



# Alsager Swans Constitution

**November 2024**

## Constitution overview

- 1) Name Alsager Swans Swimming Club for the Disabled (A.S.T)
- 2) Objects
  - a) To encourage, promote and teach swimming therapy and water safety for people with a disability
  - b) To further the instruction of, and teaching by, the specialised method known as Halliwick Method
  - c) To do all such lawful things as are necessary for the attainment of the above objects
- 3) Membership

We aim to offer the opportunity to access and benefit from our objectives to anyone with a physical or mental disability as well as those who would benefit from water therapy , instructors, helpers and their families and those who have interest in aiding the objectives of the Club. The Chief Instructor shall keep a list of all members.
- 4) Management

Control of the Club shall be vested in the trustees and a Committee,, consisting of Chairman, Vice Chairman, Secretary, Treasurer, Chief Instructor and not less than two, not more than ten other members. Four members of the committee shall constitute a quorum.

The Committee shall have the power to co-opt members as and when they deem it necessary.

The Committee shall retire each year at the Annual General Meeting (AGM), when all officers shall vacate office. A new Committee shall be elected at the AGM.
- 5) General Meetings

The AGM shall be held in May each year, and written notification shall be circulated to all members. At the AGM, members shall receive a report and accounts for the preceding year. Twenty-five per cent of members shall constitute a quorum at any general meeting.

A Special General Meeting may be called at the request in writing of not less than twelve members of the club, within six weeks of the said request.

Every member attending a General Meeting shall have one vote at that meeting.

The Chairman shall, if there is an equality of voting, have a second or casting vote.
- 6) Finance

The financial year shall end on 31<sup>st</sup> March.

The Hon. Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited at the AGM.

The bank account shall be in the name of the Club and withdrawals

shall be made on any two of the following signatories:

Chairman, Secretary, Treasurer.

An Auditor shall be appointed by the committee to audit the accounts of the Club.

The funds shall be devoted solely to the furtherance of its objects.

The Finance Policy shall expand on this Constitution.

7) Dissolution

The Club may be dissolved by a Resolution passed by a two-thirds *majority* of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Club, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Club but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Club as the Club may determine and if any in so far as effect cannot be given to this provision then to some other charitable purpose.

8) Change of Constitution

Alteration to this Constitution shall receive the assent of two-thirds of the members present and voting at the AGM or a Special General Meeting. A resolution for the alteration of the constitution must be received by the Secretary of the Club at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed: Provided that no alteration to clause 2, clause 7 or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained: and no alteration shall be made which would have the effect of causing the Club to cease to be a charity on law.

9) Property

An inventory of the property of the Club shall be kept by the Secretary.

10) Insurance and safety

The Club should obtain a completed Swimmers Form before allowing any swimmer into the water or a completed Volunteer Form before allowing any volunteer into the water or a Parents/Carers Form before allowing any Parent/Carer into the water.

The Club should accept any safety requirements imposed by legislation, the local authority, or the pool management.

The Club must carry public liability insurance in accordance with indemnity equal to that provided by any policy made available by the Association of Swimming Therapy.

The Club should carry out a Risk Assessment for the pool area and surroundings at least every 12 months. This will normally be done by the

Chief Instructor and be approved by the Committee after the AGM.  
The Health and Safety Policy shall expand on this Constitution.

11) Other

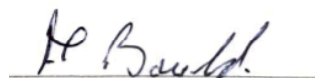
Policies and Procedure documents are working documents and, by their nature, should be reviewed and updated as required. All Club Policies and Procedures will be reviewed at least every **3 years** normally after the AGM.

Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final until the next AGM.

Alsager Swans wish to acknowledge the Halliwick Association of Swimming Therapy and to CVS (Cheshire East) for their help in compiling the following guidelines.

*This Constitution was ratified by the Alsager Swans Committee on*

**2nd November 2024**



Alan Bould, Alsager Swans Chairman

## TABLE OF CONTENTS

Club Rules	- Page 6
Normal Operating Plan	- Page 7
Emergency Action Plan	- Page 13
Anti-Bullying Policy	- Page 15
Complaints & Grievance Procedure	- Page 16
Equal Opportunities Policy	- Page 18
Financial Policy & Procedure	- Page 19
Health & Safety Policy	- Page 24
Policy on Dealing with Disruptive Behaviour	- Page 27
Policy on Physical Contact	- Page 28
Policy on Safeguarding of Children & Vulnerable Adults	- Page 30
Safeguarding of Children & Vulnerable Adults Code of Good Practice	- Page 32
Safeguarding of Children & Vulnerable Adults Procedure	- Page 35
Privacy & Data Protection Policy	- Page 37
Volunteer Policy	- Page 44
Conflict of Interest Policy	- page 45
Swimmers Form- Application for Membership	- Page 48
Volunteer Application Form	- Page 50
Parent/Carer Application Form	- Page 52
Medical Condition/Medication Update Form	- Page 54
Accident/Incident Form	- Page 55
Policies & Procedures 'sign off' Form	- Page 56
Safeguarding Procedure- Record of Concern Form	- Page 57
Safeguarding Procedure- Disclosure Form	- Page 59
Safeguarding Procedure- Witness Form	- Page 61
Photography & Videos Consent Form	- Page 63

## **Club Rules**

1. All Club members should do their best to ensure that everyone has a safe and fun swim session.
2. All Club members must follow the Alsager Swans Constitution, all Club Policies and Procedures and the Safeguarding of Children & Vulnerable Adults Code of Good Practice, If the safety of any individual is in doubt the Chief Instructor or deputy must be informed immediately.
3. All Club members should follow the Normal Operating Plan or the Emergency Action Plan, in the event of an emergency.

## Normal Operating Plan

This document is in addition to the Alsager Leisure Centre (ALC) Normal Operating Plan, or equivalent document. If there is any conflict between the information contained within this document and the information contained within the ALC document, or within any Club Policy or Procedure, then the documents take precedence in the following order:

1. ALC Normal Operating Plan, or equivalent document
2. Alsager Swans Policies & Procedures
3. Alsager Swans Normal Operating Plan

The Alsager Swans **Risk Assessment** forms part of the Normal Operating Plan.

### Swimming Pool Details

Alsager Leisure Centre, Hassall Road, Alsager, ST7 2HP

### Paperwork

#### Swimmers

All new swimmers, or their parent/carer/guardian on their behalf, must complete:

1. *Swimmers Form- Application for Membership*, before they are allowed to enter the water during a swim session.
  - Completion of the medical practitioner's section on the Swimmers Form is no longer a blanket requirement for all new swimmers, but maybe appropriate for some. As Alsager Swans are not medical professionals, the Chief Instructor reserves the right to request for this section to be completed if he/she feels that it is appropriate and may help to reduce risk to the Club.
2. *Medical Condition/Medication Update Form* needs to be completed and given to the Chief Instructor whenever a Club member has a change to the medical information.
3. *Parent/Carer Application Form* if the Swimmer's parent/carer will be coming into the water with them
4. *Photography & Video Consent Form for Swimmers & Volunteers*
  - form needs to be completed to either give consent to, or prevent, the use photographs and videos of Club members being used by Alsager Swans with the right to withdraw consent at any time

## Members

Must complete:

1. *Volunteer Application Form*, before they are allowed to enter the water during a swim session.
2. *Photography & Video Consent Form for Swimmers & Volunteers*

This form needs to be completed to either give consent to, or prevent, the use of photographs and videos of Club members being used by Alsager Swans with the right to withdraw consent at any time

3. *Volunteers & Committee members - Alsager Swans Policy & Procedures Sign off Form* to confirm that they have read, understood and will comply with all the required Clubs policies, procedures and other documents.
4. *DBS paperwork* - see below

## DBS & Application Procedure

DBS checking procedure will be carried out by a Protection Officer **or** a Committee member who has been designated with this responsibility. Club members who are required to have a **satisfactory DBS prior to being allowed to commence volunteering** or other roles are shown below

<b>Volunteers (e.g. instructors and any poolside volunteers)</b>
<b>Protection Officer and or Safeguarding Committee members</b>

### DBS certificate required

<b>Certificates must be Enhanced and must be for 'Child and Adult Workforce'</b>
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**All members requiring a DBS certificate must apply for a DBS check and this must be repeated every 3 years.** Alsager Swans will provide direction for the application and cover the costs.



