



## North Wales Sub-Aqua Club Welfare Policy

### **Welfare Policy**

Members of North Wales Sub-Aqua Club are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time. By their presence on club premises or at club events or activities they are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted.

This Policy was formally adopted by the Committee on 8 January 2017.

### **All Members of North Wales Sub-Aqua Club will:**

- Respect the rights, dignity and worth of every person within the club.
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed.
- Display high standards of behaviour.
- Promote the positive aspects of SCUBA diving.
- Place the well-being and safety of children above the development of performance.
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual.
- Respect children's opinions when making decisions about their participation in SCUBA diving.
- Not smoke, drink or use banned substances whilst actively working with children in the Club.
- Not provide children with alcohol when they are under the care of the Club.
- Report any concerns in relation to a child, following reporting procedures laid down by the Sub-Aqua Association.

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### **Club Instructors and appointed volunteers should:**

- Have been appropriately vetted, if required, before taking on their role.
- Hold relevant qualifications and be covered by appropriate insurance.
- Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
- Develop an appropriate working relationship with young members, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young member's full consent and approval.
- Not engage in any form of sexually related contact or behaviour with a young player. The Sub-Aqua Association (SAA) adopts the Home Office guidelines which recommend the principle - "People in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care".
- Attend appropriate training to keep up to date with their role, especially that relating to the Safeguarding of children.
- Ensure that all contact with juniors is done via parents/guardians and not directly with the junior. This includes use of social media where any contact must be done on an open and transparent platform.
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Club reserves the right to take such action as it deems appropriate, including but not limited to asking the person responsible for the breach to leave the Club premises.
- Any disciplinary or complaint hearings in connection with a breach of these rules shall be dealt with in accordance with the disciplinary procedure as set out in the Club constitution or SAA Regulations as may be amended from time to time.

### **Code of Conduct for Young People**

North Wales Sub-Aqua Club is fully committed to safeguarding and promoting the well being of all its members.

North Wales Sub-Aqua Club believes that it is important that members, Instructors, volunteers and parents, carers or guardians associated with the club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the appropriate club committee member.

## North Wales Sub-Aqua Club Welfare Policy

**As a member of North Wales Sub-Aqua Club you are expected to abide by the following junior code of conduct:**

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural or ethnic background or religion.
- Members should keep to agreed timings for training and inform their Instructor or Diving Officer if they are going to be late.
- Members must wear suitable kit –appropriate protective equipment, appropriate clothing for the weather conditions – for training, diving or pool sessions, as agreed with the Instructor or Diving Officer.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

All parents should also note the following:

1) The SAA recommends that all drivers transporting children on behalf of the Club are appropriately qualified to drive and insured to provide such transport. North Wales Sub-Aqua Club cannot monitor this and it is the parent/guardians responsibility to ensure the child is transported in a safe manner to club premises or club training venues and to ensure that they are collected at the agreed time.

2) All parents should be aware that on occasions young people may have to shower in changing rooms containing adults such as pool sessions. The club policy is for adults to shower and change at different times within the facility as per the SAA guidelines. Parents should be aware that juniors and adults may have to share the same facility in diving centres and must raise any concerns or objections to the club.

3) North Wales Sub-Aqua Club will keep Membership Forms electronically. This information is collected at the registration process and includes emergency contact numbers and medical information. This information will be readily available for all Instructors and Committee Members as appropriate. North Wales Sub-Aqua Club will endeavour to ensure this information is kept safe and limited to those who need it.

4) All photographs etc. are regarded as “personal data”. The North Wales Sub-Aqua Club attempts to ensure that such data is processed in accordance with the principles within the Data Protection Act and within the SAA guidance on photography and video camera guidelines. Any parent that doesn't wish their child to be photographed and/or identified must make this known to an official of the club.

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5) All adults who work with children at North Wales Sub-Aqua Club, either as a volunteer or Instructor must be vetted for their suitability to work with children. Vetting Procedures include the use of the Disclosure and Barring Service (DBS) checks.

There is no cost to the individual and is handled through the SAA by the Club Secretary. All members who assist within junior diver training are encouraged to achieve this qualification. If there is any doubt as to whether this vetting is necessary then members must contact the Club Secretary for clarification.