**Burnham Tennis Association Safeguarding Code of Conduct**

This code applies to all users, members and visitors to Burnham Tennis Association.

* Prioritise the well-being of all children and adults at risk at all times
* Act as a positive role model at all times
* Not to behave in anyway towards young people or vulnerable adults that could be perceived by a third party as inappropriate
* Use appropriate language at all times
* Help to create a safe and inclusive environment both on and off court.
* Ensure Fair Play values (enjoy, respect, honesty) are maintained at all times
* Recognise diversity and make all reasonable efforts to meet individual needs
* Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
* Refrain from making physical contact with children or adults unless it is appropriate as part of an emergency or congratulatory (e.g. handshake / high five)
* Refrain from smoking and consuming alcohol during club activities or coaching sessions
* Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
* Where possible, do not be alone with a child or adult at risk; if you have to be alone with a child or adult at risk; let someone know such as a carer, club secretary, volunteer etc
* Keep clear boundaries between professional and personal life, including on social media
* Ensure your own roles and responsibilities, and those of everyone you are responsible for, are clearly outlined and everyone has the information, training and support to carry them out
* Report all allegations or concerns of abuse or poor practice to the club Welfare Officer following the Concern Reporting Procedure. If someone is in immediate danger, dial 999. Doing nothing is not an option
* Adhere to BTA’s safeguarding policy, diversity and inclusion policy, rules and regulations

\*In law it is illegal to have a relationship with someone who is under 18 years old if you are in a position of trust; it is illegal to have a sexual relationship with anyone under the age of 16 whether they give

consent or not.

**This Code of Conduct should be interpreted in a spirit of integrity, transparency and common sense, with the best interests of children and adults at Burnham Tennis Association as the primary consideration.**