to support volunteering through funding and other forms of help
- recognise the contribution all its volunteers make in a range of ways

## 3) General

In involving volunteers we will be guided by the following principles of good practice:

- Volunteers receive specific role descriptions and volunteer agreements, ensuring they have clear expectations of their role.
- Volunteers have a named person as their main point of contact and are provided with regular supervision to consider progress, and discuss any concerns.
- Training and support will be offered to volunteers

- We ensure that volunteers feel part of the organisational structure by enabling them to contribute to our on-going development by attending staff information sessions and events
- Information given to volunteers, and forms they are asked to complete, are clear and easy to understand
- Volunteers are reimbursed for out of pocket expenses
- Within resources currently available, CVSCE will try to meet additional equipment or support needs to enable disabled people to participate fully as a volunteer.
- We aim to identify and solve problems at the earliest possible stage; procedures are in place to deal with complaints either by or about volunteers
- We do not regard volunteers as unpaid employees and do not expect volunteers to undertake inappropriate responsibilities or roles
- All staff and volunteers are expected and required to follow our Equal Opportunities Policy and treat each other and all visitors with respect and fairness
- Our Health and Safety Policy cover volunteers, and we take care not to expose volunteers to risks to their health and safety, and that of others: volunteers will have a member of staff on site with them at all times
- There is no formal/legal agreement between CVSCE and its volunteers. When volunteers give their time for a given number of hours, this is entirely at their discretion
- We will update our guidance in line with relevant changes in either law or in the scope of volunteer roles

#### 4) Identifying Volunteering Opportunities

If a member of staff identifies a new voluntary opportunity, they should, discuss the proposal and its implications, in terms of resources and support, with their line manager. A Volunteer Role Description will then be drawn up by the member of staff, who will be the main contact for the new role (named supervisor) with support from the Volunteer Centre Manager.

##### a) Volunteer Role Description

Volunteer role descriptions ensure volunteers are clear as to what is required and expected of them and will minimally include:

- The volunteer's role title
- A list of tasks and responsibilities
- Times/days and location of volunteering activity
- Skills/experience that are required/desired/essential
- Whether the role is anticipated to be short term or ongoing
- The person who will be their main contact

For some roles it may be possible for the volunteer to "build on" certain tasks once their confidence and experience has grown.

#### 5) Recruitment

The recruitment process for volunteers will help establish whether potential volunteers and CVSCE meet each other's interests and needs. The process will include an informal interview, an application form and taking up of references, and will be in line with CVSCE's Equality and Diversity Policy and current legislation.

We will use a variety of approaches to ensure we recruit volunteers that are representative of the community and the people who use our services.

#### 6) Selection

The selection process for volunteers interested in volunteering for CVSCE will include

- attendance at an introduction to CVSCE session where they will learn about CVSCE and be given specific information on the volunteer role/s
- completing a volunteer registration form with two referees



- an interview with the named supervisor with support if necessary from the Volunteer Centre Manager

References will be accepted from suitably qualified people, who do not need to have been former employers, but should not be close relatives. Two references are required and no volunteer will commence a placement until both are received and are satisfactory. Any prospective volunteer, for whom this may prove a difficulty, should seek advice from the Volunteer Manager.

Where a volunteer role requires a volunteer to undergo a Criminal Records Bureau (CRB) check, if the volunteer has completed one within the previous 3 calendar months, we will not ask them to complete a further check but will request to see the original notification.

Having a criminal record will not necessarily be a bar to anyone who applies to be involved with our work and only relevant convictions will be taken into account when considering a prospective volunteer's application.

At any point in the selection process, if a potential volunteer is considered unsuitable for a role, CVSCE will explain their reasons to that volunteer

## 7) Induction

All volunteers will receive an induction, determined by the Volunteer Centre Manager and the named supervisor, which will be in keeping with the duration and nature of the volunteering activity.

