

## Safeguarding template

### Code of Conduct for Staff and Volunteers

**A sample code of conduct for clubs, centres and coaches to use for staff and volunteers.**

More advice is available [www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

**As a member of staff or a volunteer for ..... we would like you to:-**

- Implement our Safeguarding policy and procedures.
- Report any concerns about or allegations of abuse or poor practice to our Safeguarding Officer.
- Listen to any concerns that parents or young people might have.
- Do not engage in any behaviour that constitutes any form of abuse.
- Respect your position of trust and maintain appropriate boundaries and relationships.
- Keep coaching, first aid and safeguarding training up to date.
- Make sure you have the appropriate staffing ratios of adult to participant.
- Respect children's trust and rights whilst being honest and open with them.
- Do not discriminate against anyone, regardless of gender, race, sexual orientation or ability.
- Administer first aid if an injury occurs and call for help when necessary.
- Use constructive and positive methods of developing skills, without humiliating or harming them.
- Abide by our E-safety policies.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people.
- Lead by example.
- Develop positive relationships with parents/carers and keep them updated of their child's development/progress.
- Help make the club/centre a friendly and welcoming place to be.

**As a member of our staff, we understand you have the right to:-**

- Enjoy the time you spend with us and be supported in your role.
- Be informed of our safeguarding procedures and what you need to do if something isn't right.
- Have access to ongoing training and support.
- Be listened to.
- Be involved and contribute towards decisions that affect the club/centre.
- Be respected and treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability.
- Be protected from physical or emotional abuse from children or parents and be supported to resolve conflict.

Signature of Staff Member/Volunteer:	
Date:	
Signature of Proprietor/Manager:	
Date:	

*Information taken from the Child Protection in Sport Unit website.*