



Code of Conduct for Bangor SC Management Committee Members

- Be familiar with the Code of Ethics, Safeguarding Children Policies and Procedures 2010 or any subsequent issue, Swim Ireland rules and the operating procedure of the Club
- Ensure and approve the appointments of the Children's Officer
- Carry out your required duties for the Club with the 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 a safe environment for young people
 - Ensure the Codes of Conduct are in place for all involved
 - Provide adequate supervision for training sessions with an attendance record being kept
 - Recruit volunteers/employees ensuring vetting and training is completed
 - Understand and implement the complaints and disciplinary procedures
 - Ensure safe induction and supervision of volunteers/employees
 - Ensure other activities follow procedures e.g. away trips
 - Ensure all required procedures contained in the Safeguarding Children Policies and Procedures 2010 are adopted
 - Ensure complaints, including rumours, are not ignored and are dealt with appropriately, following the relevant procedures including
 - Recording all incidents and issues
 - Reporting the incident/accident or injury
 - Informing the parent or guardian (if child is involved)
- Keep and store securely all documentation with regard to meetings, correspondence and minutes of Committee meetings together with general meetings and treasurer's reports
- Set up, revise and implement rules in the best interests of the Club and Swim Ireland. 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. email, web posting, use of notice boards etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic discipline e.g. fun day out, fundraising
- Inform parents/guardians where a problem arises in relation to their child
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern Irish swimming, Swim Ireland or the (club committee) Club

- Respect the confidentiality of sensitive information discussed and/or held by the Club. This would constitute:
 - Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
 - Personal information
 - Information received in confidence by the Club.
 - Comply with relevant statutory provisions relating to access to information (e.g. Data Protection)
 - Confidential Information discussed by committee members i.e. (within committee meetings, phone calls and emails)
- Work to create and be part of an environment at meetings where all members can express their views freely and openly without fear of reprisal
- Committee members shall declare any conflict of interest prior to any discussion on the relevant topic and shall leave the meeting during the discussion and decision making on the relevant topic
- Share joint responsibility for decisions taken
- Avoid distancing oneself from decisions of the Committee
- Be loyal at all times to the Swim Ireland Board and fellow members of the Club Management Committee
- Avoid publicly criticising colleagues, volunteers or staff

Signed: _____

Role on (club committee) Club Management Committee: _____

Date: _____