## DBS Application Procedure

DBS application procedure is as follows:

1. Alsager Swans Protection Officer or Chief Instructor will instruct new members (e.g. volunteers, poolside staff and protections or safeguarding officers) that require a DBS that they **will be required to obtain a DBS specifically for Alsager Swans**. DBS certificates obtained at other organisations will not be acceptable and Alsager Swans is not using the Update Service.
2. The Protection Officer provides the member with their Unique Number. This can be issued via email or paper copy.
3. The volunteer must visit: [www.onlinecrbcheck.co.uk](http://www.onlinecrbcheck.co.uk) and complete the application.
4. Once the volunteer has completed the online application form, they should contact the Protection Officer to let them know. This allows the Protection Officer to complete their part.
5. 7-21 days after completing step 3, the Volunteer, member should show the Protection Officer **their original evidence documents** (details of these are provided online at [www.onlinecrbcheck.co.uk](http://www.onlinecrbcheck.co.uk))
6. Once the member has received their DBS certificate, they must **show the original certificate** (a 'screen shot' or photocopy is not acceptable) to the Protection Officer.
7. The Protection Officer will record the DBS certificate number and certificate issue date.
8. The Protection Officer will give the completed DBS details to the Chief Instructor asap and records will be updated.

## **Payment**

### **Annual Membership**

All Club members pay an annual membership fee (currently £10). This is due at the AGM, usually in May each year, and is paid to the Treasurer. Payment can be made by cash or cheque (cheques should be made payable to "Alsager Swans").

### **Weekly Subs**

All Swimmers pay £1 per swim session, usually in cash. Payment is made on the night so that Swimmers only have to pay for the sessions that they attend. Student Volunteers do not need to pay weekly subs as Alsager Swans appreciate that they are volunteering their time to benefit our Swimmers.

## **Swim Sessions**

Alsager Swans Swimming Club swim sessions run on **Sundays** and our time slot in ALC is **4.15pm-5.15pm**.

## **Training**

Alsager Swans considers volunteer training an invaluable tool to add to the experience of the Club.

### **Club Training Sessions**

Training sessions are usually run on the last Sunday of every month, for 30 minutes at the end of a normal swim session.

Alsager Swans have a yearly training programme consisting of 5 core sessions and 6 supplementary sessions. The Training Instructor is responsible for ensuring that the programme remains up-to-date and relevant to the Club.

Volunteers are encouraged to attend as many training sessions as practicable.

## **Induction**

Alsager Swans will give all new volunteers an induction into the Club. This will comprise of the New Instructor Welcome brief on their first session and Core Sessions 1-5 during their initial training sessions.

All new volunteers will "buddy-up" with a Club instructor for their first few months while they gain experience. Whilst volunteers are "buddied-up" they will be considered to

be on probation with Alsager Swans.

Once a new volunteer has completed Core Sessions 1-5 and both the Chief Instructor and Training Instructor are satisfied that they have sufficient experience and confidence, the individual will be observed working one-to-one with a Swimmer, by either the Chief Instructor or Training Instructor, in a test scenario. Upon successful completion of the test, the volunteer will be considered to have completed their "buddy" period and will no longer be on probation. The volunteer will be able to instruct Swimmers one-to-one, as appropriate.

The Chief Instructor will ensure that volunteers work with Swimmers appropriate to their level of experience.

## **Courses**

Where Alsager Swans requires members to complete courses, either in person or online the cost of all such courses will be covered by the Club.

**All volunteer instructors and Poolside staff, will receive Safeguarding Level 1 course training, for both children and vulnerable adults and it should be completed every 2 years .**

The Alsager Swans **Safeguarding Protection Officer lead will be trained to at least Safeguarding Level 2, for both children and vulnerable adults, every 2 years.**

The Safeguarding lead or Chief Instructor will provide and arrange course details for the above courses, as appropriate.

## **Accident/Incident**

If there is an emergency or evacuation required during a pool session, follow the **Emergency Action Plan.**

If a Club member requires First Aid, this will be administered by the ALC Lifeguard.

In the event of any accident or incident, the Alsager Swans Accident/Incident Form must be completed.

## **Communication with the Alsager Swans Committee**

The following Club members form the Alsager Swans Committee:

Chairman- Alan Bould  
Deputy Chairperson- Pam Bould  
Secretary- Will Cooper  
Treasurer & Social and Welfare Officer- Mary Holford  
Chief Instructor Lisa Alcock  
Training Instructor- Ann Parton  
IT, Media & Data Protection Officer - Andy McCann  
Lead Protection Officer-Lisa Alcock  
Protection Officer John Holford  
Instructors Rep- Kirsten Forster  
Parent Rep - Jane Lamb  
Swimmers Rep (& DBS checks) - Alan Horton

All Club members are welcome to contact any committee member if they have a question, query or concern.

The Alsager Swans contact details are:

Email: [alsagerswans1979@gmail.com](mailto:alsagerswans1979@gmail.com)

Website: [www.alsagerswans.com](http://www.alsagerswans.com) (contact form available)

## Emergency Action Plan

This document is in addition to the Alsager Leisure Centre (ALC) Emergency Action Plan, or equivalent document. If there is any conflict between the information contained within this document and the information contained within the ALC document (or instructions delivered to the club by ALC during sessions), or within any Club Policy or Procedure, then the documents take precedence in the following order:

4. ALC Emergency Action Plan, or equivalent document
5. Alsager Swans Policies & Procedures
6. Alsager Swans Emergency Action Plan

### In the Event of an In-Pool Emergency

- The Alsager Swans Poolside Supervisor will blow the whistle 3 times
- All Alsager Swans Instructors and helpers will take their swimmers to the closest pool wall and await further instructions
- The ALC Lifeguard will respond as appropriate.
- The ALC Lifeguard will take the lead and manage the situation.
- All Club members must follow the ALC Lifeguard's instructions

### In the Event of a Medical Emergency

- If the medical emergency happens whilst the Club member is in the pool, then the "in the event of an in-pool emergency" procedure still applies
- First aid will be given by the ALC Lifeguard
- Reassurance should be given by an instructor where possible
- The Alsager Swans Poolside Supervisor, or other suitable person, will call an ambulance if required
- The Alsager Swans Poolside Supervisor, or other suitable person, will get the Club members notes from the poolside folder, to assist with the Club member's treatment. These notes may accompany the Club member to hospital if required.
- The Alsager Swans Poolside Supervisor, or other suitable person, will contact the Club member's emergency contact to inform them of the situation. All Club members emergency contact details are on their application form in the poolside folder
- An Alsager Swans Committee member or Instructor should accompany the Club member to hospital, unless their parent/carer/guardian/next of kin, or another suitable person, is available to accompany them.
- The Alsager Swans Accident/Incident Form must be completed- blank copies are in

the poolside folder.

## **In the Event an Evacuation is Required**

- If Club members are in the pool, then the "in the event of an in-pool emergency" procedure still applies
- Club officials, Instructors and parents/carers work with the ALC Lifeguard to organise a safe evacuation of Club members in a calm and orderly manner.
- If it is safe to do so, Club officials and Instructors should check if any swimmers need a towel, footwear or specific medication- leave the remainder of belongings behind
- Club officials, Instructors and parents/carers work with the ALC Lifeguard to guide evacuated persons to the assembly point
- The Alsager Swans Poolside Supervisor must ensure that the Club register is taken with him to allow for all persons to be accounted for
- The Alsager Swans Poolside Supervisor, or other suitable person, must check all Club members are accounted for when at the assembly point
- Do not return to the building until it is safe to do so
- Ensure swimmers emergency contacts are informed.

## Anti-Bullying Policy

Bullying is behaviour which hurts, frightens or threatens an individual. This could be physical, psychological, verbal or emotional and the effects can be long standing. Bullying can be carried out over a period of time by individuals or groups against anyone of any age or gender. **THIS BEHAVIOUR IS UNACCEPTABLE.** In order to create a happy, safe and secure swimming and club environment for all members of the club, it is essential to ensure that bullying in any form is not tolerated.

**We expect all club members to support the Alsager Swans Swimming Club Committee in dealing with any bullying and or aggressive behaviour.**

### Aims

1. To ensure that the ethos of the Club promotes a respectful, caring and sympathetic attitude toward the welfare of all Club members.
2. To prevent unacceptable, aggressive behaviour.
3. To recognise that the prevention of bullying at an early stage is part of the Club Committee's responsibility
4. To ensure that all Club members feel secure in reporting incidents to the Committee.
5. To deal with any bullying incidents promptly, fairly and appropriately.
6. To ensure that all parties involved are notified of incidents and actions taken at the earliest opportunity.

