

Disciplinary Procedure

(September 2026)

This procedure supports and reinforces the **Codes of Conduct** required under **Swim England Wavepower v2.1 (May 2025)**. It outlines the steps to be taken when a Coach, Teacher, Poolside Staff Member, Club Officer, Committee Member or Volunteer experiences behaviour that disrupts a session, poses a risk to the Member or others, or is otherwise inappropriate within the Club environment.

This procedure applies to all Members under the age of 18 and is designed to ensure consistency, fairness and safety.

Purpose of the Procedure

The Disciplinary Procedure will be used when:

- A Member's behaviour disrupts training or activities.
- A Member's behaviour poses a risk to themselves or others.
- A Member behaves in a manner considered inappropriate, unsafe or contrary to the Club's Codes of Conduct.

All actions taken must prioritise the safety and wellbeing of the child, in line with *Wavepower v2.1 (May 2025)*

Behaviour Management Steps:

Step One – Verbal Warning (in the water)

A clear verbal warning is given to the Member, identifying the behaviour and the expected improvement.

Step Two – Removal from the Water

A second verbal warning is issued. The Member is asked to exit the pool and is given a choice:

- Improve behaviour and re-join the session, or
- End the session and leave poolside.

If the Member leaves the session, the Parent/Guardian will be contacted immediately by the Coach/Teacher, Welfare Officer or Committee Member to collect them

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Step Three – Removal from the Session & Recording the Incident

A further verbal warning is issued out of the pool. The Member is removed from the session.

Actions required:

- The Head Coach must be informed.
- A written record must be made in the Club's Incident Book.
- If the incident occurs away from Ripley or Alferton Leisure Centres, a temporary written note must be made and later transferred to the Incident Book or emailed to the Welfare Officer.
- The Parent/Guardian must be contacted immediately to inform them of the incident.

Step Four – Meeting with Parent/Guardian

If the Member repeats the behaviour and Steps One–Three are triggered again, a formal meeting will be arranged by the Welfare Officer.

The meeting must include:

- The Parent/Guardian,
- The Welfare Officer, and
- A Coach/Teacher or Committee Member.

A written record of the meeting will be placed in the Incident Book.

No staff member or volunteer should meet with a Parent/Guardian alone. At least two Club representatives must be present.

Step Five – Formal Letter from the Committee

If behaviour continues or is considered serious, the Committee will issue a formal written warning to the Parent/Guardian outlining concerns and required improvements. Immediate Safety Concerns.

If behaviour is likely to cause injury or presents a significant safeguarding risk, Step One may be bypassed, and the Member may be removed from the session immediately. All such incidents must be recorded and reported in line with *Wavepower v2.1 (May 2025)*

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Possible Outcomes

Following this procedure, the Club may implement:

- Temporary suspension from training,
- Restrictions on participation, or
- Permanent exclusion from Ripley Rascals Swimming Club, in accordance with Swim England Judicial Regulations