



## Guernsey Sport Commission Code of Conduct For Staff & Volunteers

This code of conduct has been developed to support all staff working for the Guernsey Sports Commission LBG (GSC). Its aim is to support your work and to protect you when working.

**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.

### Staff and Volunteers are expected to:

- Implement the GSC Safeguarding Policies & Procedures
- Report any concerns about or allegations of abuse or poor practice to the Welfare Officer
- Maintain confidentiality
- Listen to any concerns that parents or young people might have
- Consider your behaviour. Do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships with young people. Do not engage in a sexual relationship with a young person for whom you are responsible
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people
- Never condone rule violations, rough play or the use of prohibited substances
- Stop play if an injury happens, administer minor first aid (if qualified to do so) and call for help when necessary
- Keep participants in your sessions safe by supervising appropriately, using safe methods and techniques and by putting participant’s safety first
- Make sure you’ve got appropriate staffing ratios of adult to participant before the session begins
- Hold appropriate valid qualifications and keep your coaching and safeguarding training up to date
- Ensure equipment is fit for purpose, safe to use and accessible
- Treat all young people fairly and ensure they feel valued. Have no favourites
- Champion everyone’s right to take part and celebrate difference. Do not discriminate against anyone, regardless of gender, race, sexual orientation or ability
- Respect children’s trust and rights while being open and honest with them

- Consider the wellbeing and safety of participants before the development of performance.
- Never use sanctions that humiliate or harm young people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be positive, approachable and offer praise
- Provide young people with opportunities that are challenging, new, fun and offer learning experiences in a safe environment
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to sport
- Only wear Guernsey Sports Commission uniform when carrying out work for the Guernsey Sports Commission (never in your free time). Uniform belongs to the Guernsey Sports Commission and must be returned when employment ceases
- Refrain from smoking and consumption of alcohol during Guernsey Sports Commission sessions
- Behave appropriately online in accordance with our “Online Safety & Social Media” Policy
- Be a positive ambassador for the Guernsey Sports Commission
- Make our sessions a friendly and welcoming place to be

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

- Enjoy the time you spend with us and be supported in your role
- Have access to ongoing training in all aspects of your role
- Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- Be listened to
- Be involved and contribute towards decisions within the Guernsey Sports Commission
- Fair and equitable treatment by the Guernsey Sports Commission
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be protected from physical or emotional abuse by children or parents and be supported to resolve conflicts

We expect all of 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'll 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 which could ultimately lead to your dismissal from the Guernsey Sports Commission.**

**Signature of Staff Member or Volunteer:**

**Print name of Staff Member or Volunteer:**

**Signature of Line Manager:**

**Print name of Line Manager:**

**Date:**