

CLOONARD WATERPOLO CLUB



Code of Conduct – Support Staff {2021-2022}

Support Staff should follow the points as below:

- Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or Club rules.
- Carry out your required duties for Swim Ireland, Region or Club understanding that the welfare of children is paramount.
- Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:
 - Create safe environment for young people
 - Provide adequate supervision for training sessions with attendance record being kept
 - Recruit volunteers/employees
 - Ensure safe induction and supervision of volunteers/employees
 - Ensure other activities follow procedures e.g. away trips
 - All required procedures contained in this document are adopted
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- Ensure complaints including rumours are not ignored, following the relevant procedures:
 - Recording all incidents
 - Reporting the incident/accident or injury
 - Informing the parent or guardian (if child involved)
- Maintain, revise and implement Club rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of noticeboards, etc.
- Inform Club Child Officer where a matter or problem arises relating to a child.
- Monitor with the Children’s Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.

Supporting Staff Position: _____

Signature: _____

PRINT NAME: _____

Date: _____