A member of the Committee shall be appointed to investigate any reported cases of bullying. He/she shall report to the Committee the results of the investigation. A decision on any action needed will be taken by the Club Committee.

## Complaints & Grievance Procedure

The Alsager Swans Swimming Club is committed to providing the best possible service to volunteers and members and others with whom it comes in contact during the course of its work.

### A Complaint Against the Club

The complainant should direct the complaint to a member of the Committee of the Club (see website) and the formal complaints procedure set out below will be followed.

**All complaints will be dealt with quickly and confidentially. Complaints can be made verbally (in person or by telephone) but it is preferred that complaints are made either in writing (by letter or email) so that any misinterpretation is avoided as far as possible. If it is preferred, an advocate may be appointed (chosen by the complainant) to act on the complainant's behalf.**

### A Complaint Against an Individual

When a complaint is received the Alsager Swans Swimming Club will ensure that the person named in the complaint is informed about the nature of the complaint and if appropriate, the complainant is encouraged to resolve the issues raised directly with the person that the complaint is made against.

If a complaint concerns any member of the Committee, then the complaint should be addressed to the Chair of the club (or his deputy if the complaint is against the Chair himself). The Chair (or his deputy) will ensure that the person named in the complaint is informed about the nature of the complaint and if appropriate, the complainant is encouraged to resolve the issues raised directly with the person that the complaint is made against.

In both instances, if the issues raised cannot be resolved by the two parties or it is inappropriate for the person named in the complaint to contact the complainant then the Club's formal complaints procedure should be followed as set out below.

### Formal Complaints Procedure



1. On the Committee receiving a complaint, within 7 days of receipt, all parties to the complaint will be informed that the complaint will be investigated and answered within 28 days of receipt. If it is not possible to complete the enquiry within that time, a letter will be sent to the complainant informing the complainant of the reason for delay and when a full response can be expected.
2. All complaints will be adjudicated by a suitable panel formed for the purposes of dealing with the complaint.

Where the complaint concerns a member of the Committee, the panel will consist of the Committee Chair (or his deputy where the complaint concerns the Chair) and at least 2 other members of the Club who are not subject of the complaint.

The decision of any panel formed above shall be final but any such decision will not affect any other legal recourse that may be available to the complainant.

Please note that The Club will keep a record of all complaints received, investigated and the outcome of such investigations.

Confidentiality will be maintained at all times.

If the complainant does not receive satisfaction from the formal procedure the complaint should then be addressed to the Chair of Halliwick Association of Swimming Therapy (Halliwick AST) – [halliwickast.chair@gmail.com](mailto:halliwickast.chair@gmail.com) in writing by email or letter.

## **Equal Opportunities Policy**

Alsager Swans Swimming Club aims to be an equal opportunity organisation.

The Club recognises the diversity of our community and the problems of intentional or unintentional discrimination that can exist in society. It is committed to tackling discrimination on the basis of race, ethnicity, gender, sexual orientation, social class, criminal record class, religion or disability.

Requests for volunteers may contain encouragement to specific applicants regarding essential or minimum requirements and desirable skills.

Alsager Swans Swimming Club aims to encourage volunteers to develop their potential, therefore access to requisite training programmes and opportunities for development are available to all volunteers without discrimination.

This Equal Opportunities Policy is a valuable and on-going process, and will be monitored and evaluated yearly to ensure its effectiveness and relevance to the community it serves.

As a private Club, the Committee has the right to exclude from the affiliated Club, any person who breaches the rules or by their behaviour disrupts the smooth running of the Club.

## Financial Policy & Procedure

### Organisational Information

Alsager Swans Swimming Club financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March

Alsager Swans Swimming Club Bank: Lloyds

Signatories to the account are: **Mary Holford** (Treasurer), **William Cooper** (Secretary), **Alan Bould** (Chairman)

Signatories will only be drawn from senior staff and Trustees. Any new signatory must be approved by the Committee. Signatories should be reviewed every January and at least one should be changed **every 3 years**. The entire board of Trustees have overall responsibility of the organisation's finances.

### Board of Trustees

The Board of Trustees/Management Committee is responsible for:

- Safeguarding and documenting the assets of the charity (inventory list)
- The annual plan
- Approval of the budget
- Managing conflicts of interest
- Controls on income and expenditure
- Ensuring financial records are kept in accordance with the governing document and relevant legislation
- Approving Annual Accounts in accordance with the governing document and relevant legislation

### Income Processing

#### 1. Cash

Details of the cash received (i.e. what it is for, who it is from, how much) are entered onto the petty cash sheet and a receipt is written out so that a carbon copy stays on the receipt book. The only cash generally received is from Club nights, when members pay on a weekly basis and once a year when Club subs are due.

#### 2. Cheques

Cheques can be from a number of sources. Payments are matched against the invoice for which the payment has been made. A copy is taken of the cheque and filed with the relevant paperwork.

Both cash and cheques are banked as appropriate, or if a considerable amount is received, then immediately. Any invoices, remittance advice or correspondence relating to the income are stapled together for future reference. Receipts are not sent out unless specifically requested.

### 3. Online Banking

The Treasurer will check the bank account for online activity **at least every month** and any income will be recorded on the appropriate system. Receipts will not be sent out unless specifically requested.

## Expenditure

All those involved with Alsager Swans Swimming Club need to be aware that expenditure is committed when an order is placed on behalf of the Club, not when payment is requested. Therefore, it is essential that all expenditure is made within agreed budgets and delegated authorities.

### 1. Current Authorisation Levels for Volunteers and the Committee

<i>Volunteer</i>	<i>Authorisation Level</i>
Treasurer	Up to £250
Secretary	Up to £250
Committee	Over £250

### 2. Purchases

General order of goods (e.g. office furniture, stationery and supplies) may be made through the Treasurer. When a purchase is identified, the Committee must authorise the purchase before the order is placed. The preferred method of payment is to place an order and pay by invoice on receipt of goods. If the supplier requires payment before the goods are supplied, the Treasurer may make the purchase using either cash, cheque or online banking system, or a member of staff/volunteer can pay for the goods and claim the cost back using the original receipt/invoice. The receipt/invoice must be given to the Treasurer before any reimbursement can be made.

The Treasurer will keep receipts/invoices, securely, for all purchases/payments for a period of **at least 6 years**. After this point the items should be securely destroyed, for example by shredding.

### 3. Payments

#### a/ Cheques

- Payments are authorised by two authorised signatories and must be different to the certifier of the invoice.
- The following controls should always be followed:
  - o Ensure the cheque book is kept in a locked cabinet
  - o Ensure that cheques are signed in accordance with the levels of authorisation detailed above
  - o Ensure all cheques are signed by two signatories, ensuring separation of duties where at all possible
  - o Ensure that there are a number of signatories on the mandate to cover for leave
  - o The signatories are responsible for examining the cheque for accuracy and completeness
- Signatories must never sign blank cheques
- Signatories must never sign cheques payable to themselves
- The number on the cheque which relates to the expenditure must be written on the invoice/receipt, together with the date of the cheque.
- Every transaction will be entered onto the appropriate system

#### b/ Online Banking

- Payment can be made via bank transfer when cash or cheque will not suffice.
- Bank transfers can only be made by the Treasurer and with **prior** approval from at least one other signatory.
- The name of the account and the date of the online banking transfer must be written on the corresponding invoice/receipt.
- Every transaction will be entered onto the appropriate system.
- The Treasurer will present a copy of any bank transfers with their corresponding receipt/invoice at the next Committee meeting.

#### c/ Cash

- Payment by cash can only be made out of the petty cash
- Every payment will be recorded on the petty cash sheet

#### **4. Petty Cash**

Alsager Swans Swimming Club have a petty cash tin, held by the Treasurer, which holds a float of **£100**. This is to be used only in the case of an emergency or for items that cannot be purchased through normal procedures and which have been authorised by the Committee.

The following controls should always be followed:

- The Treasurer is responsible for petty cash transactions and has access to the cash float and petty cash book
- Ensure the cash tin is kept in a locked cabinet
- Ensure that if income is received, a receipt is completed in the receipt book detailing who the income is from, the date, what it is for and how much it is. Also record the details in the petty cash book and adjust the total column.
- When an item is purchased, money is taken out of, and a receipt for the goods is placed in, the petty cash tin. The petty cash book is also updated with details of the expenditure. The member of staff who bought the goods must initial the receipt.
- Under no circumstances can the petty cash float be used to loan money or to buy personal items.

