

## **Devonport Royal Swimming Association**

### **Code of Conduct for Committee Members**

Committee Members are expected to

- At all times adhere to the Swim England Code of Ethics, Rules and Laws.
- At all times adhere to the Swim England Child Safeguarding Policy and Procedures.
- Adhere fully to the role and job description as outlined by the Association and never use that role to gain favour for yourself or any individual swimmer.
- Consistently display high standards of behaviour and appearance. This includes using calm and positive language when talking to swimmers, parents, coaches or volunteers.
- Treat all swimmers, parents, coaches and volunteers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
- Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
- Meet the Swim England commitment to Equality, Diversity and Inclusion.
- Treat all information of a personal nature about individual swimmers, parents, coaches and volunteers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Never encourage or condone swimmers, volunteers, officials or parents to violate to rules of the Association or the sport and report any violations appropriately.
- Refer all concerns of a child-safeguarding nature in line with the Association/Swim England safeguarding children policy as soon as possible.
- Please report all incidents/accidents as soon as possible to the Club's Safeguarding Officer, the General Secretary or the Chair Person.

As a member of the committee, you agree that:

Items on the agenda or minutes are occasionally referred to as 'part 2' or a member of the executive (chair, treasurer and general secretary) may ask for an item to be confidential. When any of these happen, you agree that these items will not be discussed outside of the committee.

Depending on your role you may have access to personal information of members such as their email address, home address, medical information, and all other data. This must be treated as confidential and only used for club purposes. No data can be stored on any device or written/typed or in any other form of storage without a specific reason. Once the reason has expired the data must be erased or destroyed eg shredding. One example is data being

taken to a gala so that contact details and health issues are available even if no Internet is available. When the team have returned the data must be erased and not kept for the next gala.

If any emails are to be sent to more than one member then normally use the database communication tool but when that is not possible use bcc to send to more than one email address.

Always observe the current Data Protection act (DPA)

By signing this document, you agree to uphold the above

Signed

Dated

If you prefer to sign electronically in an email, then please email the General Secretary with the subject "I agree to sign the code of conduct for committee members"

### **Equality, diversity and inclusion**

1. Swim England and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.
2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming. To this end the Association will not tolerate:
  - a. Discrimination on the grounds set out in 1 above.
  - b. Harassment.
  - c. Bullying.
  - d. Abusive or insensitive language.
  - e. Inappropriate behaviour detrimental to any individuals or groups of individuals.
3. Swim England and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the Sex Discrimination Act.

DRSA Code of Conduct for Committee Members

Updated on December 6<sup>th</sup> 2020 by Paul Russell, General Secretary