

Edinburgh Diving Club

The Royal Commonwealth Pool



VOLUNTEER CODE OF CONDUCT:

Edinburgh Diving 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 sport safe

Club Child Protection Officer:

Name: Jane |Ogden

Telephone: 07771 978 838 [cpo@edinburghdivingclub.org.uk]

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 abide by Scottish Swimming Social Media Guidelines
- Do not 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.

Sanctions: Breaches of the Volunteer Code of Conduct will be dealt with in accordance with Edinburgh Diving Club disciplinary procedures.