



# **Code of Conduct**

**For**

# **Wenlo**

## **Riding for the disabled Group**

Address: Meadow School of Riding, Deans Lane, Nr Woodhouse Eaves,  
Loughborough, Leicestershire, LE12 8TE

Registered Charity No: 1073408

## **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 vulnerable adults.
- Take care when working with and particularly when manually handling children/young persons and vulnerable adults.
- Ensure that where possible parents/carers are responsible for children/young persons and vulnerable adults 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 vulnerable adult – even in fun.
- Allow inappropriate language to go unchallenged.
- Allow allegations made by a child/young person or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Depart from the premises, leaving children, young persons or vulnerable adults alone and unsupervised.
- Do things of a personal nature for a child/young person or vulnerable adult 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 vulnerable adults away from others.
- Share sleeping accommodation alone with a child/young person or vulnerable adult.
- Take children and/or vulnerable adults 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 vulnerable adult.
- If a child/young person or vulnerable adult misinterprets something you have done.
- If you have to restrain a child/young person or vulnerable adult.

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 vulnerable adult.**

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