All volunteers will have a named supervisor who shall be responsible for:

- Providing the volunteer with a written description of the volunteering role outlining specific and general tasks, responsibilities and who they will report to
- Ensuring that volunteers are aware of their agreed responsibilities with regards to confidentiality. Volunteers are bound by the same requirements for confidentiality as paid staff
- Organising a planned induction to the organisation, ensuring volunteers are aware of the Volunteers' Information File which contains policies, procedures and forms
- Ensuring volunteers have adequate work space, equipment and services necessary to perform their tasks effectively and safely.
- Arranging a short, trial period during which volunteers will receive training, support and feedback, including the chance for them to feedback their views and concerns. At the end of the trial, if it is decided that the volunteer is not best suited to the needs of CVSCE an alternative voluntary role may be suggested and support will be given to find this. It is hoped that, if a volunteer considers a volunteer role does not fulfill their requirements, they feel able to withdraw their help without fear of embarrassment.
- Making up and maintaining a confidential file for the Volunteer. The file will be held in a secure manner in compliance with the Data Protection Act. The file should contain the application form, references, the volunteer agreement, induction record, record of the dates, times and activities undertaken, supervision record, training record and emergency contact details.
- Providing on-going support including one to one meetings on a regular basis

## 8) Volunteer Agreement

All volunteers will sign a Volunteer Agreement, which outlines the voluntary arrangement between the volunteer and CVSCE. It will also be signed by the CVSCE employee who will be the designated supervisor for the volunteer. It is binding in honour only and is not intended to be a legally binding contract of employment. This agreement is intended to be flexible enough to take account of changes in a Volunteer's circumstances or in the requirements of CVSCE.

## 9) Volunteer Expenses

CVSCE believes that no one should be at a financial disadvantage, through volunteering their time on a freely chosen basis, and is committed to meet, within resources available, reasonable out-of-pocket expenses incurred by our volunteers.

These will include:

- Travel between home and place of volunteering activity. This includes public transport or a mileage allowance. If traveling by public transport, the ticket must be retained, by way of a receipt. If the volunteer is using his/her own transport, a record of all mileage must be kept.
- The mileage allowance paid will be concurrent with the general CVSCE staff mileage allowance. If a journey is in excess of 15 miles (round trip) volunteers are required to check the arrangements with the Volunteer Centre Manager beforehand. Volunteers, claiming this allowance, must notify their motor insurance company and ensure their policy specifically includes "business use".
- Car parking charges. The car park ticket must be retained, by way of receipt.
- If working longer than five hours in any one period, a subsistence allowance to a maximum of £3.50, will be paid. Receipts for items purchased must be retained.

Claims for expenses should be made on a CVSCE Volunteer Expenses Claim form and are paid retrospectively.

## 10) Problem solving

In any organisation, problems can sometimes occur and whilst it is hoped that this will not be the case, if there are any concerns volunteers should in the first instance speak to either their named supervisor, the Volunteer Manager or the Volunteer Development Manager who will try and resolve the matter informally.

If the matter remains unresolved, reference will be made to the Problem Solving Procedure for volunteers, a copy of which is in the Volunteer's information File. All complaints will be dealt with within 10 working days and treated in a confidential manner.

Volunteers will not be subject to CVSCE disciplinary procedures nor have access to CVSCE grievance procedures, both of which are for employees only.

If there are concerns about the conduct or performance of a volunteer, their supervisor should investigate to find out what is happening. This includes talking with the volunteer concerned. If conduct or performance is unsatisfactory, the volunteer should be informed that s/he will be offered 'special guidance' for a period. The object of 'special guidance' will be to encourage improvement. If a volunteer does not meet our standards of performance or the steps we have taken to encourage them to improve do not work, the volunteer will be offered more suitable voluntary activities. If behaviour, which in CVSCE's view, is equivalent to gross misconduct has occurred, then the volunteer activity will be terminated immediately.



## 11) Ending Involvement

Although both CVSCE and a volunteer can end their volunteering arrangement at any time and without any notice, unless there is an emergency or misconduct, CVSCE will aim to give a volunteer at least 2 weeks notice, hoping that they will offer the same to us.

The decision to ask a volunteer to leave will be a last resort. It might not be possible to keep a volunteer, for reasons nothing to do with the person's performance, due to, for example, a project ending. It may be necessary ask a volunteer to leave due to, for example, poor performance, misconduct, attendance irregularities, CRB issues or criminal convictions.

