



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 or activity, we'd like you to:

- implement our safeguarding policy and procedures
- report any concerns about or allegations of abuse or poor practice to our DSL
- listen to any concerns that parents or participants 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
- keep any safeguarding training up to date
- keep children in sessions you attend safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- make sure there are appropriate staffing ratios of adult to participant before the session begins
- ensure equipment is fit for purpose, safe to use and accessible
- respect participant's trust and rights whilst being honest and open with them
- champion everyone's right to take part and celebrate difference in our organisation by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- stop the session if an injury happens, ensure minor first aid is administered and call for help when necessary
- use constructive and positive methods of developing participant's skills, without humiliating or harming them
- behave appropriately online
- challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people
- lead by example when it comes to positive behaviour
- develop positive relationships with parents and catch up with them regularly about their child's development
- make our sessions a friendly and welcoming place to be

Lila Wellbeing CIC 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 isn't right
- have access to ongoing training in all aspects of your role
- be listened to
- be involved and contribute towards decisions within the organisation
- be respected and treated fairly by us and our governing body
- feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- be protected from physical or emotional abuse from participants 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 with the involvement of governing bodies and ultimately your dismissal from the organisation