

Code of Conduct for Staff and Volunteers

“The Company” staff and volunteers involved have a great opportunity to be a positive role model and help build an individual’s confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of sessions, using safe methods at all times
- Consider the wellbeing and safety of participants before the development of performance
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Treat all people fairly and ensure they feel valued. Have no favourites
- Encourage all Children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Be positive, approachable and offer praise to promote the objectives of “the Company” at all times
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded
- Incidents and accidents to be recorded in the line with “the Club’s” procedures
- Never use sanctions that humiliate or harm participants
- Report accidents or incidents of alleged abuse or poor practice to the designated person
- Administer minor first aid in the presence of others and where required
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of children in their care
- Ensure the rights and responsibilities of children are enforced
- Establish and address the additional needs of disabled participants or other vulnerable groups
- Not abuse members physically, emotionally or sexually
- Not engage in a sexual relationship with a child for whom they are responsible
- Maintain confidentiality about sensitive information

- Respect and listen to the opinions of children
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined / committed / time keeping), remember people learn by example
- Refrain from smoking and consumption of alcohol during activities or sessions
- Never condone rule violations, rough play or the use of prohibited substances
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking a child to their home or travel alone with them
- Not administering First Aid involving the removing of an individual's clothing unless in the presence of others
- Hold appropriate valid qualifications and insurance cover
- Make activity fun
- Adhere to the Club's Player Announcement and Confidentiality Social Media policy at all times

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for young people particularly on safeguarding
- Support in the reporting of suspected abuse or poor practice
- Access to professional support services
- Fair and equitable treatment by "the Company"
- Be protected from abuse by children, young people, other adults and parents
- Not to be left vulnerable when working with children

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Senior Safeguarding Officer. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from "the Club."

Refer to "the Club's" Whistleblowing policy and Grievance and Disciplinary policies.