Every effort will be made to ensure that the reasons for ending an involvement are clarified, recorded and shared with the volunteer. Where a specific volunteer role within CVSCE has proved not to be suitable for a particular person, the Volunteer Centre Manager or the Volunteer Development Manager will assist them to explore other options.

At the end of a volunteer's time with CVSCE their views and experiences will be captured in an exit questionnaire.

This will gather information on the following areas:

- Their "highs and lows" whilst volunteering with us
- Their views on the training and support they were offered or received during their time
- Feedback on how the volunteer performed

## 12) References

If asked, either during a volunteer's time with us or when it ends, we will supply a reference, based on a volunteer's service with CVSCE, indicating the skills and knowledge acquired as well as personal qualities observed.

## 13) Insurance

CVSCE Volunteers are covered by its Employers and Public liability insurance policies.

CVSCE is responsible for the actions of its employees / volunteers in the course of their duties and will take all reasonable precautions to prevent or minimise accident, injury, loss or damage.

## 14) Monitoring and Review

It will be the responsibility of the Volunteer Centre Manager to ensure that the Volunteer Information File is in accordance with current legislation, best practice in relation to managing and supporting volunteers, and the Local Compact for Cheshire East.

Volunteer's name:		Start date:
Named Supervisor		
<b>Activity</b>	<b>Date</b>	<b>Comments</b>
<b>Checks and introductions:</b>		
Agree days/times of volunteering sessions and length of trial period		
Ask volunteer to complete contact details form		
Introduce other team members		
Discuss the contents of the Volunteer Information File		
Arrange a date/time for next volunteering/induction session		
<b>General information: Explain</b>		
<ul style="list-style-type: none"> <li>• where the toilets are</li> <li>• where you can make drinks (tea/coffee)</li> <li>• how to use phone, photocopier, computer etc</li> <li>• how to claim volunteer expenses</li> </ul>		
<b>Health and safety: Explain</b>		
<ul style="list-style-type: none"> <li>• signing in/out procedures</li> <li>• the fire alarm and procedures</li> <li>• the fire exits and meeting points</li> <li>• the accident book and first aid box</li> <li>• the no smoking policy</li> <li>• necessity of being aware of health and safety risks</li> </ul>		
<b>Training: Discuss</b>		
<ul style="list-style-type: none"> <li>• training the volunteer may need to carry out their role</li> <li>• training which might be of general interest to the volunteer</li> </ul>		
<b>Introduction to their role: Talk to the volunteer:</b>		
<ul style="list-style-type: none"> <li>• and agree on their main tasks as specified in their role description</li> <li>• about how they will do their tasks</li> <li>• how to record the hours they do for XXXXX</li> <li>• about the standards expected</li> <li>• about Volunteer Support &amp; Supervision Procedures</li> <li>• about XXXXX policies and procedures and ensure the Volunteer understands them</li> <li>• about the volunteer agreement</li> <li>• and arrange for Disclosure and Baring Service check (if required for role/ not already carried out)</li> </ul>		
<b>Sign the volunteer agreement</b>		

XXXX = ALSAGER SILANS



## 4 PROTECTION OF VULNERABLE PERSONS POLICY

Policy on Protection of Vulnerable Children changed to Protection of Vulnerable Persons for 'Safe to Swim Booklet' 2004

### Halliwick AST believes that: -

- Children and vulnerable persons are to be respected, cared for and valued as individuals.
- Children and many others are vulnerable and as such need protection
- The welfare of children and vulnerable persons is paramount and any allegations of abuse will be taken seriously and appropriate action will be taken.
- Through 'Safe to Swim', recruitment procedures and supervision of helpers, will seek to ensure the suitability of all those who give their time to Halliwick AST in whatever capacity.
- To safeguard children, vulnerable persons and helpers it is expected that all who volunteer their time will do so in accordance with the Home Office guidelines.
- Through the recruitment and supervision of helpers, it will seek to ensure the suitability of all those who come into contact with children and vulnerable persons
- To safeguard both children, vulnerable persons and helpers, everyone should challenge bad practice, be watchful of one another and report through official lines any serious concerns they have about an individual or an individuals practice.

