

## **CUSWPC WELFARE POLICY**

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### **1 AIMS**

The Cambridge University Swimming and Water Polo Club (CUSWPC) regards the health, safety and welfare of all members to be of paramount importance. The fundamental basis for our welfare policy is the desire to treat our athletes' responsibly and with respect and to support them in their pursuit of both their academic and sporting goals. The Club recognises that welfare is not just about safety in the pool but covers the full breadth of Club activities from training and competition through to socials and our media presence.

To this end, CUSWPC aims to ensure, so far as is reasonably practicable, that policies, procedures and practices are in place to maintain a safe and healthy environment and promote a positive club culture, not only for its members but also for other people and organisations that may be affected by the activities of the Club.

### **2 ROLES AND RESPONSIBILITIES**

#### **2.1 Everyone Involved in the Club**

Everyone involved in the club regardless of whether they are a participant, committee member, coach, volunteer or spectator is expected to:

- Make CUSWPC a safe, welcoming and inclusive environment;
- Respect the spirit of the sport, adhering to the rules and laws in and out of the pool;

- Respect the rights, dignity and worth of every person, treating everyone equally within the context of the sport and not discriminating against anyone else on the grounds of age, sexual orientation, gender, faith, ethnic origin, disability or nationality;
- Refrain from harassment (sexual or otherwise) towards any members of the club or public
- Hold other members of the club accountable should they behave inappropriately including reporting the incident to members of the CUSWPC committee when deemed appropriate in accordance with welfare flowchart (found on website);
- Show respect for the facilities we are using, and for all the people working there;
- Display a high standard of behaviour and understand that they are responsible for their own behaviour at all times including when under the influence.
- Conduct themselves in a manner that takes all reasonable measures to protect your own and other's safety;
- Understand that inappropriate behaviour that goes against the CUSWPC code of conduct may result in action being taken by CUSWPC. CUSWPC will support those affected by incidences of inappropriate behaviour if they choose to involve the university or police.

## **2.2 The Club Committee**

Overall responsibility for the management of welfare within CUSWPC rests with the Committee. As such, the Committee will aim, as far as is reasonably practical, to:

- Create, promote and maintain an equitable, safe and positive environment for all club members to participate and/or compete in their sport.

- Develop, implement and monitor policies, procedures and codes of conduct that are suitable for the club environment and that these are well publicised and/or formally endorsed by the relevant individuals and/or governing bodies.
- Ensure that there is at least one competent Welfare Officer designated within each sport to take the lead role in dealing with welfare matters;
- Ensure that there is at least one competent Safety Officer or person designated within the club to take the lead role in health and safety policies, procedures and practices.
- Ensure that coaches, instructors, officials and other student athlete support services provided, or endorsed, by the Club are at a suitable level for the activities that they run and the skills and abilities of members.
- Support Whistle Blowing and take steps to ensure members feel able to raise concerns without fear of negative repercussions;
- Ensure that confidentiality is maintained in relation to concerns and referrals, and information is only shared on a genuine 'need to know' basis;

### 2.3 Club Welfare Officers

|                                  |                                |                                    |                                  |
|----------------------------------|--------------------------------|------------------------------------|----------------------------------|
| Menna Walmsley                   | Ieuan Blackwell                | Alison Hutchinson                  | Ryan Ko                          |
| Women's swimming welfare officer | Men's swimming welfare officer | Women's water polo welfare officer | Men's water polo welfare officer |
| mw891                            | itb21                          | ah2022                             | rswk2                            |

The role of the Club Welfare Officer is to promote welfare centred practices within the club environment, provide a confidential, initial contact point for members in relation to welfare concerns and signpost individuals to relevant University, College and Community support systems when required. The role holder will:

- Assist the club in developing policies and procedures that prioritises equality and the ongoing welfare of club members. This should include welfare and equality policies.

- Work with the Club Committee to ensure that Codes of Conduct are in place for club staff, volunteers, coaches and competitors.
- Be a confidential point of contact for any issues concerning welfare within the Sports Club environment, e.g. poor practice, selection policy concerns, training/competition pressures from captains, coaches or other members, potential/alleged bullying or harassment.
- Listen to Club Members without judgement and escalate to Junior president or Senior committee when felt necessary.
- Ensure that all incidents are reported correctly and referred, in accordance with the Club Welfare Policy and, where appropriate, Disciplinary Policy.
- Keep up to date with referral routes available to students within the University, College and local area and signpost members accordingly.
- Act independently and in the best interests of members of the club, putting their needs above that of others and the club itself.
- Be in attendance at Club Committee Meetings to advise on welfare matters.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis, for example when a member of the Club is a danger to themselves and others.
- Ensure the safety and comfort of members is looked after at all Club events, in particular Taddies events and in the presence of alcohol.

