

# Poseidon Lifesaving Club

## Code of Conduct for Committee Members July 2019

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**As a committee member, you have a responsibility to provide a safe and secure environment within the club. You have volunteered your time, effort, and you, and any other person working with you should abide by the Codes of Conduct.**

### **You should**

- Be familiar with the Club, Region and Royal Lifesaving Society UK safeguarding policies and rules and be familiar with the Ireland Children First Act 2015 (<https://www.rlss.org.uk/Pages/Category/safeguarding> <https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>).
- Appoint suitable qualified and recruited individuals to roles/positions ensuring all requirements are met
- Ensure all roles undertake a safe induction and supervision is in place for all
- Create a safe environment for young people
- Provide adequate supervision for training sessions with an attendance record being kept
- Understand and implement the complaints and disciplinary procedures, ensuring complaints (including rumours) are not ignored and dealt with appropriately.
- Ensure any activities, including away trips, are run appropriately and parent/carers consent is sought where required and for activities outside the lifesaving disciplines
- Ensure all required procedures contained in the Poseidon Lifesaving Club Safeguarding Policies are adopted and implemented
- Ensure all relevant legislation is adhered to and implemented
- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc
- Ensure effective communications with members through recognised means
- Inform parents/carers where a problem arises in relation to their child
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm Poseidon Lifesaving Club
- Respect the confidentiality of sensitive information discussed and/or held by Poseidon Lifesaving Club. This would constitute:
  - Commercially sensitive information
  - Personal information
  - Information received in confidence
  - Comply with relevant statutory provisions relating to access to information (e.g. Data Protection legislation)
  - Confidential information discussed by committee members e.g. within committee meetings, phone calls and emails
- Work to create and be part of an environment where members can express their views freely and openly without fear of reprisal

- Declare any conflict of interest prior to any discussion on a relevant topic
- Share joint responsibility for decisions taken and avoid distancing oneself from decisions of the committee
- Be properly recruited and supported in your role
- Have access to and attend required training for your role

By signing below, you are committing to abide by the above code of conduct. Any breach of this code of conduct will be dealt with appropriately and in accordance with Poseidon Lifesaving Clubs disciplinary process.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_