

Sample Safeguarding Code of Conduct

For staff, workers and volunteers

‘Safeguarding’ can be defined as the activity that is undertaken to prevent and respond to the risk of, or actual abuse, harm, ill-treatment, and neglect and is everyone’s responsibility.

The Safeguarding Code of Conduct below sets out what is required of staff, workers and volunteers with [Organisation]. Please speak to your manager if you are unclear or require further clarification on this.

Everyone working at [Organisation], whether in a paid or unpaid role is expected to adhere to this Code. You may also be required to undertake training in safeguarding and discuss this code with your line manager.

This Safeguarding Code of Conduct:

- makes clear what is required of all staff, workers and volunteers;
- supports staff, workers and volunteers in meeting their obligations;
- enables staff, workers and volunteers to raise concerns without fear of recrimination;
- reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

Staff, workers and volunteers must abide by the following:

- implement our safeguarding policy and procedures
- report any concerns or allegations of abuse, including lower-level concerns and poor practice, to our welfare officer or safeguarding lead person. [Organisation] will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others;
- refer to [Organisation’s] Whistleblowing procedure if you feel an incident or concern cannot be reported to your manager or your manager’s manager;
- listen to any concerns that parents or young people might have not to engage in any behaviour that constitutes any form of abuse or bullying;
- respect your position of trust and maintain appropriate boundaries and relationships with children, young people and adults at risk;
- keep your coaching and safeguarding training up to date;

- keep children, young people and adults in your sessions safe by supervising appropriately, using safe methods and techniques in line with your training;
- make sure you have appropriate staffing ratios of adult to participant before a training session/match etc begins;
- make sure equipment is fit for purpose, safe to use and accessible;
- respect children, young people and adults at risk's trust and rights while being honest and open with them;
- champion everyone's right to take part and celebrate difference within the organisation;
- stop play if an injury happens, call for a first aid and call for additional help when necessary
- use constructive and positive methods of developing participants skills;
- behave appropriately online when communicating on behalf of the organisation *[Cross-refer to any online safety and social media acceptable use policy as applicable];*
- challenge and address any instances of poor, negative, aggressive or bullying behaviour amongst children, young people and adults at risk;
- promote healthy safe environments for our young participants - where smoking, vaping and drinking alcohol will not be permitted and will be challenged;
- be a positive role model for our young participants and staff - you represent our organisation; and
- develop positive relationships with parents and catch up with them regularly about their child's development.

It is not permissible (and in some instances may be unlawful) for you to:

- use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, volunteers or staff;
- behave or communicate with children, young people or adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk;
- use a relationship with a service user or their family for personal gain. Gift-giving and the acceptance of presents should only take place in line with [Organisation's] policies and should be agreed with your manager;
- give special rewards or privileges in an attempt to build inappropriate relationships with children and young people or adults at risk;
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, young people or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails;
- possess indecent images of children;
- carry out your duties or volunteering whilst adversely affected by alcohol or drugs; and
- encourage or assist others to break the law in any way;

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

- be supported in your role within our organisation;
- be informed of our safeguarding and reporting procedures and what you need to do if something isn't right;
- have access to ongoing training in all aspects of your role;
- be listened to and feel valued be involved and contribute towards decisions within the organisation;
- be respected and treated fairly by us and our governing body; and
- feel welcomed and included be protected from physical or emotional abuse from children, parents, other members of staff and be supported to resolve any possible conflicts or concerns.

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work/volunteering for [Organisation].

Any breach of the Safeguarding Code of Conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement as a volunteer, as appropriate. In certain circumstances, if following investigation breaches of the Code are found, such action will also result in reports to Regulatory bodies, relevant Local Authorities and/or the police, as appropriate.

Signature of staff member or volunteer:

Print name of staff member or volunteer:

Date:

Signature of- line manager:

Print name of line manager:

Date: