|  |
| --- |
| **It is the responsibility of everybody involved in your club to ensure it remains a safe place, free from discrimination, fear and where possible, risk.** |
| A Code of Conduct is a really effective tool for defining and communicating acceptable standards of behavior.The Code of Conduct must apply to everyone involved in your club.Different groups of people covered by a Code of Conduct should include:* Children/young people
* Staff/ volunteers
* Parents/Carers

**The following templates can be used as a starting point to develop a Code of Conduct tailored specifically to your setting.** |

|  |
| --- |
| **Code of conduct** |
| *Insert name of name of club / organisation* is fully committed to safeguarding and promoting the wellbeing of children and young people. The club believes that it is important that everyone associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with ***Name*** and ***Position***.  |
| **Code of conduct for children and young people**  |
| As a member of (*Insert name of name of club / organisation)*, I will* cooperate with other club members
* be friendly
* listen to other club members
* be helpful
* follow this code of behaviour and other rules
* have good manners
* join in
* respect people’s differences
* treat staff and volunteers with respect
* follow the e-safety policy and agreement when using the internet, social networking sites, mobile phones etc
* report anything that worries or concerns me to (insert name of named person for child protection and name/role of any other person with special responsibility for hearing concerns from children and young people).

Name:Signed: Date:**Sample process for breaches of code of conduct.**For a first time or minor breach the child will be reminded of the Code of Conduct that they agreed to follow and will be encouraged to reflect and agree an appropriate response (e.g. an apology). A note of the breach and outcome should be recorded. If the child continues to exhibit inappropriate behaviour. The behaviour should be recorded and parents/carers informed. Any further persistent inappropriate behaviour will result in a more serious sanction being imposed (eg restriction/suspension from the club). This action should also be recorded.  |
| **Code of conduct for Staff/ volunteers** |
| As a member of staff/volunteer for (*Insert name of name of club / organisation)*, I will:* Treat all children and young people with respect and dignity
* Act as a role model for other young people
* Make sure that I know what to do if a concern about the safety or welfare of a young person arises.
* Co-operate fully with other volunteers and professionals.
* Consistently display high standards of behaviour and appearance.
* Always work in an open environment, avoiding private or unobserved situations.
* Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship).
* When organising activities/events for children and young people, or their attendance at activities/events, ensure the relevant information/documentation is collected (consent forms, contact details for next of kin, information relating to specific needs).
* Use a reporting form to keep a clear note of any incidents or concerns.
* If physical contact is necessary (e.g. in an emergency), tell the young person clearly what I am are doing and why, seek their permission and give choices where possible.
* Ensure that permission is sought from parents for any photographs or video of children or young people. These may only be captured using the settings equipment.
* Maintain confidentiality about sensitive information.
* Respect and listen to the opinions of young people.
* Develop an appropriate working relationship with participants, based on mutual trust and respect.
* Maintain professional boundaries

This code of conduct protects the children and young people we work with, you as a worker or volunteer and the organisation, by reducing the risk of anyone working with us, using their role to access children to cause harm. It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made Any breach of the code of conduct may lead to disciplinary action being taken. Serious breaches may result in a referral to Police, Social Services or the Local Authority Designated Officer (LADO) All workers or volunteers are expected to report any breach to the Designated Safeguarding Lead. Please sign below to confirm that you agree to adhere to the Code of Conduct: **Name: Signature:** **Date:** |
| **Code of conduct for Parents/Carers** |
| **As a parent I will :** * Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with “Name of Club, School or Event” (see parental consent).
* Deliver and collect my child punctually before and after sessions/remain with my child throughout sessions
* Provide details of relevant medical concerns or conditions pertaining to my child on the registration/consent form. Any changes in the state of my child's health will be reported to provision prior to the activity.
* Ensure that my child has clothing appropriate to the weather conditions
* Encourage my child to play by the rules, and teach them that they can only do their best.
* Ensure that my child understands their code of conduct.
* Behave respectfully towards other parents and children using the club
* Be realistic and supportive.
* Ensure your child has had adequate food and drink.
* Accept the official’s judgment and do not enter the field of play
* Promote your child’s participation in playing sport for fun.

**As a parent/carer you have the right to:** * Ask questions
* Be assured that your child is appropriately safeguarded.
* Be informed of any concerns relating to your child.
* Be informed if your child is injured.
* Have your consent sought for issues such as trips or photography.
* Contribute to decisions.
* An open and fair response to any complaints or concerns that you may have.

Any breaches of this code of conduct will be dealt with immediately. Persistent concerns or breaches may regrettably result in you and your child being asked to leave the session/club.**Name: Signature:** **Date:** |