#### **Bank Account Reconciliations**

Reconciliation between the bank statements and the transactions on the accounting system is carried out every 3 months by the Committee. This involves matching all the entries on the bank statement against the entries on the Alsager Swans Swimming Club accounting system. Any imbalances will result in a detailed search being done against each entry not matched against the statement. Once found, the error must be corrected before continuing. Once done, the bank accounts have been reconciled.

At the end of each quarter a list of un-reconciled entries will be printed. Any items still un-reconciled after a three-month period, will be investigated to see why they did not clear the bank account, for example if a cheque has not been cashed or an entry was entered twice in error.

The Alsager Swans Treasurer or Secretary will file an annual return to the Charity Commission, every January.

## **Insurance**

Appropriate insurance policies will be maintained to cover:

- Public Liability
- Contents
- Professional Liability

## Health & Safety Policy

Alsager Swans Swimming Club is committed to maintaining a safe and healthy environment for all its members. We will comply with any legal duties for Health and Safety and maintain effective Health and Safety procedures to identify risks and prevent injury and ill health, as far as is reasonably practicable, to everyone while attending any of our activities. We expect all Club members to behave in a manner that respects and observes all Health and Safety requirements.

Alsager Swans Swimming Club will work in accordance with any Health & Safety policies/requirements communicated to us by Alsager Leisure Centre and our insurers.

Alsager Swans Swimming Club will carry out the following objectives to ensure that the Health and Safety of our members is maintained at all times, as far as is reasonably practicable.

- Provide appropriate support to our swimmers during our swim sessions
- Conduct an annual risk assessment of the pool and surrounding areas
- Conduct, and annually review, a risk assessment on any swimmer requiring specific manual handling from a helper/instructor
- Liaise with Alsager Leisure Centre to ensure all equipment/facilities used are safe
- Liaise with Alsager Leisure Centre to ensure that their Pool Safety Operating Procedures (both Normal Operating Plan and Emergency Action Plan) covers all risks highlighted by the Alsager Swans Risk Assessment
- Regularly review Club swimming aids- including toys and games equipment
- Review group activities and games, to ensure they pose no serious harm to anyone.
- Conduct an annual review of all policies, procedures and the Emergency Action Plan.
- Ensure that all helpers, instructors and Committee members have read, understood and will comply with the Club rules, policies, procedures and Emergency Action Plan. **The Alsager Swans Policies & Procedures Form needs to be completed by all new volunteers to ensure that the above is complied with.**
- Ensure all evacuation procedures are communicated to everyone attending a Club session



- Encourage everyone to take reasonable care of themselves/the person they are caring for

Volunteers must take all reasonable care for their own individual health and safety, and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, volunteers have a responsibility to:

- Know, or seek explanation of, and observe the Alsager Swans Health and Safety Policy
- Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned
- Report any incidents, situations or safety hazard which may lead to injury or damage.

## Training

Each volunteer will be given an induction to the Club.

Training will be provided, where it is required, for the volunteer to carry out their chosen task safely.

## Manual Handling

The Manual Handling Operations Regulations 1992 came into force on the first of January 1993 and were published by the Health and Safety Executive (HSE). The regulations apply to all employers and to working environments with the aim of removing or reducing the risk of manual handling injuries. Although the regulations cannot be enforced within voluntary organisations, they provide a useful guideline of good practice that all clubs should follow.

The Moving and Assisting Working Party **recommends that all Halliwick AST Clubs carry out a full risk assessment at regular intervals** and take all possible steps to minimise the risks of manual handling injuries, including but not limited to, using mechanical lifting aids or changing the way the task is carried out. Therefore, Alsager Swans Swimming Club will carry out annual risk assessments as stated earlier in this policy.

## Accidents/Incidents

In the event of a serious accident or incident, all Club members will follow the Alsager Swans Emergency Action Plan.

If First Aid is required, this will be given by an Alsager Leisure Centre Lifeguard.

Alsager Swans Swimming Club will ensure that **all accidents and incidents are recorded using the Club Accident/Incident Form**. If an amendment to the risk assessment is required, this will be carried out at the earliest opportunity.

## Concerns over Safety

All Alsager Swans Club members have the right and responsibility to raise any matters concerning health and safety with the Alsager Swans Committee.

Any Club member who considers that a health and safety issue has not been dealt with satisfactorily should follow the Complaints & Grievance Procedure

## **Policy on Dealing with Disruptive Behaviour**

Disruptive behaviour can be defined as any behaviour likely to interfere with the learning or well-being of the individual displaying the behaviour, or of other club members.

The behaviours we are likely to encounter at the pool are undue noise such as screaming, being over boisterous, splashing, throwing equipment and refusing to cooperate.

We aim to reduce such episodes to a minimum by organising a well-structured, interesting lesson.

If we know what triggers the behaviour e.g.

- Fear
- Boredom
- Dislike of an activity
- Personality clash

then preventative action can be taken and any planned response can be discussed with parents/personal assistants/carers and helpers.

Once the planned response has been agreed it is important that all helpers/instructors are aware of this and there is a consistent response from all.

The safety of the individual, other swimmers and volunteers is paramount, and it may be advisable to undertake a risk assessment prior to the swimmer attending again.

## **Policy on Physical Contact**

Physical contact is an essential aspect of using the Halliwick Concept and the acceptance of this contact must be seen by both parties as a privilege.

To guard against any misunderstanding both the swimmer and the instructor should know what support is appropriate for Halliwick activities. By joining an Alsager Swans session, the swimmer is deemed to accept this degree of contact. If the instructor thinks it necessary to deviate from the support usually advocated, he/she must first gain the permission of the swimmer and discuss the problem with the Chief Instructor or Training Instructor as soon as possible.

The swimmer or carer must be encouraged to say if they find a particular support unacceptable.

Volunteers should maintain good manual handling techniques at all times.

### **Acceptable Supports**

Both the instructor's and the swimmer's hands should be flat. This gives the maximum area of contact, aiding balance, and discourages gripping.

Support is often given with the instructor's hands either side of the swimmer's pelvis. For ease, this is referred to as hands on hips, though it is not technically on the hip joint.

### **Vertical Support- Facing Swimmer**

1. Full support- instructor's hands on swimmer's shoulders. Swimmer's hands on instructor's shoulders
2. Hands on elbows / forearms
3. Hands on hands
4. Instructor supports either side of the swimmer's hips for some activities

### **Vertical Support- Behind Swimmer**

1. Hands at either side of swimmer at hips, fingers pointing towards the toes. In some activities, there may be some body contact. Keep this to a minimum.
2. Hands on hands.

This support is sometimes required but has the effect of restricting the swimmer's

own control of vertical balance. Ensure that the swimmer's hands are forward of their body, i.e. in the normal 'chair position'. This may necessitate the instructor's body being very close to, or making contact with, the swimmers.

### **Support in a Back Float**

Hands at either side of swimmer at hips, fingers pointing towards the toes or alternatively instructor positioned behind the swimmer with hands under shoulder blades supporting.

### **Support for Longitudinal Rotation**

Face the swimmer. Support either side of hips. Take care that the fingers are not intrusive.

### **Straddle Support**

This method of support is rarely needed but is very useful in certain circumstances. The swimmer's permission must be obtained, and the Chief Instructor consulted. The instructor must ensure there is the maximum distance between the two.

## Policy on Safeguarding of Children & Vulnerable Adults

Alsager Swans Swimming Club appoints at least 2 people as Protection Officers. They are responsible for dealing with all documents relating to safeguarding with strict confidentiality. The Protection Officers must be conversant with the Halliwick AST publication – 'Safe to Swim'.

Alsager Swans Swimming Club has a Code of Good Practice. All new helpers/instructors must receive a copy of this and sign to say that they have understood it.

Alsager Swans Swimming Club applies for DBS checks on all new volunteers who are 16 or over.

The activities of every session are planned so as to minimise the situations where abuse of children and vulnerable adults may occur.

- No volunteer is left alone with a child or vulnerable adult where someone else cannot see his or her activity. This means there are sufficient people to observe the session.
- Volunteers do not meet with children or vulnerable adults when they are alone. Volunteers must ensure another responsible person is available to be with them.
- Respect and understanding must be shown for the rights, safety and welfare of all members. Physical support with minimal body covering is an integral part of Halliwick in one-to-one and group situations so the awareness of safeguarding issues is of extra importance.
- When a close support is being used it must be explained to the swimmer and/or parent/carer/personal assistant, why it is being used and consent obtained.

Children and vulnerable adults may talk with an independent person.

