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**Code of Conduct – Staff and Volunteers**

Positions of Trust

All those who work with children/young people/vulnerable adults are in a position of trust that has been invested in them by a child's parents/vulnerable adult's carer, Innov8 Sportz C.I.C and the child/young person/vulnerable adult themselves. This relationship can be described as one in which the individual is in a position of power and influence by virtue of their position.

Staff and Volunteers are in a position of trust and must recognise there are certain boundaries between themselves and participants which must not be crossed. The relationship, in essence, is no different to that between a teacher and the young people in their care or a carer and the adult they care for, in relation to the abuse of trust.

Staff and Volunteers must not encourage a physical or emotionally dependant relationship to develop between them and those in their care.

All those within Innov8 Sportz C.I.C have a duty to raise concerns about the behaviour of Staff or Volunteers, which may be harmful to the children/young people/vulnerable adults in their care, without prejudice to their own position.

All staff and volunteers must note that there are clear prohibited practices, which must not be breached. If there is a breach of the prohibited practice or codes of conduct, this should be reported.

All incidents reported will be taken seriously and managed within the Complaints and Disciplinary Procedures in accordance with the Staff Handbook

Staff and Volunteers WILL, at all times:

* Treat everyone equally regardless of age, ability or disability, gender, race, religion, ethnic origin, social status or sexual orientation. Every individual has the right to be protected from abuse
* Respect the rights, dignity and worth of every person
* Contribute to a professional, positive, inclusive and supportive working environment
* Be a positive role model
* Give all people equal opportunities to participate
* Make it clear that abusing young people/vulnerable adults in any way is unacceptable and will result in disciplinary action
* If you see any form of discrimination do not condone it or allow it to go unchallenged
* Create pathways for people to participate
* Promote Codes of Behaviour to parents/carers and participants, where appropriate.
* Involve young people/vulnerable adults in planning, leadership, evaluation and decision making related to activity
* Avoid violence and rough play
* Help injured players
* Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players
* Ensure there is appropriate and correct supervision of young people/vulnerable adults during the session
* Provide positive feedback to all young people/vulnerable adults during the programme
* Report any concerns you may have in relation to a young person or an adult involved in the session, accurately, objectively and in full, using Innov8 Sportz CIC’s Child Welfare and Child Protection Concerns Sheet, in line with Innov8 Sportz C.I.C’s Child Protection Policy
* Disclose any changes to personal circumstances that may have a direct effect on your ability to carry out your role, especially in relation to any event which may lead to your disqualification as suitable to work with children or vulnerable adults
* Ensure that, if they are taking any medication which may affect their ability to care for children/vulnerable adults, they will seek medical advice. Please be advised, Innov8 Sportz C.I.C will ensure that staff and volunteers only work directly with children/vulnerable adults if medical advice confirms that the medication is unlikely to impair that individual’s ability to look after participants properly
* Ensure medication on the premises is securely stored, and out of reach, at all times.

Staff and Volunteers WILL NOT:

* Ridicule or shout at a participant
* Expose participants to extreme heat or cold or unacceptable risk of injury
* Smoke while working/participating in a session
* Possess or consume alcohol or illegal or performance enhancing substances while working/participating in a session
* Use foul, sexist or racist language or gestures, at any time
* Engage in lewd or distasteful behaviour, at any time
* Condone behaviour that contravenes the codes of conduct/prohibited practice
* Use illegal or dangerous tactics
* Engage in any form of sexually related contact with participant. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
* Give young people alcohol or cigarettes or illegal or performance enhancing drugs
* Attempt to contact participants under the age of 18 or their parents/guardians via their personal social media, or any other means outside Innov8 Sportz CIC, in order to develop any sort of relationship. They will not make any efforts to find participants’ or parents/guardians’ social media profiles. They will not accept friend requests or requests to follow.

Prohibited Practice:

* Spending time alone with young people/vulnerable away from others
* Taking young people/vulnerable adults to your home where they will be alone with you
* Inviting or allowing young people/vulnerable adults to stay with you at your home
* Engaging in rough, physical or sexually provocative games with young people/vulnerable adults
* Sharing a room with a young person/vulnerable adult unless the individual is the parent/guardian/carer
* Allowing or engaging in any form of inappropriate physical touching or sexual contact or behaviour
* Using or allowing young people to use inappropriate language unchallenged
* Making sexually suggestive comments to a young person/vulnerable adult, even in fun
* Allowing allegations made by a young person/vulnerable adult to go unchallenged, unrecorded or not acted upon
* Doing things of a personal nature for young people/vulnerable adults that they can do for themselves, unless you have been requested to do so by the parents/carer. (It is recognised that some young people/vulnerable adults will always need help with things (such as lace tying) and it is also recognised that this does not preclude anyone attending to an injured/ill person or rendering first aid)
* Departing a session or agreed rendezvous point until the safe dispersal of all young people/vulnerable adults is complete
* Causing an individual to lose self-esteem by embarrassing, humiliating or undermining the individual
* Treating some people more favourably than others
* Agreeing to meet a young person/vulnerable adult, on their own, on a one to one basis
* Allowing unregulated photographs to be taken of children/vulnerable adults.

This policy was adopted by: Innov8 Sportz CIC in September 2016, was reviewed in September 2017, 2018 and 2019 and is due for further review in September 2020.