

## **Swim Ireland Briefing Note: Person on Duty rota**

### **Responsibilities of the Person on Duty**

The role of the person on duty is to provide a safer environment for both an athlete and a coach/teacher to operate. The person on duty (POD) is a mandatory requirement by Swim Ireland for all sessions involving young people (under 18).

#### **The POD:**

- Must arrive prior to the session starting and inform coach/teacher of their presence
- Ensures an attendance record of the athletes in the session is taken (this can be by the coach or the POD)
- Should not interfere with the coaching or teaching in the session; the POD should only intervene if a child is in danger, the coach/teacher is the person in charge of the session
- Must be on poolside or in close proximity to the poolside

#### **Responsibilities**

- Be aware of any child leaving the session and ensure they return to the session in a timely manner, if not alert the coach
- If a child leaves a session early e.g. by prior arrangement or sick or injured, or have been excluded, the child should change and then must wait within sight of the POD until collected (there may be arrangements for this which must be recorded for all PODs to be aware)
- Any issues or concerns must be reported to the coach; if this is not possible, the CCO must be contacted as soon as possible after the session

#### **In an emergency the POD will be required to:**

- Assist the coach/teacher in dealing with the matter, following the coach/teacher guidance
- Call for medical help if needed
- Contact the young person's parent/carer (ensure access to child's emergency contact details)
- Record the event in a provided notebook or diary
- Notify the CCO or Secretary of the club

#### **At the end of the session the POD is required to:**

- Only leave the pool/gym area when all children are in the changing area
- \*Remain in the facility until all the young people are collected or have left
- Note any parent/carer arriving late to collect child (report to Secretary as this may be a persistent or one-off occurrence)

\*Note: clubs may set a length of time e.g. 15 minutes for a POD to wait; parent/carers who are late MUST notify the coach if they are late. Parents/carers who are persistently late may be disciplined.

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February 2024