- The name and contact number of the Protection Officers should be available and everyone should be made aware of this facility should they ever need it.
- The number of Childline is 0800 1111 and NSPCC 24-hour free Helpline is 0800 800 500.

Alsager Swans Swimming Club ensures that children and vulnerable adults' safeguarding procedures are being applied. Everyone is made aware of the Policy on Safeguarding of Children and Vulnerable Adults and procedures to be followed in the event of suspected abuse or abuse actually taking place.

Alsager Swans Swimming Club provides regular training in all aspects of safeguarding awareness. When training has been given, volunteers should be aware of the actions to be taken.

All volunteers should have clear roles and know what is expected of them.

There should always be a person available on the side of the pool to "supervise" a session as a means of protecting children and vulnerable adults. A person on the poolside has more opportunity to see what is happening in the pool.

Group leaders should be able to observe the support of helpers.

Two references should be obtained for all volunteers.

- References must be kept securely filed.
- References are confidential documents but may need to be seen at a later date should the need ever arise for an investigation.

Alsager Swans Swimming Club discusses with new volunteers their experience of working or contact with children and vulnerable adults. If there are any doubts about a volunteers' suitability, Alsager Swans Swimming Club will await references before allowing a helper to work with children and vulnerable adults.

All volunteers should be aware of the procedures for dealing with alleged abuse. Any concerns should be explored immediately.

**Alsager Swans Protection Officers are:**

Lisa Alcock (Chief instructor and Designated Lead Protection Officer) –  
07726963266

John Holford (Protection Officer and pool Marshall) - 07791452591

## Safeguarding of Children & Vulnerable Adults

### Code of Good Practice

This Code of Good Practice should be brought to the notice of every Alsager Swans Swimming Volunteer or Club helper and a copy will be available on the poolside at each session.

Alsager Swans Swimming Club has adopted a policy and procedure to safeguard the welfare of children and vulnerable adults. For this reason, the club has appointed responsible persons as Protection Officers. These persons are **Lisa Alcock** and **John Holford**. They will be responsible for dealing with all documents and correspondence relating to protection with strict confidentiality. The Protection Officers are conversant with the Halliwick AST publication: - 'Safe to Swim'.

The activities of every session should be planned to minimise situations where abuse of children or vulnerable adults may occur.

Basic principles:

- To ensure no Alsager Swans Swimming Club volunteer is left alone with a child or vulnerable adult where someone else cannot see his or her activity.
- Swimming Club helpers should not be with any children or vulnerable adults alone.
- Alsager Swans Swimming Club helpers are not allowed to take a group of children or vulnerable adults outside the pool area without a minimum of two adults and the permission of the responsible adult.
- Alsager Swans Swimming Club volunteers will respect and understand the rights, safety and welfare of all members.
- Any physical support that is used in the water will be explained to each swimmer and/or carer and the reason why it is being used. Consent will always be obtained.
- Alsager Swans Swimming Club volunteers meet to review the Club's activities, plan work, share experiences, receive training and talk about a swimmer's progress.

Alsager Swans Swimming Club has a system in place whereby children and vulnerable adults may independently talk to or contact a club representative. These are:



- **Lisa Alcock** and **John Holford** (Protection Officers). Contact numbers are kept on the poolside and displayed on the website (in the Policy on Safeguarding Children & Vulnerable Adults).  
Everyone should be made aware of this facility should they ever need it.
- The number of Childline is 0800 1111 and NSPCC 24-hour free helpline is 0800 800 5000. The number of Social and Health Care is 0845 050 7666 (out of hours Helpline 0800 833408).

Alsager Swans Swimming Club will ensure that the Policy on Safeguarding for Children and Vulnerable Adults procedures are being applied. All Members will be made aware of these procedures.

All Alsager Swans Swimming Club volunteers must have an enhanced Disclosure and Barring Service (DBS) disclosure.

If a Parent/Guardian accompanies a swimmer in the water they will be required to complete a Parent/Carer Form and may only support their child/ward.

Alsager Swans Swimming Club will provide training regarding aspects of protection awareness to its volunteers. The Halliwick AST publication ('Safe to Swim - A training Package on the Safeguarding of Children and Vulnerable Adults from Abuse') provides the information that is needed. In addition to this, all Alsager Swans Committee members will complete Safeguarding Level 1, for both children and vulnerable adults, every 2 years. The Alsager Swans Protection Officers will be trained to at least Safeguarding Level 2, for both children and vulnerable adults, with at least one Protection Officer to Designated Safeguarding Lead, for both children and vulnerable adults, to further enhance their knowledge and ability.

All Alsager Swans Swimming Club volunteers should have clearly defined roles and know what is expected of them.

- Abuse may be concealed where there is confusion around roles and responsibilities.

There should always be at least one Alsager Swans Swimming Club member available on the side of the pool to 'supervise' each session to protect children and vulnerable adults.

- A person on the poolside has more opportunity to see what is happening in the pool.
- When there is group work the group leader can also monitor what is happening in the pool.

Names of 2 referees will be obtained for all Alsager Swans Swimming Club volunteers.

- References may be taken up.
- References will be kept securely filed.
- References are confidential documents but may be needed in the event of an investigation.

Alsager Swans Swimming Club should ascertain, as far as is reasonable, an applicant's experience of working with children and vulnerable adults.

- Applicant's experience should be discussed individually.
- If there are any doubts about a potential Alsager Swans volunteer's suitability, await references and DBS checks before allowing them to work with the club.

The Protection Officers will ensure prospective applicants have no material or relevant criminal convictions by ensuring all new Alsager Swans Swimming Club volunteers have an enhanced DBS disclosure.

- All situations that involve children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974.
- All convictions must be declared.

The Protection Officers will follow the guidelines on how to deal with the disclosure or discovery of abuse.

- All Alsager Swans Swimming Club volunteers should be aware of the procedure for dealing with alleged or suspected abuse.
- Any concerns should be reported immediately to one of the four Protection Officers.

Alsager Swans Swimming Club helpers will only be fully accepted as a volunteer following a successful training period with the Alsager Swans Swimming Club.

A Code of Good Practice should be available to **every** Alsager Swans Swimming Club volunteer and they should sign to say they have seen and read this. This document should then be put into practice and be **seen to be practiced**.

## Safeguarding of Children & Vulnerable Adults Procedure

To ensure that we are doing everything within our power to safeguard our Club members, including all swimmers, helpers, instructors and Committee members, we have put the following Safeguarding procedures in place.

### Record of Concern

All Committee members and volunteers are trained to recognise signs of the four main Safeguarding areas:

- Neglect
- Emotional abuse
- Sexual abuse
- Physical abuse

If a Committee member or volunteer has any concerns they must complete a **Record of Concern Form**. This form can be found in the documents folder on pool side or a copy can be obtained from any of the Protection Officers.

This form must be completed and given to an Alsager Swans Protection Officer before leaving the leisure centre environment.

On receipt of a completed Record of Concern Form, the Club Protection Officer must initiate the **Safeguarding Procedure**.

### Disclosure

If any Club member, including swimmers, instructors, Committee members or volunteers, make a disclosure during a Club session or activity then the following **Safeguarding Procedure** must take place.

If the disclosure is made before any further information is given, explain calmly that you need to have another person present, at this point a Protection Officer should be alerted and present for the rest of the conversation.

### Safeguarding Procedure

1. The Club Protection Officer will speak to the Club member that has made the disclosure or that the concern has been raised about. A second adult (ideally

the person who the initial disclosure was made to, if applicable) must be present and must record the conversation on the **Disclosure Form**. They must ensure that the exact wording of the conversation is recorded.

- o A copy of the Disclosure Form can be found in the documents folder on pool side or a copy can be obtained from any of the Protection Officers.
  - o All volunteers, Committee members and instructors are trained on how to complete this form.
2. Any additional adult-volunteers that were present during any stage of the disclosure (i.e if a swimmer "just comes out with" a disclosure in the changing room before a Protection Officer can be sought) must complete a **Witness Statement** before leaving the Club session, to ensure that the Protection Officer has a clear record of what was said.
- o A copy of both the Disclosure Form and the Witness Form can be found in the documents folder on pool side or a copy can be obtained from any of the Protection Officers.
  - o All volunteers, Committee members and instructors are trained on how to complete these forms.
3. Once all statements are gathered, the Protection Officer will contact the Designated Lead Protection Officer
4. The Designated Lead Protection Officer will phone the **East Cheshire Out of Hours Control Centre- 0300 123 5025**
- o If the disclosure is from an adult, this will be reported to the Out of Hours Adults' control Centre- 0300 123 5022
  - o All phone calls must be recorded on the Disclosure form with the following information:
    - Name of person who Protection Officer spoke to.
    - Date and time the call when made.
    - Actions or next steps

If the Designated Lead Protection Officer can not be contacted and the level of concern is deemed serious (risk of abuse), then any Club Protection Officer or Committee member should phone the **East Cheshire Emergency Out of Hours Control Centre- 0300 123 5025**

## Privacy & Data Protection Policy

In order to provide the services we do, Alsager Swans Swimming Club may, from time-to-time, collect and process personal information (data) and, in some circumstances, special categories of personal data about our members and others we come into contact with, via our website or otherwise.