Please note that it is NOT the role of the Club Welfare Officers to provide individual counselling support to club members. The Colleges work in close partnership with the University to provide the very best pastoral and welfare support to students and, as part of that partnership, individuals such as College Tutors and Senior Tutors have formal welfare roles and responsibilities and, as such, are better placed to provide guidance and support to students on non-sport specific welfare matters.

The University Counselling Service can provide individual counselling support for students in a range of areas, including anxiety, depression, academic related issues and relationships.

In addition, Mental Health Advisors, working in the Counselling Service, can provide support and guidance to students who are in crisis or who are experiencing moderate to severe mental health difficulties. There are also a range of self-help guides, resources and information for students available on the University Counselling Service website at: <https://www.counselling.cam.ac.uk/>

## 2.4 The Junior Presidents and Senior President

### Junior President and Vice President

|                  |                       |
|------------------|-----------------------|
| Eleanor Mason    | Justine Rannou        |
| Junior President | Junior Vice President |
| em872@cam.ac.uk  | jr883@cam.ac.uk       |

The role of the Junior President and Vice President include promoting welfare within the club, working with the welfare officers to develop and promote policies, and escalating welfare concerns through the relevant channels. In the instance that club members do not want to go through their welfare officers, the Junior President and Vice President can be contacted. Their role will be:

- Be a confidential point of contact for any issues concerning welfare within the Sports Club when individuals would prefer not to go directly to their welfare officers.
- Listen to concerns of Club Members without judgement
- Escalate concerns to Senior committee/sports centre where needed
- Assist the welfare officers in developing policies and procedures that prioritises equality and ongoing welfare of club members. This should include welfare and equality policies.
- Ensure that all incidents are reported correctly and referred, in accordance with the Club Welfare Policy and, where appropriate, Disciplinary Policy.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

- Be in attendance at Club Committee Meetings to advise on welfare matters.

## Senior President



The role of the senior president is to ensure that the club has welfare and disciplinary policies in place to prioritise welfare, assist the club with welfare matters that the committee escalates and to act as another point of contact to signpost members towards appropriate welfare resources if needed. Their role will be:

To ensure that welfare provision/guidance is in place

- To ensure that welfare provision/guidance is in place
- To act as an independent assessor in the case of misconduct within the club setting
- To provide signposting to students in relation to student welfare matters
- To support the club in dealing with any major accidents or incidents in conjunction with the sports centre and national governing body




### 3 CLUB POLICIES AND PROCEDURES

CUSWPC recognises the importance of having clear policies and procedures in place to support student welfare. Club Members should ensure that they read and adhere to the following policies and procedures:

| Policy                               | Web link  |
|--------------------------------------|---|
| Constitution                         | <a href="http://cuswpc.co.uk/about-cuswpc/documents/">http://cuswpc.co.uk/about-cuswpc/documents/</a>                                       |
| Code of conduct                      | <a href="http://cuswpc.co.uk/about-cuswpc/documents/">http://cuswpc.co.uk/about-cuswpc/documents/</a>                                       |
| Welfare flowchart                    | <a href="http://cuswpc.co.uk/about-cuswpc/documents/">http://cuswpc.co.uk/about-cuswpc/documents/</a>                                       |
| Welfare concern/incident report form | <a href="https://cambridge.eu.qualtrics.com/jfe/form/SV_021hSvSO9EgfRYi">https://cambridge.eu.qualtrics.com/jfe/form/SV_021hSvSO9EgfRYi</a> |
| Safety policy                        | <a href="http://cuswpc.co.uk/about-cuswpc/documents/">http://cuswpc.co.uk/about-cuswpc/documents/</a>                                       |

### 4 SPORT SERVICE SUPPORT

The Sports Service has a number of staff available to support Clubs in setting up a positive welfare culture supported by clear policies and procedures. The Sports Service Welfare Officers are also available to students if they feel unable to speak to their Club Welfare Officer or College Tutor regarding sports related matter

| Tristan Coles   | Lucy McGennity  | Karen Pierce   |
|---|---|--|
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|--------------------------------|--------------------------------|---|
| Sports Service Welfare Officer | Sports Service Welfare Officer | Welfare@Sport Strategic Lead and Safeguarding officer |
| Tel: 01223 768215              | Tel: 01223 336997              | Tel: 01223 762954                                     |
| welfare@sport.cam.ac.uk        | welfare@sport.cam.ac.uk        | welfare@sport.cam.ac.uk                               |