

Kells Swimming Club

PERSON ON DUTY

Under Swim Ireland rules it is a requirement that a person is present on poolside for all swimming and land training sessions, when the swimmers are under 18 years of age. This is designed to protect both the swimmer and the coach/teacher and needs to be adhered to at all times.

- All pool and dry land session will be supervised in accordance with Swim Ireland policy. **All parents are expected to help with the supervision rota.** Please see below for guidance on supervision requirements.
- The rota will be organised in advanced by the Club Children's Office (CCO) and communicated to all involved – an email copy of the rota is sent to members and a copy is put on noticeboard at the pool.
- A Person on Duty rota will be issued per term.
- The coach/teacher must be able to rely on the person on duty being present. An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation; **a session cannot proceed without the Person on Duty.**
- Contact details for all individuals are available to coaching/teaching staff concerned by contacting the club secretary (these details will be kept confidential and only available for those that need them)
- The person on duty must be over 18 and may be an older member of the club i.e., it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad.
- The parent/supervisor should arrive (minimum 15 minutes) before the session starts and make themselves known to the coach/teacher in charge. They must register attendance by checking in all the swimmers on the Attendance Sheets.
- The parent/supervisor should have a full view and hearing of the pool area at all times
- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
- Concerns should be brought to the coach or teacher in charge of the session or the Children's Officer following a session
- The person on duty is required to remain until all the young people have been collected.
- Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/teacher or the committee – this is a breach of the code of conduct and should be dealt with accordingly

Role Of Person on Duty

On Arriving to the Pool as a Person on Duty

- Arrive a minimum of 15 minutes before the session starts
- Collect the key for the club filing cabinet from reception.
- Make yourself known to the teacher/coach in charge as the Person on Duty for that session
- Retrieve the Person on Duty Log Book and attendance sheets from the club filing cabinet (located in the pool viewing area).
- Position yourself in the viewing gallery by the door
- In the Person on Duty Log Book, note the date and session time, name of the teacher/coach in charge and sign your name. If you have swapped with someone, please note in brackets the name of the person originally scheduled to be there.
- As swimmers arrive for the session, 'tick' them in on the attendance sheet
- You must ensure all children have left the pool before you leave the pool area,
- You must remain supervising all swimmers until they are collected by their parent or in the case of older swimmers who are travelling home by themselves have left the premises.

The person scheduled to be on duty must:

- Find an alternative cover in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this
- Turn up at a reasonable time (a minimum of 15 minutes) before the session starts
- Be in full view of the pool for the duration of the session
- Should not be distracted by mobile phones/laptops while on duty
- Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to give feedback to individuals on one-to-one basis, this should be in open view
- Take note of any member who is injured, ill or leaves the session early and record this in the Person on Duty Log Book.
- In the event a child becomes ill, contact the parent to arrange collection immediately. The parent/supervisor will stay with the child until collected.
- Have temporary access to children's contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- Take note of any problems that occur in the Person on Duty Log Book – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Club Children's Officer or club secretary
- The Person on Duty must remain supervising all swimmers until they are collected by their parent or in the case of older swimmers who are travelling home by themselves have left the premises.
- **All parents are required to arrive on time to collect their swimmers so as not to delay the Person on Duty.**

If a person on duty does not turn up or has not made themselves known to the coach/ teacher prior to the start of the session it will be assumed that the person on duty is not present. This may lead to the session being cancelled and may result in sanctions in accordance with SI complaints and disciplinary procedures for the person concerned.

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