We take your privacy very seriously and therefore, although we know this is a lengthy document, we urge to read this Privacy Policy very carefully because it contains important information about us and:

- Who we are
- Why we collect and process your personal data
- Who we collect and process personal data from/about
- The personal data we might collect and process
- What we might do with your personal data
- Who your personal data may be shared with
- Receiving marketing and further information from us
- The security of your personal data
- How long your personal data is kept
- Your rights concerning any personal data we collect and process about you
- Who you can complain to about how we keep and what we do with your personal data
- If you need extra help,
- Contacting Halliwick AST's Data Protection Officer

First of all, to help you understand this Privacy Policy, we need to set out a few definitions:

**Personal Data/information** is any data/information relating to an identified or identifiable natural (living) person (the **Data Subject**); an identifiable **natural person** is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an outline identifier or to one or more factors specific to the physical, psychological, genetic, mental, economic, cultural or social identity of that natural person.

**Special Categories of Personal Data** is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data for the purpose of uniquely identifying a natural person, **data concerning health** or data concerning a natural person's sex life or sexual orientation.

**Data Controller** means the natural or legal person, public authority, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. For the purposes of this policy, we, Alsager Swans Swimming Club are the data controller.

**Data Processor** means the natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller.

## Who We Are

The Alsager Swans Swimming Club ('we' or 'us') is a registered, not for profit charity, registered with the Charity Commission of England & Wales and we are a Data Controller for the purposes of the General Data Protection Regulation (GDPR) 2018 and the Data Protection Act 1998.

## Why We Collect and Process Your Personal Data

The reason (basis on which) we collect and process your personal data is one or more of the following:

- It might be necessary so that we can provide our services to you or for the performance of a contract with you.
- It might be necessary so that we can comply with a legal obligation or our obligations as a registered charity
- It might be because it is in our legitimate interests to do so
- You may have given us your consent which can be withdrawn at any time by advising our IT, Media Officer & Data Protection Officer– (see website or details below)

## Who We Collect and Process Personal Data From/About

We may collect and process data about the following people or categories of people:

- Our volunteers including but not limited to our trustees, committee members, instructors and helpers
- Our members and potential members including but not limited individuals
- Our advisers, consultants and other professional experts that provide or may provide services to us
- Our suppliers
- Complainants and enquirers

## The Personal Data We Might Collect and Process

The personal data we might collect and process about you will be adequate, relevant and limited to what is necessary and, as far as is reasonably possible, will be accurate and kept up-to-date.

### 1. Personal Information You Provide to Us

We may collect and process some or all of the following personal data that you provide to us:

- Your name
- Your address
- Your email address
- Your organisation (such as a club or school or other organisation with which you are involved)

We do not collect personal data directly through the website and your use of our website does not disclose to us any personal data about you. However, we may collect data about you for example by:

- You communicating with us (for example, by telephone, email or post)
- You downloading a form from the website, completing and returning it to us
- You applying for membership of the Club
- You applying for a place on a course

### 2. Special Categories of Personal Data

As set out in the definitions above, special categories of personal data are any data which relates to the following:

- Your ethnic origin
- Your political opinions
- Your religious beliefs
- Whether you belong to a trade union
- **Your physical or mental health or condition**
- Your sexual life and orientation
- **Whether you have committed a criminal offence**

The special categories of personal data we may collect and process about you will be very limited but it may be necessary to collect and process data about you concerning your physical or mental health or condition and, in particular any disability you may have which might affect your safety or that of our members/volunteers as it relates to our or their activities, including swimming and

water activity.

### **3. Personal Information You Provide About Third Parties**

If you give us information about another person, you confirm that the other person or the person responsible for that other person (for example the IT Media & Data Protection Officer in his/her club, teacher in his/her school, his/her parent, guardian or care provider) has appointed you to act on their behalf and agreed that you:

- Shall consent on their behalf to the processing of their personal data
- Shall receive any data protection notices on their behalf
- Shall consent on their behalf to the processing of their sensitive personal data.

### **4. What We Might Do with Your Personal Data**

We may collect and process personal data and monitor communications such as emails and telephone calls for the following purposes:

- Provision and promotion of our services
- Provision of education and training
- Maintaining of accounts and records
- Supporting and training our volunteers
- Quality assurance
- The fulfilment of our legal obligations including any obligations we have as a registered charity
- For our legitimate interests

### **5. Who Your Personal Data May Be Shared With**

There are very strict rules about who we can share your information with and this will normally be rarely done. However, we may share information about you to:

- For legitimate reasons and with your consent (which may be withdrawn at any time), with medical advisors, healthcare professionals, social and welfare organisations
- Legal and other advisors in our legitimate interests
- Courts and tribunals
- Our insurers
- Those necessary to fulfil any legal obligations including any obligations we have as a registered charity
- Law enforcement agencies in connection with any investigation to help prevent unlawful activity



## **6. Receiving Further Information from Us**

We may send you information about our services including our newsletter which may be of interest to you. Such information could be sent by post or email. You can opt out at any time (see 'Your rights concerning any personal data we collect and process about you' below for further information).

If you have any queries about how to opt out, or if you are receiving communications from us that you do not want, you can contact us using the details provided below.

## **7. The Security of Your Personal Data**

- We will ensure that all the personal data that you provide to us is kept secure using appropriate technical and organisational measures
- In the event of a personal data breach, we will liaise with the Information Commissioners Office (ICO) and with you as appropriate

## **8. How Long Your Personal Data is Kept**

We will not keep your personal data for longer than is necessary either for its purposes or in our legitimate interests

- We will normally keep your personal data throughout the period of time that we provide goods or services to you and afterwards for a period of 6 years as we are required to do by law

## **9. Your Rights Concerning Any Personal Data We Collect and Process About You**

You have the following rights under the GDPR:

- Right to be informed
- Right of access
- Right to rectification (correction of mistakes)
- Right to erasure (right to be forgotten) under certain circumstances
- Right to restriction of processing
- Right to data portability
- Right to object

### **a/ Right of Access**

- You have a right to see the information we hold about you
- To access this information, you need to provide a request in writing to Alsager Swans' IT Media Officer & Data Protection Officer (see below or

website), together with proof of identity

- We will usually process your request within 30 days. However, in some circumstances, we reserve the right to extend the period of time by a further 2 months if the request is manifestly unfounded or vexatious and/or is very complex in nature

#### **b/ Right to Correct Any Mistakes in Your Information**

You can ask us to correct any mistakes or update your information which we hold. If you would like to do this, please:

- Email, call or write to us (using the contact details below and or website)
- Let us have enough information to identify you
- Let us know the information that is incorrect and what it should be replaced with

#### **c/ Right to Erasure**

You have a right to ask us to erase your personal data in certain circumstances as set out in Article 17 of the GDPR

- We will deal with your request within 30 days but reserve the right to refuse to erase information that we are required to retain by law or regulation, or that is required to exercise or defend legal claims
- To exercise your right to erasure, please contact Alsager Swans' IT, Media Officer & Data Protection Officer(see website for details)

#### **d/ Right to Ask Us to Stop Contacting You with Direct Marketing**

You can ask us to stop contacting you for direct marketing purposes. If you would like to do this, please:

- Email, call or write to us (using the contact details below)
- Let us have enough information to identify you
- Let us know what method of contact you are not happy with if you are unhappy with certain ways of contacting you only (for example, you may be happy for us to contact you by email but not by post)

From time-to-time we may also have other methods to unsubscribe from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

### **10. Who You Can Complain to About How We Keep and What We Do with Your Personal Data**

If you are unhappy about how we are using your information or how we have responded to your request then initially you should contact Alsager Swans' IT, Media & Data Protection Officer (see website for details ). If your complaint remains unresolved then you can contact the Information Commissioner's Office (ICO), details available at [www.ico.org.uk](http://www.ico.org.uk)

If you need extra help If you would like this policy in larger print, please contact us using the details below.

