

Briefing Note: Person on Duty rota January 2019

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise.

Duty rota for sessions

- The rota must be organised in advanced and communicated to all involved – this should be distributed via the usual method of communication to members e.g. club or region's website or noticeboard
- Contact details for all individuals on the rota should be available to coaching/teaching staff involved in the session (these details should be kept confidential and available for those that need them)
- The person on duty must be over eighteen, 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 coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- The person on duty should have a full view and hearing of the pool area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.
- 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/leader or the committee – this is a breach of the code of conduct and should be dealt with accordingly

Role of person on duty

The person scheduled to be on duty must:

- Find an alternative 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 before the session starts and remain with any teaching/coaching staff until all the young people are collected
- Be in full view of the pool
- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and person 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 feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Children's Officer or club secretary
- Know how or where to access young people'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

Athletes over eighteen

There is an on-going requirement to have a person on duty where young people over and under the age of eighteen are involved in a session. However, an *athlete* should not act as a person on duty for their own coaching/teaching sessions or for their own coach whether they are or are not involved in the session. An athlete who is subject to the authority of a leader may feel compromised if there is a need to report any behaviour or act involving this leader.

It is recommended, where possible, for parents of athletes over eighteen should be encouraged to stay involved and assist with the person on duty rota.

No person on duty

It is a breach of Swim Ireland rules to not have a person on duty for Swim Ireland sessions, either pool or dry land activities. If a person on duty does not turn up the coach/teacher should take the best courses of action to ensure the safety of the young people and themselves, this will mean cancelling the session unless a replacement is found. The person on duty who did not turn up may be subject to disciplinary action. Clubs may consider a specific action for the person on duty who fails to turn up and this must be agreed by the committee before an issue arises.

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