

## Appendix A: Code of Conduct for Staff (paid and voluntary)

### **Code of Conduct for Staff (paid and voluntary)**

Children and young people's work at Active Gloucestershire is based on the UN Convention of the rights of the child.

All staff and volunteers working on behalf of Active Gloucestershire must comply with good ethical practice, especially when working with children and young people, and should work in ways that reflect the following:

- Read, understand and implement our safeguarding policy and procedures.
- Be a positive role model to every person; displaying consistently high standards of behaviour and appearance, demonstrating good time keeping and showing commitment to your work.
- Report any concerns about or allegations of abuse or poor practise to our designated safeguarding lead
- Behave appropriately online.
- Make physical activity fun, purposeful and enjoyable. Promote fair play.
- Treat participants with respect and dignity. Build balanced relationships based on mutual trust which empowers participants to share in the decision-making process. Do not discriminate on the grounds of age, gender reassignment, disability, race, religion or belief, sex, sexual orientation or being married and being pregnant or on maternity leave.
- Put the welfare of each participant first and give everyone the opportunity to achieve.
- Involve parents/carers wherever possible and listen to their concerns.
- Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incident of discriminatory behaviour.
- Encourage all participants to ask questions, speak openly and appropriately to age, setting and context.
- Follow all guidelines on conduct and behaviour laid down by the relevant NGB ('National Governing Body'), associated club or Active Gloucestershire.

- Ensure the safety of all participants by providing effective supervision and safe methods of work at all times; demonstrate appropriate pre-planning of work, including considering the wellbeing and safety of all; ensure the activities are age appropriate, equipment and facilities are safe and well maintained as well as considering ability and experience.
- Encourage and guide participants to accept responsibility for their own actions, performance and behaviour. Discourage others from bullying behaviour or using bad language and challenge these actions.
- Maintain confidentiality about any sensitive information, sharing only with necessary officers, such as the DSL at Active Gloucestershire and the club/NGB designated person.
- Ensure you hold the appropriate certificates and insurances, as appropriate.

#### Off Duty Contact between Staff / Volunteers and Children

Members of staff must ensure that they maintain a professional relationship with children during any off-duty contact, continuing to follow the guidelines and policies set out for working contact. Staff should ensure they limit, and if possible, eliminate, any one-to-one contact. This should also include not driving children to and from events unaccompanied, even where a prior arrangement has been made with the child's parent.

#### Transport Policy Guidelines

As stated above, it is strongly advised that staff working on behalf of Active Gloucestershire do not take children in their vehicles unaccompanied, even with the prior consent of parents.

When transport is provided by the organisation to take children to sporting events, competitions or festivals, members of the organisation will take responsibility for ensuring the safety of children by ensuring that the following standards are adhered to:

- use a reputable company to provide transport and ensure the necessary insurance is in place
- ensure a minimum of two members of staff are always present

- obtain parental consent for all children and young people being transported
- ensure that all vehicles are fully roadworthy, fully insured and feature fitted seatbelts, which must be worn at all times
- verify that all staff, including drivers, involved in overnight trips, tours or events have undergone DBS checking and received DBS clearance
- issue all supervisory staff with all the relevant information for passengers, e.g. name/contact number, pick up/drop off point, name of parent/carer to collect and emergency telephone number
- ensure no participants are left unsupervised, i.e. dropped off when a parent/carer is not there.

**Consequences:**

- Any minor misdemeanours or general misbehaviour will be dealt with immediately, and/or reported to the designated person within the club, NGB or Active Gloucestershire, as appropriate.
- A serious or persistent breach of the code will result in disciplinary action from club, NGB or Active Gloucestershire, as appropriate, and could lead to dismissal from the role.
- Dismissal can be appealed, with the final decision taken by the club committee, Active Gloucestershire board or followed up by NGB disciplinary procedures, as appropriate.

**Declaration**

I certify that I have read and understood the Active Gloucestershire Code of Ethical Conduct and agree to abide by the guidelines that are outlined:

Signature:

Date:

Name (please print):

Contact details

Appendix holder

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NSPCC helpline 0808 800 5000 We are committed to reviewing our policy and good practice annually.

Key compliance dates:

<u>Last Review</u>	<u>November 2023</u>
<u>Next Review</u>	<u>November 2024</u>