## **11. Contacting Alsager Swans**

By email to: [alsagerswans1979@gmail.com](mailto:alsagerswans1979@gmail.com)

By telephone to: 07748 321137

# Volunteer Policy

## General points

Alsager Swans Swimming Club is run by members of the Club, and all are volunteers.

All members have equal rights, no matter what their capacity. Opportunity to volunteer with Alsager Swans is open to all. A task description is suggested, but each volunteer will decide the limit of their input unless undertaking a role with specific responsibilities e.g. instructor in which case those responsibilities must be complied with.

Volunteers may claim necessary expenses, with prior agreement with the Treasurer. Receipts must be produced. For further details please refer to the Financial Policy & Procedure.

## Disclosure and Barring Service (DBS) checks

All volunteers who may have direct contact with children or vulnerable adults in the club situation, are required to complete a DBS check. For further details, please refer to our Normal Operating Plan which includes our DBS Application Procedure.

## Training

Each volunteer will be given an induction to the Club. Training will be provided, where it is required, for the volunteer to carry out their chosen task. For further details please refer to the Normal Operating Plan.

## Line management

Volunteers are supported by the Training Instructor and the Chief Instructor. If a volunteer has any concerns or problems, the Training Instructor or Chief Instructor should be consulted. If this is not appropriate, the Instructor representative (if there is one) or club Chair should be consulted. The Instructor rep and Club Chairman's name will be detailed on the website and he/she may be contacted by sending an email to the club (see website for generic email) and asking that the Instructor rep or Club Chairperson contact you directly regarding your matter

## CONFLICT OF INTEREST POLICY

Committee members and or trustees conflict of Interest

The Committee members or trustees will make decisions based only on what's best for the charity. We do not allow personal interests, or the interests of people or organisations connected to Committee members to influence these decisions.

There are 2 common types of conflict of interest:

- Financial conflicts - when a Committee members, or person or organisation connected to them, could get money or something else of value from a Committee members decision. This does not include the payment of expenses.
- Loyalty conflicts - other reasons, a Committee members might not be able to make decisions that are best for the charity.

Generally, a potential conflict of interest will occur when a Committee members has a connection to another organisation or person that we have a financial, or other working arrangement with, either as:

- Family – his or her partner, child etc or:
- Organisation – as a Committee members, board member, member of staff or similar.

Identifying Committee members conflicts Of Interest

Conflict of interest is a standing item on all Committee members board and committee agendas; the chairman will remind Committee members at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a Committee members to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that day's meeting is to be noted in the minutes of the meeting. Specifically:

If a Committee members is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, s/he must declare the nature and extent of that interest to the other Committee members

If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made

Any required declaration of interest must be made before the charity enters into the transaction or arrangement

A declaration is not required in relation to an interest of which the Committee members is not aware or where the Committee members is not aware of the transaction or arrangement in question. For this purpose a Committee member is treated as being aware of matters of which s/he ought reasonably to be aware.

If a Committee member states a conflict of interest s/he will normally be requested to leave the meeting while the relevant agenda item is discussed.

#### Potential Committee members Conflict of Interest

A charity may pay and offer other material benefits to one or more of its Committee members to provide services to the charity, where the Committee reasonably believes it to be in the charity's best interests to do so. The services in question must be ones which the charity Committee members provides in addition to carrying out normal Committee members duties. Any such proposal would be treated on a case for case basis and would only be approved subject to written Committee approval.

Where an individual is not part of the decision making process, there is no direct conflict of interest. However, where he/she has a relationship with the organisation, or individual Committee members/director, the perception could arise that the Committee members haven't acted in the organisation's best interests, because of this.

#### Managing Committee members Conflict of Interest

To manage these issues, the Committee will ask themselves these kinds of questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?
- Recording Charity Committee Members Decisions
- Conflicts of interest will be recorded in the Committee meeting minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.



# Alsager Swans Swimmers Form

## Application for Membership

Information given on this form will only be passed to those persons within the Club who need to know.  
Please note that for safety and insurance purposes it will not be possible for the swimmers to swim in the pool until this form is completed and signed

Full name:		Date of birth:	
Home address:			
	Postcode		
Email address:			
Telephone number:		Mobile number:	
<b>Emergency Contact Details</b>		Name:	
Telephone number:		Relationship to swimmer:	
Have you any of the following? (Please tick box)	Yes	No	Comments
Visual difficulties	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing difficulties	<input type="checkbox"/>	<input type="checkbox"/>	
Speech & language difficulties	<input type="checkbox"/>	<input type="checkbox"/>	
Learning difficulties	<input type="checkbox"/>	<input type="checkbox"/>	
Balance problems or difficulty with movement	<input type="checkbox"/>	<input type="checkbox"/>	
Lung condition	<input type="checkbox"/>	<input type="checkbox"/>	
Heart condition	<input type="checkbox"/>	<input type="checkbox"/>	
Nerve or joint problems	<input type="checkbox"/>	<input type="checkbox"/>	
Fits	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	
Mental health concern	<input type="checkbox"/>	<input type="checkbox"/>	
Any other conditions (please state)	<input type="checkbox"/>	<input type="checkbox"/>	
Are you a wheelchair user?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use a walking aid?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a clinical diagnosis*? What is it?			
Please list medication being taken*:			
Any other relevant information or special considerations:			
Do you require assistance:			
In the changing room	<input type="checkbox"/>	<input type="checkbox"/>	
At the poolside	<input type="checkbox"/>	<input type="checkbox"/>	

\*Notification of any change in medical condition or medication must be given to the Chief Instructor as soon as possible.





## Consent

This section to be completed by a medical practitioner

*Requirement to get consent from a medical practitioner will be at the discretion of the Chief Instructor.*

I agree that this application has been filled in correctly and know of no reason why the applicant should not take part in an organised activity.

Doctors name:

Doctors address:

Doctors telephone number:

Recommended date for review (if necessary):

Signature:

Date:

Whilst the club is affiliated to the Halliwick Association of Swimming Therapy, which is an expert body in teaching people with disabilities to swim by the Halliwick Method, we are unable to accept responsibility for loss or damage to a person or their belongings. Members joining must abide by the rules of the club and the Code of Good Practice.

Information contained within this form may be kept on a digital file in addition to this paper copy. If you object to this information being stored in this way, please inform the Social, Welfare and Media Officer.

Please return this form to the Chief Instructor or Social, Welfare and Media Officer

Print name of person completing the form:	
Signed by person completing the form:	
If you are signing on behalf of someone else, what is your relationship to them?	
Date:	



# Volunteer Application Form

Information given on this form will only be passed to those persons within the Club who need to know.

Please note that for safety and insurance purposes it will not be possible for the volunteer to swim in the pool until this form is completed and signed

Full name:		Date of birth:	
Home address:			
	Postcode		
Email address:			
Phone number:		Mobile number:	
<b>Emergency Contact Details</b>		Name:	
Phone number:		Relationship to Volunteer:	
(Please tick box)	Yes	No	
I would like to assist with a swimming role	<input type="checkbox"/>	<input type="checkbox"/>	Ticking YES certifies I can swim a min 2 lengths (50m)
I would like to assist with a non-swimming role	<input type="checkbox"/>	<input type="checkbox"/>	
What key skills do you possess that will benefit the Club?			
Do you have any medical conditions that we need to be aware of?			

Please be aware that it is standard procedure to undertake an enhanced DBS check on every volunteer.

We also require you to provide contact details of **2** suitable referees that have known you for at least 3 years.

Name:

Name:

Address:

Address:

Phone number:

Phone number:

Email:

Email:

How do you know your referee?

How do you know your referee?

Whilst the club is affiliated to the Halliwick Association of Swimming Therapy, which is an expert body in teaching people with disabilities to swim by the Halliwick Method, we are unable to accept responsibility for loss or damage to a person or their belongings. All volunteers must abide by the Clubs policies, procedures and the Code of Good Practice.

Information contained within this form may be kept on a digital file in addition to this paper copy.

Please return this form to: Lisa Alcock(Chief Instructor) or Ann Parton(training officer)

Print name of person completing the form:	
Signed by person completing the form:	
Date:	



# Parent/Carers Application Form

Information given on this form will only passed to those persons within the Club who need to know.

