



# Code of Conduct for Staff and Volunteers

Note: Where we refer to parents we mean parents and carers inclusively. The term children or child describes any person under the age of 18.

**As a member of staff or a volunteer at our club we would like you to:**

- ✓ Respect all decision made by the Club Management
- ✓ Represent Huntingdon Gymnastics Club in a positive light, never bringing the club into disrepute
- ✓ Be punctual and properly attired in club uniform
- ✓ Ensure you have the appropriate qualifications and insurance
- ✓ Implement our safeguarding policy and procedures
- ✓ Report any concerns about or allegations of abuse or poor practice to management or welfare officer
- ✓ Never transport gymnasts in your car or at your residence
- ✓ Never condone rule violations or use of prohibited substances
- ✓ Keep all confidential information confidential
- ✓ Never consume alcohol in the company of gymnasts or to the extent that it impairs your judgement
- ✓ The consumption of non-prescribed drugs
- ✓ Never use mobile phones or laptops in the gym, without managers permission
- ✓ Listen to any concerns that parents of young people may have
- ✓ Consider your behavior – do not engage in any behavior that constitute s any form of abuse
- ✓ Respect your position of trust and maintain appropriate boundaries and relationships with young people
- ✓ Keep any coaching and safeguarding training up to date
- ✓ Keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- ✓ Make sure you have appropriate staffing ratios of adult to participant before beginning the session
- ✓ Ensure equipment is fit for purpose, safe to use and accessible
- ✓ Respect children's trust and rights whilst being open and honest with them
- ✓ Champion everyone's right to take part and celebrate difference in our club or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- ✓ Stop coaching if an injury happens, administer first aid and call for help where necessary
- ✓ Use constructive and practice methods of developing children's skills without humiliating or harming them
- ✓ Behave appropriately online according to our social media policy
- ✓ Challenge and address instances of poor, negative aggressive or bullying behaviours amongst young people
- ✓ Lead by example when it comes to good sportsmanship, positive behavior and commitment to the sport
- ✓ Develop positive relationships with parents and catch up with them regularly about their child's development
- ✓ Make our club a friendly and welcoming place to be

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

- ✓ Enjoy the time you spend with us and be supported in your role
- ✓ Be informed of our safeguarding and reporting procedures and what you need to do if something is not right
- ✓ Have access to ongoing training in all aspects of your role
- ✓ Be listened to

- ✓ Be involved and contribute towards decisions within the club
- ✓ Be respected and treated fairly
- ✓ Feel welcomed, valued and not judged on your race, gender, sexuality or ability
- ✓ Be protected from physical or emotional abuse from children or parents and to be supported to resolve conflicts

We expect all our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we will address the problem straight away and aim to resolve the issue.

Continued issues and repeated breaches of this code, may result in us taking disciplinary action against you with the potential involvement of the governing body and could lead ultimately to your dismissal from the organisation.

I confirm that I have read and understood my responsibilities in regards to the Coaches code of conduct and agree to abide by the code in my capacity as a member of staff or volunteer with Huntingdon Gymnastics Club.

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	