

CODE OF CONDUCT

Good Practice

Always -

- Treat everyone equally with respect and dignity.
- Place the safety and welfare of participants as the highest priority.
- Set an example you would wish others to follow.
- Be publicly open when working with children/young persons and an adult at risk.
- Take care when working with and particularly when manually handling children/young persons and an adult at risk.
- Ensure that where possible parents/carers are responsible for children/ young persons and an adult at risk whilst using the toilet.
- Behave in an exemplary manner and be a role model for excellent behaviour.
- Motivate participants through positive and constructive feedback.
- Create a safe and enjoyable situation.
- Obtain written consent from parents when young children are required to be transported by coaches, trustees, staff or volunteers.
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form.
- Pass on any concerns to the Group Safeguarding Officer.

Practice which is never to be condoned

Never -

- Engage in rough, physical or sexually provocative games.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive remarks to a child/young person or an adult at risk – even in fun.
- Allow inappropriate language to go unchallenged.
- Allow allegations made by a child/young person or an adult at risk to go unchallenged, unrecorded or not acted upon.
- Depart from the premises, leaving children, young persons or an adult at risk alone and unsupervised.
- Do things of a personal nature for a child/young person or an adult at risk if they can do it for themselves, unless you have been requested to do so by the parents (do so with the utmost discretion).
- Abuse your privileged position of power or trust with children or adults.
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual.
- Have favourites.
- Form a relationship with a child or young person that is an abuse of trust.
- Hesitate to pass any genuine concerns to your Group Safeguarding Officer.

Practice to be avoided

- Spend excessive amounts of time alone with children and/or an adult at risk away from others.
- Share sleeping accommodation alone with a child/young person or an adult at risk.
- Take children and/or an adult at risk to your home where they will be alone with you.

The above should be avoided except in emergencies. If cases arise where these situations are unavoidable they should occur with the full knowledge and consent of someone in charge at the Group and/or the child's parents e.g. a child young person sustains an injury and needs to go to hospital or a parent/carer fails to arrive to pick a child up.

Safe Practice in Unforeseen Circumstances

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated.

Parents and/or carers should also be informed of the incident:

- If you accidentally hurt a child/young person or an adult at risk.
- If a child/young person or an adult at risk misinterprets something you have done.
- If you have to restrain a child/young person or an adult at risk.

It is impossible to establish guidelines for every situation, which may become evident in the Group, common sense should be used at all times, however if you are unsure please contact the Group Safeguarding Officer.

You should never be in a situation where you are alone with one child, young person or an adult at risk.

If unforeseen circumstances do arise you should always ensure there is someone with you e.g. a child/young person or an adult at risk sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick up a child/young person or an adult at risk at the end of a lesson.

If there are any concerns within the Group, or a declaration has been made, the RDA Safeguarding Procedures should be followed.