



Virtual Training (Zoom) Policy

Cleethorpes and District Swimming Club Ltd.

Cleethorpes and District Swimming Club (the Club) adopts all contractual policies and procedures defined by their governing body the Amateur Swimming Association (Swim England).

1. Principles.

The safeguarding of our club members, coaches and volunteers is of paramount importance and therefore during virtual training, all online teaching should follow the same principles as set out in the club's code of conduct. Therefore, the club will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements and to further support this and our members the below considerations will be taken when delivering virtual lessons/video conferencing, especially where webcams or phones are involved.

2. Club Responsibilities.

Cleethorpes and District Swimming Club Coaches and Teachers who are undertaking virtual training sessions of any form will ensure that the:

- Level of Coach(es) conducting the session is appropriate to the session being carried out.
- Standard of the session being delivered is appropriate for the swimmers in attendance.
- Coach(es) will carry out a Risk Assessment on their own working environment prior to conducting the sessions and will be Safeguarding Qualified and DBS Checked as per the Wavepower Guidelines.
- Codes and passwords are sent out via official club email addresses from coaches or committee members to the designated parent / carer's email.
- Sessions are recorded for safety purposes only and not used in any other way.

3. Swimmer / Member Responsibilities.

By allowing the swimmer to take part in any Virtual Training Session the parent (or athlete if 18+) agrees to the following safety measures.

Environment

Ensure that the area the athlete will conduct their session in is appropriate with regard to:

- Floor Quality (Athletes to use a Mat where Possible).
- Ventilation / Equipment Quality / Space Available.
- That any potential hazards are removed prior to the session.
- Any potential distractions are removed prior to the session (e.g. pets, TV).

Fitness of Participant

- Ensure that the athlete is fit and healthy enough to undertake the planned session.
- Ensure that the athlete raises any concerns regarding issues/difficulty in completing any task to the coach(es) leading the session.

Preparedness of Participant - ensure that the athlete:

- Is wearing appropriate clothing and footwear to undertake the planned session.
- Has a full water bottle and stays hydrated whilst undertaking the planned session.
- Has their hair tied back or held back when vision could be affected.

4. Coaching and Parental Support.

The Coach(es) will, wherever possible, coach the athletes to improve their technique and to avoid injury. However, due to camera angles this may not be possible during each session and therefore the coach(es) cannot be held fully responsible for discrepancies in session technique.

To ensure that the athlete is fully supported, the coaching team request that for best practice where possible an adult remains in close proximity of the athlete whilst the sessions are being conducted so as to provide additional 'hand on' support should matters arise.

5. Safeguarding.

General Requirements:

To ensure the safety of our members / athletes remains of paramount importance and in line with online safety requirements. Attendance of Virtual Sessions requires athletes and parents to agree to a number of processes.

Zoom Etiquette

During each session, the attendee (athlete) will be asked to ensure that the camera remains **ON** during the session and the attendee (athlete) will remain visible at all times. This is to ensure that the athlete remains actively involved and ensures that the coaching team have ongoing knowledge of those in attendance.

Parental Consent

As a parent you are allowing access to the athlete to sign into the particular virtual session and giving full consent to the athlete to complete the session in line with the following criteria.

Proximity

Ensure that an appropriate adult is in close proximity to the athlete while they are undertaking the sessions to oversee the safety of the athlete and, so that they can deal with any issues that arise during the session.

Non Adult Attendance

The time of sessions may vary to suit the needs of both your child's educational needs and the needs of the Coach(es), and at times the sessions may be held prior to a parent / carer returning home from work.

All parents / carers are asked to provide explicit consent that their child is able to attend a virtual session without parent supervision. This consent must be provided prior to the first session and will remain an ongoing document unless otherwise withdrawn by the parent / carer.

Attendance

Accepts that in line with GDPR the session your athlete is attending will be recorded.

6. Swimmer / Athlete Etiquette.

Throughout the Virtual Session the Club expects all of its members to behave appropriately and in line with the Clubs Code of Conduct. This includes:

- Appropriate language and behaviour.
- Full focus, listening and participation of session in line with coaching requests.
- Speak directly to the Coach(es) if unsure of any instruction within the session.

7. Breaches of Policy and Code of Conduct.

In line with the current Code of Conduct, breaches of Virtual Training align with the poolside training requirements as defined within Policy. Therefore should a swimmer breach the requirements of the Virtual Training set out by their Coach(es) the following will be implemented:

- First Verbal Warning.
- Second Verbal Warning.
- Third Breach – result in removal from Virtual Session.

Dependent on the severity of the breach the Head Coach can decide whether to allow the swimmer to return to the next available virtual session, or decline attendance to any future sessions until further notice.

For any swimmer removed from a session parent / carer will be contacted and informed of the incident so as to further support their swimmer and the club moving forward.

If a swimmer is deemed to disrupt a number of sessions, which in turn impacts upon the other members it may be requested that the child refrains from returning to any virtual sessions, with the timescale being agreed by the Head Coach and the Club Committee.

8. Zoom Privacy Policy Statement.

This Statement applies to the personal data Zoom process as a data controller, that is, as the party that determines what data to collect and why. The data we collect depends on the context of your interactions with Zoom and the choices you make, including the products and features you use. We also obtain data about you from third parties.

When you use Zoom's Services through a Zoom account holder, such as your club, the processing of your personal data is determined and administered by that account holder under its privacy policies.

<https://zoom.us/privacy>

9. Further Support and Advice.

The Club will provide guidance for anyone who requires assistance and advice and to further support the facilitation of Virtual Training in line with club processes, parents are asked to sign a Virtual Training Agreement which is retained on the swimmer's personal file.

In addition, all Privacy Details and how your data is collected can be found within our Privacy Policy and via the GDPR and ICO websites.

Contact:

- **Head Coach** headcoach.cads@gmail.com
- **Learn to Swim Lead** Ltslead.bubbles@gmail.com
- **Chairman** chairman.cads@gmail.com