



For members, staff & representatives of the Lifesaving Society - B.C. & Yukon Branch

Purpose: These policy guidelines have been developed to provide Lifesaving Society members, staff and representatives with *Code of Conduct* measures to ensure that a high standard of integrity, impartiality and safety is achieved through the performance of their duties and responsibilities.

The *Code of Conduct* also serves to inform members, staff and representatives in areas regarding confidentiality and areas where conflict of interest may arise.

Guidelines: Members, staff and representatives acknowledge and respect the responsibility of the Lifesaving Society, its Board and the Executive Director in all matters concerning the successful continued operation and presence of the Society.

Members, staff and representatives will adhere to the Policies, Procedures and Guidelines of the B.C. & Yukon Branch of the Lifesaving Society.

When representing the Lifesaving Society, members, staff and representatives will act and speak towards others with respect and dignity; deal with others judiciously and always be mindful of others' human rights.

Members, staff and representatives will respect the right to confidentiality and shall not disclose information not available to the public without proper authorization from the Executive Director. Members, staff and representatives shall not benefit, or appear to benefit, from the use of information acquired as a result of duties with the Lifesaving Society unless such information is available to the public generally.

Members, staff and representatives will recognize that a privileged and professional relationship exists with candidates and volunteers, and will refrain from exploiting that relationship for material, personal, or other gain.

Members, staff and representatives will be willing and open to review of the quality and practice of service rendered in the performance of duties. Participants in member and representative review may include course candidates, peers, guardians or technical professionals. Staff review will be performed by the Executive Director.

Procedure: Breaches of these Code of Conduct guidelines by members or representatives of the Lifesaving Society shall be brought to the attention of the Executive Director for referral to the Certification Review Committee. Staff breaches will be handled by the Executive Director.



LIFESAVING SOCIETY® PROFESSIONAL GUIDELINES & POLICIES

The Lifeguarding Experts

FOR INSTRUCTORS & RECERT CONDUCTORS

Safety

Safety of the candidates during courses and exams is the number one priority. Instructors should refrain from having candidates engage in unnecessary risky activities (i.e. during water rescue simulations). At all times, Instructors must refrain from having candidates dive into the shallow end of the pool. The "safe" depth at which to dive is left to the discretion of the Instructor, taking into consideration the physical parameters of the pool and each candidate's individual skill and confidence level.

No candidate should be forced to perform a skill that he/she does not want to attempt or is afraid to execute. Instructors should not force or pressure candidates to perform skills beyond their scope of training or capabilities. Please recognize that if a candidate refuses to perform a skill which is a requirement for a particular level, the skill will be considered a "fail". Instructors should structure classes and exams such that direct supervision of the candidates is maintained.

Program Policies

All Instructors should be familiar with and adhere to the Branch's policies and procedures as stipulated in the current edition of the Program Guide. Instructors are required to comply with all policies and procedures as stated therein.

Certifications

All Instructors must have the required and current certifications to teach each level as stipulated in the Program Guide. (e.g. to teach Bronze Medallion, Instructors must have a current Lifesaving Instructor Award). ***It is unlawful to misrepresent, forge or alter proof of your Royal Life Saving Society Awards to your employer and/or candidates.***

Reference Material

Instructors must teach according to the Society's course content and standards as outlined in course text books (Award Guides, Instructor Notes) and approved course materials. Each course has **required texts** which the Instructor must use and of which each candidate must have a personal and current copy.

Further Action

Any proof to the contrary may constitute further action by the Branch.