

**Parent Volunteer Code of Conduct**

Grantown Swim Club operates a code of good practice for all volunteers in the club and is designed to be used together with the Club’s child protection policy

* Look after the children
* Look after yourself
* Make swimming safe

Club Child Protection Officer:

Name: Aileen Smith

Telephone: Check website

Good Working Practice:

* Do work in an open environment
* Do be an excellent role model
* Do respect personal privacy
* Do listen
* Do encourage young people and adults to talk about behaviour that makes them unhappy or uncomfortable
* Do involve parents/ carers whenever possible
* Do be sensitive to people's likes and dislikes
* Do challenge unacceptable behaviour and language
* Do treat all people equally: with respect and dignity and putting their welfare first before winning  Do report all allegations and suspicions of abuse
* Do follow guidelines for use of photographic filming equipment at events
* Do not to be under the influence of alcohol, drugs or abusive substances

Practice to be avoided:

* Avoid spending excessive time alone with a child away from others
* Avoid taking children to your home or in your car where they will be alone with you
* Avoid sharing a room with a child

Practice never to be sanctioned:

* Do not have unnecessary or inappropriate physical contact
* Do not have favourites
* Do not permit abusive peer activities (e.g. initiation ceremonies, ridiculing)
* Do not engage in rough, physical or sexually provocative games
* Do not make sexually suggestive gestures even in fun
* Do not allow allegations made by a child to go unchallenged, unrecorded

Safe Practice in unforeseen circumstances:

* If any of the following happen, you should report them immediately to another colleague and record, sign and date the details. Parents should also be informed.
* If you accidentally hurt a child
* If a child misinterprets your actions
* If you have to restrain a child

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**It is not your responsibility to investigate allegations; it is your responsibility to refer!**

If you suspect a child is being abused:

* Immediately tell your child protection co-ordinator
* Record, sign and date the facts and give a copy to your child protection co-ordinator
* Where possible ensure the child has access to an independent adult
* Ensure that no situation arises that could cause further concern

If a child tells you about abuse by someone else:

* Allow the child to speak without interruption, accepting what is said
* Take any allegation seriously
* Alleviate feelings of guilt and isolation, while passing no judgement
* Advise that you will try to offer support, but that you must pass the information on
* See steps 1-4 as in suspecting a child is being abused

If you receive an allegation about any adult or about yourself:

* Immediately tell your child protection officers or contact the SASA helpline
* Record, sign and date the facts and give the copy to your child protection officers
* Try to ensure no-one is placed in a position which could cause further compromise.

I have read and agree to abide by Parent Volunteer Code of Conduct

(Signature of parent volunteer)………………………………………………………….

(print name)…………………………………………………………………………….….

(date)……………………………..

**Policy Statement issued by Management Group on behalf of**

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