*Please note that for safety and insurance purposes it will not be possible for the Parent/Carer to swim in the pool until this form is completed and signed*

Full name:		Date of birth:	
Home address:			
	Postcode		
Email address:			
Phone number:		Mobile number:	
<b>Emergency Contact Details</b>		Name:	
Phone number:		Relationship to Parent/Carer:	
Name of Swimmer(s) that you will be supporting:			
Do you have any relevant key skills or previous experience that we should be aware of?			
Do you have any medical conditions that we need to be aware of?			
We also require you to provide contact details of <b>1</b> suitable referee that have known you for at least 3 years.			
Name:			
Address:			
Phone number:			
Email:			
How do you know your referee?			

Whilst the club is affiliated to the Halliwick Association of Swimming Therapy, which is an expert body in teaching people with disabilities to swim by the Halliwick Method, we are unable to accept responsibility for loss or damage to a person or their belongings. All volunteers must abide by the Clubs policies, procedures and the Code of Good Practice.

Information contained within this form may be kept on a digital file in addition to this paper copy. If you object to this information being stored in this way, please inform the Chief Instructor or the IT, Media & Data Protection Officer..

Please return this form to: Lisa Alcock (Chief Instructor) or Ann Parton(training officer)

Print name of person completing the form:	
Signed by person completing the form:	
Date:	



## Alsager Swans Medical Condition/Medication Update Form

This form needs to be completed whenever a Club member has a change to the medical information that they have provided to Alsager Swans.

Information contained within this form may be kept on a digital file in addition to this paper copy. If you object to this information being stored in this way, please inform the Social, Welfare and Media Officer. For more information, please refer to the Alsager Swans Data Protection & Privacy Policy.

Club members name	
Updated medical condition(s)/diagnosis	
Updated medication(s)	
Print name of person completing the form	
Signed by person completing the form	
If you are signing on behalf of someone else, what is your relationship to them?	
Date	

Please return this form to: Amy Stephen (Chief Instructor)



## Alsager Swans Accident/Incident Form

Information about Injured/Sick Person			
Full name:		Date of birth:	
Home address:			
Email address:			
Telephone number:		Mobile number:	
<b>Emergency Contact Details</b>		Name:	
Telephone number:		Relationship to person:	

Information Regarding Accident/Incident & Any Treatment			
Date of accident:		Time of accident:	
Details of accident:			
Name of witness(s):			
Action taken:			
Treatment given:			
Name of ALC First Aider:			
<b>If hospital/medical centre advice or treatment is required:</b>			
Name of hospital/medical centre attended:			
Name of medical person responsible:			
Name of person accompanying swimmer:			
Post-accident outcome:			

Post-Accident/Incident Requirements	
Name of Parent/Guardian informed:	
Copy of first aid form from ALC:	Yes* / No *please attach and give to Chief Instructor
Risk assessment updated (if applicable):	Yes / Not Required

Signature of injured person/Parent or Guardian:	
Signature of ALC First Aider:	
Signature of Chief Instructor:	

## ALSAGER SWANS POLICIES & PROCEDURES SIGN OFF FORM

For the safety of all club members Alsager Swans requires **all committee members and all volunteers** to read and digest the club policies and procedures listed below. All these policies and procedures can be found in the constitution which can be downloaded from our website:  
**[www.alsagerswans.com](http://www.alsagerswans.com)**

If you have any questions or do not understand a policy or procedure please do not hesitate to contact the Chief Instructor.

I certify that I have read and will comply with the following Policies and Procedures:

1. Club Rules
2. Normal Operating Plan
3. Emergency Action Plan
4. Anti-Bullying Policy
5. Complaints & Grievance Procedure
6. Equal Opportunities Policy
7. Financial Policy & Procedure (*NOT REQUIRED for INSTRUCTORS*)
8. Health & Safety Policy
9. Policy on Dealing with Disruptive Behaviour
10. Policy on Physical Contact
11. Policy on Safeguarding of Children & Vulnerable Adults
12. Safeguarding of Children & Vulnerable Adults Code of Good Practice
13. Safeguarding of Children & Vulnerable Adults Procedure
14. Privacy & Data Protection Policy (*OPTIONAL FOR INSTRUCTORS*)
15. Volunteer Policy
16. Conflict of Interest Policy (*NOT REQUIRED for INSTRUCTORS*)

Please sign and return this form to the Chief Instructor within 1 month of starting.

Name.....

Signed.....

Date ...../ ...../ .....



### Safeguarding Procedure- Record of Concern Form

Name of person reporting concern:	Date:
Name of person who concern is regarding:	Gender: M / F

**Reason for concern:**

Please ensure that you include the following information:

- If there are any physical signs
- If there has been any behavioural changes
- Be specific with what caused you the concern

[Lined area for writing]

Continue details of reason for concern on the next page, as required.

Ensure that you have signed the bottom of page 2

[illegible]

Name of person reporting cause of concern: Signed: Date:
Name of Protection Officer: Signed: Date:

**Complete this form before leaving the leisure centre environment. Once you have completed this form, give it to a Club Protection Officer.**



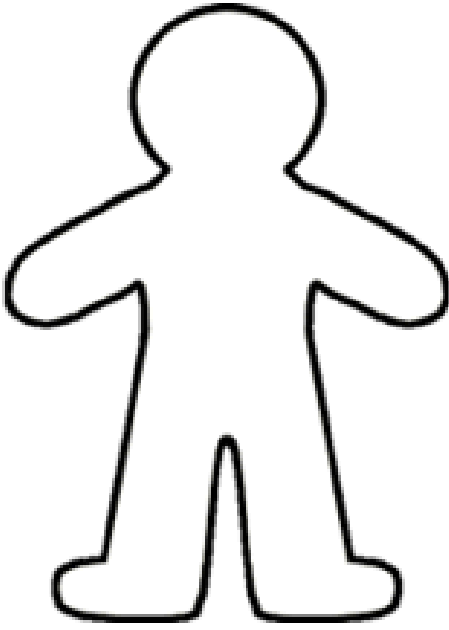
## Safeguarding Procedure- Disclosure Form

Remember the following:

- Do not ask leading questions.
- Do not record your opinion, just what was said- use exact wording where possible.
- Ensure that they fully understand that you **cannot** keep this disclosure confidential and, if appropriate, you will need to pass this information on to relevant authorities.

Name of person who the disclosure was first made to:	Date:
Name of Protection Officer or second adult:	Date:
Name of person who is making the disclosure:	Gender: M / F
Where disclosure happened:	

[illegible]

Details of conversation continued:	<b>Body Map – Please mark any signs of physical abuse, if visible.</b>  

Let the member read over what you have written (if unable to read, please read to them).

<b>Member</b>  I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable. Signed: Date:
<b>1<sup>st</sup> Adult</b>  I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable. Signed: Date:
<b>Protection Officer or 2<sup>nd</sup> Adult</b>  I confirm that this is an honest report of what was discussed and understand that this will be used as part of the investigation, if applicable. Signed: Date:

Name of witness:	Date:
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Please ensure the following:

- [illegible]

Witness statement continued:	
Print name:	
Signed:	
Date:	

## Photography/video consent form Alsager Swans

### Why do we need your consent?

Alsager Swans request the consent of swimmers or parents/carers of swimmers and Volunteers to use photographs and videos to celebrate the club's events and achievements, to promote the club on social media and on the Swans website,

### What are the conditions of use?

The photographs or videos taken will be stored securely for the duration of the members time at the Swans, The club will not use the personal details or full names in any photographs or video unless additional consent is requested/given. If, for example, a swimmer or volunteer has won an award and their parent/carer would like their name to be published alongside their photograph, separate consent will be obtained prior to this.

The club will only use photographs and videos of swimmers or volunteers who are suitably dressed, i.e. it would not be suitable to display any photograph of a swimmer in swimwear.

### Consent

**Signing this form means you are providing your consent for using the content (e.g. canal boat trip picture) on the club's website, or Swans Facebook pages or in local press.**

Parents/carers have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared/used prior to withdrawal.

**It is the responsibility of swimmers, parents/carers of swimmers or volunteers to inform the Swans, in writing, if consent needs to be withdrawn by submitting your request in writing to the Chief Instructor.**

### Signature

Name of Swimmer or Volunteer	
If under the age of 18 or a vulnerable adult, the name of parent/carers	
Signature of Swimmer, Parent/carer of swimmer or Volunteer	date ...../...../.....

If you have any questions regarding this form, please do not hesitate to contact the Lisa Alcock (Chief Instructor) or Ann Parton(training officer) via email [alsagerswans1979@gmail.com](mailto:alsagerswans1979@gmail.com)

**End**