### Duty of Care

Voluntary workers have the same duty of care as people in paid employment.

- 1 To protect vulnerable persons
- 2 To establish good practice in clubs
- 3 To give parents and carers confidence in the club.

### How is this achieved?

- 1 All club members should adhere to a Code of Good Practice (See next page)
- 2 Club management must endeavour to select appropriate people as new helpers.
- 3 The Policy itself does not provide protection. It is how members implement the Policy that is important.



## 4 i Code of Good Practice

A Code of Good Practice should be brought to the notice of every helper and, where possible, should be displayed in a prominent place.

14. Every club, school, establishment, affiliated to Halliwick AST, should adopt a policy and procedures in order to safeguard the welfare of children and vulnerable persons. For this reason the club should appoint 2 Responsible Persons as Protection Officers. They will be responsible for dealing with all documents relating to protection with strict confidentiality. The Protection Officers should be conversant with this publication.

14. The activities of every session should be planned so as to minimise the situations where abuse of children may occur.

- Arrange that no helper is left alone with a child or vulnerable person where someone else cannot see his or her activity. This may mean groups working within the same large pool or, if in adjoining pool areas, with sufficient people to observe the session.
- Helpers should not meet with children or vulnerable persons when they are alone. Ensure a parent or other adult is available to be with you.
- There should always be a minimum of two adults working in a group and sharing responsibility.
- Never take a group of children off the pool area without a minimum of two adults.
- Transport should be arranged that complies with current legislation on transporting children.
- Respect and understanding must be shown for the rights, safety and welfare of all members. Physical support with minimal body covering is an integral part of Halliwick in one to one and group situations.
- The type of support being used must be explained to the swimmer and/or carer, why it is being used and their consent obtained.

3 There should be a system whereby children and vulnerable persons may talk with an independent person.

- The name and contact number of a qualified person should be available and everyone should be made aware of this facility should they ever need it
- The number of Childline is 0800 1111 and NSPCC 24 hour free Helpline is 0800 800 500. These and numbers of similar independent organisation should be readily available.

4 The club must ensure that Children and Vulnerable Persons Protection procedures are being applied. All members must be made aware of the Protection Policy procedures to be followed in the event of abuse suspected or actually taking place.

DBS

5 All new volunteers to apply to the ~~CRB~~ for a disclosure (formerly known as Police Checks) to be carried out

14 Clubs must provide training in all aspects of protection awareness. The publication "Safe to Swim" will provide all the information needed. When training has been given, helpers should be fully aware of the actions to be taken.

14 All helpers should have clear roles and know what is expected of them.

- Abuse may be concealed where there is confusion among adults around roles and responsibilities.

14 There should always be a person available on the side of the pool to "supervise" a session as a means of protecting children and vulnerable persons.

- A person on the poolside has more opportunity to see what is happening in the pool.
- Regular meeting opportunities should be made for helpers to review activities, plan their work, share experiences, receive training and talk about their relationship with swimmers
- Group leaders should be able to observe the supports of other instructors.

9 References should be obtained for all volunteers

- References must be kept securely filed.
- References are confidential documents but may need to be seen at a later date should the need ever arise for an investigation.

10 Explore all applicants' experience of working or contact with children and vulnerable persons before allowing them to have contact with them or coming into the pool setting.

- Their experiences should be discussed with them
- If there are any doubts about a helpers' suitability, await references before allowing to work with children and vulnerable persons.

11 Ensure prospective applicants have no criminal convictions

- All situations which involve children and vulnerable persons are exempt from the Rehabilitation of Offenders Act 1974.
- All convictions must be declared

12 Follow the guidelines on how to deal with the disclosure or discovery of abuse.

- All helpers should be aware of the procedures for dealing with alleged abuse.
- Any concerns should be explored immediately.
- After 3 months all new helpers should be able to demonstrate a knowledge of the procedure for dealing with disclosure.

13 All helpers should be conversant with the 3 sections of Safe to Swim.

14 Helpers will only be accepted to work with children and vulnerable persons following a successful probationary period.

