



Community Capacity
Builders CIC

CODE OF CONDUCT POLICY

LAST REVIEWED: FEBRUARY 2024

CODE OF CONDUCT FOR DIRECTORS, SESSIONAL STAFF & VOLUNTEERS

1. Rights and Relationships

- Treat all participants with respect and dignity. Build balanced relationships based on mutual trust which empower participants to share in the decision-making process.
- Do not discriminate on the grounds of gender, race, colour, disability, sexuality, age or beliefs.
- Put the welfare of each participant first and give every person the opportunity to achieve.
- Be realistic, open and honest with players about individual winning and achievement of personal goals.
- Encourage and guide participants to accept responsibility for their behaviour and performance.
- Challenge and oppose unacceptable or discriminatory behaviour, and deal with any incidence of discriminatory behaviour.
- Report all allegations or suspicions of abuse
- Give aspirational, fair, open and constructive feedback.
- Encourage participants to ask questions, speak openly and appropriately to age, setting and context.
- Always respect children and vulnerable adults' 'space' and maintain an open, safe and appropriate distance with participants.
- Be aware that physical contact may be misinterpreted
- Participants should always be consulted, and their agreement gained.
- Recognise and strive to meet the development needs, ability and capacity of participants to succeed and be challenged, especially in performance environments.
- Respond to any concerns about a child's welfare by following procedures in the CCB Safeguarding Vulnerable Children & Adults Policy, and work in partnership with other organisations in the child's best interests.
- Involve parents / carers wherever possible. If groups have to be supervised in the changing rooms, know that as good practice directors, sessional workers and/or volunteers should work in pairs.
- Ensure that whenever possible there is more than one adult present during activities with vulnerable adults, or at least that you are within sight or hearing of others
- Respect the right to personal privacy and encourage participants to feel comfortable and caring enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Recognise that special caution is required when you are discussing sensitive issues with vulnerable adults
- Operate within Wirral Activity and Sports Partnership principles, guidance and procedures.
- The member of staff must always place the well-being and safety of the participant above the development of performance.

2. Personal and Professional standards

- Be an excellent role model displaying high standards of personal and professional behaviour and appearance and work in an open environment, being visible and identifiable as the coach.
- Make sport fun, purposeful and enjoyable - addressing individual as well as group needs, goals and potential.
- Promote fair play.
- Keep up to date with the technical skills, qualifications and insurance.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the participant.
- Ensure that as part of best practice at any residential (if relevant) adults will never invite players/participants into their rooms. Also ensure that directors, sessional staff or volunteers do not enter participants rooms, except in an emergency in which case there will be clear, open and announced protocols agreed beforehand for such circumstances.

3. Medical and accident

- Secure parental / carer consent in writing to act 'in loco parentis', if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment.
- Ensure that you know of any medicines being taken by participants, or existing injuries.
- Ensure that there is a written record (e.g. in a **Community Capacity Builders CIC** Accident Record Book) of any injury that occurs, along with details of any treatment given and that parents are informed.

4. You should NOT:

- Have inappropriate physical or verbal contact
- Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children, young people or adults
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise abuse issues
- Show favouritism to any individual
- Rely on your good name or that of **Community Capacity Builders CIC** to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach
- You should give guidance and support to inexperienced helpers.

5. Physical Contact

There are a number of principles that should be followed when the activity involves physical contact. Physical contact during sport should always be intended to meet the participants needs, NOT the instructor's/coach's. The responsible adult should only use physical contact IF their aim is to:

- To treat an injury
- To prevent an injury or accident from occurring

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- To meet the requirements of the sport or develop sports skills or techniques but in strict accordance with guidelines recommended by the relevant National Governing Body.
- The adult should always seek to explain the nature and reason for the physical contact.
- Unless the situation is an emergency, the adult should ask for permission.
- Participants should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

6. Physical punishment

Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this both to protect their own position and the overall reputation of the organisation in which they are involved.

7. Supervision of Vulnerable Children or Adults

Making arrangements for the proper supervision of vulnerable adults is one of the most effective ways to minimise opportunities for participants to suffer harm of any kind whilst in your care.

Organisers should provide clear guidance for parents, staff and participants. Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.

Any activity using potentially dangerous equipment should have been risk assessed and be subject to constant adult supervision. Dangerous behaviour should not be allowed

8. Staffing/Supervision Ratios

Organiser Guidelines should be available for every activity. Ideally a maximum of 1:10 but if escorting a child to the toilet for instance, this should be done in pairs of adults to protect against allegations.

If delivering sessions in an educational setting (e.g. SEND School, Secondary School) it is vital that the sessional worker or volunteer delivering the sessions does so WITH AT LEAST ONE OTHER AUTHORISED ADULT FROM THAT SETTING IN THE ROOM for the protection of the sessional worker and to ensure there is a witness to any improper behaviour conduct or allegation.

9. Working with Disabled Participants

Staff working with disabled adults will have updates on safe / best practice through the Projects Manager. Support with risk assessments will be available where appropriate.

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10. Photographic

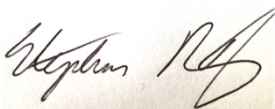
- Ensure that use of photographic and filming equipment along with mobile phones and the use of social media is appropriate, covered by guidelines which apply and that relevant permission of parents/carers has been sought for their use.
- Please read our SOCIAL & MEDIA POLICY for more detailed guidance.

All breaches of the Code will be dealt with in accordance with the range of disciplinary procedures - including appeals - as outlined in our Policy

This CODE OF CONDUCT POLICY came into force on 19th January 2020 and we are committed to reviewing our policy and good practice annually.

This policy statement and accompanying procedures were last reviewed on 23rd February 2024

Next Review is 24th February 2025.



Signed: Stephen Reid

(Director & Lead Safeguarding Officer).

Date: 23rd February 2024