

PORTSMOUTH AND SOUTHSEA VOLUNTARY LIFEGUARDS



CODE OF CONDUCT POLICY FOR MEMBERS

1. Purpose

To provide a code of conduct which must be followed wherever possible by PSVL and its members whilst on operational duties and when representing PSVL in any way such as at fundraising events and social events. It is not an exhaustive list, but sets out the general principles expected by PSVL.

2. Scope

This policy is a detailed code of conduct which applies to all members whilst on operational duties and will be used by any Duty Officer (DO) or other member who manages other members. Operational duties also include training or any other activities carried out on behalf of PSVL. This policy should be read in conjunction with the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP).

3. Code of Conduct

At the heart of our policies is the 'Membership Charter'. This statement outlines the spirit in which PSVL and its members will act together to achieve PSVL's objectives.

Members whilst on operational duties or when representing PSVL must:

- carry out their duties and activities with due care and diligence;
- comply with all reasonable requests by the DO or any other member who manages their duties or activities;
- act within the law, including complying with the Road Traffic Acts, strictly adhering to drink/driving regulations and speed limits even when responding to an emergency;
- maintain the trust and confidence and uphold the reputation of PSVL at all times;
- maintain the trust and confidence of other members of PSVL;
- be aware of and adhere to PSVL's Health & Safety Policy, seeking clarification if necessary;
- immediately report all injuries and accidents occurring whilst carrying out duties or activities including whilst training;
- report any loss or damage to personal or PSVL property to the DO or to a member of the PSVL Committee;
- wear any protective clothing/equipment provided to them for their role;
- respect, maintain and care for any property belonging to or paid for by PSVL or any other member, including the proper cleaning of all equipment which comes into contact with sea water;
- return all property belonging to PSVL on or before the last date of their volunteering;
- ensure pets, children or other guests brought into Lifeguard Headquarters at the beach leave if requested by the DO;
- act with respect and courtesy towards others whether other members, official guests or members of the public;
- accept PSVL policy and the authority of those entrusted by PSVL to manage them including the DO, boat coxswain and patrol leaders;
- set a positive example to other members;

- discuss any problems or issues in a reasonable, constructive manner without aggression;
- make themselves aware of the content of PSVL's operational procedures and other policies kept at the Lifeguard Headquarters and operate within those procedures and policies;
- participate in any life saving, first aid, fitness or other training relevant to their role and maintain the relevant lifeguard or other qualifications; and
- notify PSVL whenever they are unable or may be unable to carry out aspects of their operational duties due to illness or a medical condition.

Members whilst on operational duties must not:

- act outside the spirit of the Membership Charter;
- participate in any form of inappropriate behaviour or activity when carrying out duties or activities, or act in any way that brings PSVL into disrepute;
- bully, harass or unlawfully discriminate against anyone;
- falsify records, defraud or attempt to defraud PSVL in any manner, including taking anything sold by PSVL without first paying the price set for it;
- carry out duties or activities when in an unfit state due to the influence of alcohol, drugs or other substances;
- be in possession of any offensive weapon whilst undertaking duties or activities;
- carry out private trading or any other personal activities at the Lifeguard Headquarters or use PSVL's name or equipment to promote private trading or any other personal activities; and
- damage or misuse PSVL property

4. Serious Breach

Serious breaches of this Code of Conduct will be handled using the PSVL Disciplinary Policy.

5. Responsibility

All members of PSVL are required to be familiar with the terms of this Code of Conduct. All members are required to keep within the spirit and intent of the policy, as far as possible. Any queries on the application or interpretation of this policy must be discussed first with any member of the PSVL Committee.

The PSVL Committee has the responsibility for ensuring the review and updating of this Code of Conduct. Revisions, amendments or alterations to this code of conduct and the Membership Charter can only be implemented following consideration and approval by the PSVL Committee.

6. Approval

This version 2.0 of the Code of Conduct and Membership Charter was approved by the PSVL Committee on 12 June 2008.

Honorary Chairman