**A Code of Good Practice should be available to every helper and they should sign to say they have seen and read it. It should then be put into practise and be seen to be practised.**



### 4.ii Code of Good Practice – Confirmation Form

I have been given a copy of the Code of Good Practice and confirm that I have read and understood it

Signed.....

Print name.....

Club / School.....

Date.....

I do not understand the Code of Good Practice and would like it explained to me

Signed.....

Print name.....

Date.....

I confirm that I have gone through and explained the Code of Good Practice and am satisfied that s/he now understands it.

Signed.....

Position in Club / School.....

Date.....

Signed and confirmed - helper.....

Date.....

A copy to be kept by the Protection Officer.

For further information on Protection of Vulnerable Persons see Halliwick AST Publications booklet "Safe to Swim" 3rd edition

## Policy on Physical Contact

Physical contact is an essential aspect of using the Halliwick Concept and the acceptance of this contact must be seen by both parties as a privilege.

To guard against any misunderstanding both the swimmer and the instructor should know what support is appropriate for Halliwick activities. By joining a Halliwick session, the swimmer is deemed to accept this degree of contact. If the instructor thinks it necessary to deviate from the support usually advocated, he/she must first gain the permission of the swimmer, and discuss the problem with the Chief Instructor and Training Instructor as soon as possible.

The swimmer or carer must be encouraged to say if they find a particular support unacceptable.

### Acceptable supports

Both the instructors and the swimmers hands should be flat. This gives the maximum area of contact, aiding balance, and discourages gripping.

Support is often given with the instructor's hands either side of the swimmer's pelvis. For ease, this is referred to as hands on hips, though it is not technically on the hip joint.

#### Vertical support - Facing Swimmer

- 1 Full support. Instructor's hands on swimmer's shoulders. Swimmer's hands on instructor's shoulders
- 2 Hands on elbows / forearms
- 3 Hands on hands
- 4 Instructor supports either side of the swimmer's hips for some activities

#### Vertical - Behind Swimmer

i Hands at either side of swimmer at hips, fingers pointing towards the toes. In some activities, there may be some body contact. Keep this to a minimum.

ii Hands on hands

This support is sometimes required, but has the effect of restricting the swimmer's own control of vertical balance. Ensure that the swimmer's hands are forward of their body, i.e. in the normal 'chair position'. This may necessitate the instructor's body being very close to, or making contact with, the swimmers.

#### Support in a Back Float

Hands at either side of swimmer at hips, fingers pointing towards the toes.

#### Support for longitudinal rotation.

Face the swimmer. Support either side of hips. Take care that the fingers are not intrusive.

#### Straddle support

This method of support is rarely needed, but is very useful in certain circumstances. The swimmer's permission must be obtained and the chief instructor consulted. The instructor must ensure there is the maximum distance between the two.

This policy was written by Hull Optimists Swimming Club





## Policy on dealing with disruptive behaviour

Disruptive behaviour can be defined as any behaviour likely to interfere with the learning or well-being of the individual displaying the behaviour, or of other club members.

The behaviours we are likely to encounter at the pool are undue noise such as screaming, being over boisterous, splashing, throwing equipment and refusing to cooperate.

We aim to reduce such episodes to a minimum by organising a well-structured, interesting lesson.

If we know what triggers the behaviour e.g.

- Fear
- Boredom
- Dislike of an activity
- Personality clash

then preventative action can be taken and any planned response can be discussed with carers and helpers.

Any behaviour is perpetuated only if it is rewarded in some way and the key is to find out what that reward is. It may be attention seeking behaviour. In theory, this should be easy to deal with, just withdraw the attention.

An example is where a swimmer refuses to join in a pool session and remains on the steps. By trying to persuade the swimmer he/she may get a great deal of attention from several different people. The solution is to give only the minimum observation to maintain safety and to show more interest in other swimmers.

It is more difficult when the behaviour is injurious in some way and a short spell of 'time out' may be appropriate. This may be either facing a corner of the pool, or being taken out of the pool. If this requires manual handling, then again the person is gaining attention and may be rewarding the very behaviour we are trying to eliminate.

It is important that there is a consistent response from all helpers. The safety of the individual, other swimmers and helpers is paramount and it may be advisable to undertake a risk assessment prior to the swimmer attending again.

