

# **Code of Conduct for Staff and Volunteers at**

## **Newmarket URC Tennis Club (NUTC)**

NUTC Committee, coaches and volunteers involved in sport for children, young people and vulnerable adults are in a privileged position to offer positive role models and help build an individual's confidence. Observation of this code of conduct will ensure that appropriate working relationships with young and vulnerable tennis participants will be forged and maintained, based on mutual trust and respect.

### **Staff and volunteers are expected to:**

- Ensure the safety of all children, young people and vulnerable adults by providing effective supervision, detailed and appropriate planning of all sessions, using safe methods at all times.
- Through effective communication with parents / carers / teachers, as appropriate, establish and address any additional needs of disabled or vulnerable participants.
- Consider the wellbeing and safety of participants over and above the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all people fairly and ensure they feel valued. Have no favourites.
- Uphold the standard that any form of discrimination on the grounds of religious belief, race, gender, perceived social status or lack of ability is not accepted.
- prevent rough or dangerous play, bullying or the use of offensive language or inappropriate behaviour.
- Appreciate the efforts of all regardless of skill-set.
- Be positive, approachable and offer praise to promote the objectives of the session.
- Challenge and record, through appropriate channels, any allegations of abuse or poor practice. Incidents and accidents must be recorded in line with NUTC Safeguarding procedures. Parents will be informed.
- Where sanctions become necessary, use only those that do not humiliate or harm children, young people and vulnerable adults.
- Report accidents or incidences of alleged abuse to the Welfare Officer, in accordance with the Safeguarding Policy.
- Administer minor first aid in the presence of other adults and where required refer more serious incidents to the Club first aider or emergency services. Do not administer first aid involving the removal of clothing, except in unavoidable circumstances and only in the presence of other adult(s).
- Ensure access to a telephone at all events to facilitate immediate contact with emergency services.
- Foster team-work to ensure the safety of youth members and vulnerable adults in their care.

- Ensure the rights and responsibilities of youth members and vulnerable adults are enforced.
- Ensure no physical, emotional or sexual abuse takes place and on no account participate in an emotional or sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about sensitive (e.g. personal or medical) information.
- Respect and listen to the opinions of young and vulnerable participants.
- Take time to explain instructions and techniques to ensure they are clearly understood.
- Be a positive role model, displaying consistently high standards of behaviour, appearance, discipline, time-keeping, commitment.
- Prevent smoking, alcohol consumption or use of prohibited substances.
- Uphold adherence to Club, safeguarding and game rules.
- Avoid spending time alone with young or vulnerable people except for exceptional and unavoidable circumstances.
- Never take children or vulnerable adults to their homes.

#### **Staff and Volunteers have the right to:**

- Access on-going training and information on all aspects of leading / managing activities for youths / vulnerable adults – specifically safeguarding.
- Support in reporting /dealing with suspected abuse or poor practice and access to professional support services.
- Fair and equitable treatment by the Officers of the Club.
- Be protected from abuse by all participants in Club activities.

#### **Failure to adhere to the Code of Behaviour:**

Minor misdemeanors or lack of adherence to this code will be dealt with immediately by the Club Chair and reported verbally to the designated person. Serious or persistent breaches of the code will result in disciplinary action and could lead to dismissal from the Club. Dismissal can be appealed by the staff member / volunteer with final decisions taken by the club committee or referred to the sport's governing body, dependent on the nature of the breach of code.

#### **Emergency action and first aid:**

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

- ☐ Access to First Aid equipment      ☐ Telephone contact if the participant is a minor
- ☐ Telephone contact to the Emergency Services

**NUTC Code of Conduct revised February 2023**

(from template - Child Protection in Sport NSPCC)