

Brighton Dolphin Swimming Club

Instructors Good Practice Guide

These guidelines must be followed by the entire club's teaching staff. They are taken from the *sports coach UK* booklet and the ASA guidelines on child protection. They are not exhaustive and represent the minimum standards required. Attendance at the appropriate child protection course to ensure full awareness of the issues involved should also be undertaken.

Remember, protect children from harm but also protect yourself from a situation that could give rise to allegations or suspicion.

- Always dress to project a professional image and enable you to be recognized as staff. Shorts, club T-shirts and poolside shoes are advised.
- It is unacceptable to consume or to be under the influence of alcohol or drugs when responsible for swimmers.
- Avoid situations where you and the swimmer are alone except in an emergency. You leave yourself open to allegations.
- Speak to the swimmer AND their parent about their views and get permission to do manual support in the water and on poolside. This includes 'helping', with arm/leg movements. Best avoid contact unless really necessary. With able bodied children it is very rarely required and can cause injury.
- Try and keep you hands above the water when in the pool with children.
- Don't allow any rough/sexually provocative games, or inappropriate talking or touching by you or other children
- It is often not just what is said that it is important, but how it is said. Never use foul language in front of swimmers. The changing rooms, toilet area or showers are not a suitable place to have conversations with children about their swimming.
- Don't criticize another instructor/official in front of the swimmers.
- Whenever possible, it is preferable that teachers / coaches do not use changing facilities at the same time as swimmers.
- Do not use or allow others to use mobile phones or camera equipment in the changing/shower areas.
- Younger children should be accompanied by a parent to the toilet or to see to their personal needs. If there is no parent available, then ideally two club officials should attend to the child's needs. Older children can go unaccompanied, but be aware if they haven't returned within a reasonable time.
- Report unusual or inappropriate behaviour to the club's chairperson or the welfare officer
- It is your duty to report "out of the ordinary behaviour" of other instructors. The welfare officer will decide on the next step if any.