This policy was written by Hull Optimists Swimming Club



## 8 Anti-bullying Policy

Bullying is behaviour which hurts, frightens or threatens an individual. This could be physical, psychological, verbal or emotional and the effects can be longstanding. Bullying can be carried out over a period of time by individuals or groups against anyone of any age or gender. THIS BEHAVIOUR IS UNACCEPTABLE. In order to create a happy, safe and secure swimming and club environment for all members of the club, it is essential to ensure that bullying in any form is not tolerated.

We expect all club members to support the Club Committee in dealing with any bullying and or aggressive behaviour.

### AIMS

- 1 To ensure that the ethos of the Club promotes a respectful, caring and sympathetic attitude toward the welfare of all Club members.
- 2 To prevent unacceptable, aggressive behaviour.
- 3 To recognise that the prevention of bullying at an early stage is part of the Club Committee's responsibility
- 4 To ensure that all Club members feel secure in reporting incidents to the Committee.
- 5 To deal with any bullying incidents promptly, fairly and appropriately.
- 6 To ensure that all parties involved are notified of incidents and actions taken at the earliest opportunity.

A member of the Committee shall be appointed to investigate any reported cases of bullying.

He/she shall report to the Committee the results of the investigation. A decision on any action needed will be taken by the Club Committee.

This is based on the policy written by the Executive Committee of the National Association of Swimming Clubs for the Handicapped (NASCH)

## 6 ii Assessment of a Swimming Pool Facility for use by a Swimming Club for Disabled People

If a risk is noted, give a description on the next line. Use back of sheet if necessary

↑ Score 1 to 10

1 = no risk

10 = high risk

	Ω	Action to be taken to reduce the risk
Access into the building		
Corridors width & corners		
Doors width & ease of opening		
Changing cubicles		
Toilets		
Showers		
Access to poolside		
Pool surrounds		
Edge of poolside		
Access to water (hoist, ramp etc.)		
Pool floor		
Pool sides rail, gutter etc.		
Water temperature		
Other		

Date.....

Name.....Signature.....

### 6 iii Assessment of an Individual Swimmer

Ω Score 1 to 10

1 = no risk

10 = high risk

Name of Swimmer ..... Date .....

Does the task involve	Ω	Action to be taken to reduce the risk
Strenuous pulling/pushing a chair?		
Stooping low to change or dry?		
Moving from wheelchair for changing?		
Assisting to toilet?		
Assisting to poolside?		
Lifting on/off the floor?		
Carrying distances?		
Assistance with entries and exits?		
Other manual handling? (specify)		
<b>The swimmers mobility/self-help problems</b>		
Is there a weight problem?		
Unable to assist with changing?		
Unable to weight bear?		
Unable to achieve balanced sitting?		
Unstable or difficult to hold?		
Uncooperative or unpredictable?		
<b>Working environment – consult the pool assessment and list any relevant factors</b>		
Helpers capability does the task		
Require specific strength/mobility?		
Frequent/prolonged physical effort?		
Hazard those with joint problems?		
Hazard those who are pregnant?		
Require team work?		
Require additional training?		

Date.....

Name..... Signature.....

## 6 v Handling Profiles

All swimmers have a preference in the way they are given assistance at the pool. Handling profiles are written documents that identify any risk to a swimmer or helper.

Swimmers and their carers can assist with drawing up the profiles, which are an effective way of recording likes and dislikes in the dressing routine.

Many schools and care agencies use handling profiles and it may be possible to adapt a client's existing profile for use at the poolside.

The information should be available to anyone who gives assistance to the client and periodically reviewed especially if the clients condition changes.

For further information on Manual Handling see Halliwick AST Publications booklet "Guidelines to Manual Handling" 3<sup>rd</sup> edition



## 6 vi Record of Accidents

Name of Injured / Sick person

Date of Accident

Event

Details of Accident

Details of injury(s) sustained

Time of accident

Name(s) of Witness(s)

Action taken

Treatment given / Referral

Name of medical Person responsible

Hospital / Medical Centre attended

Parent / Guardian informed

Post accident outcome

Signature of Chief Instructor / First Aider

Signature of Injured person / Representative