



CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

All members of staff and volunteers should:

- Implement our safeguarding policies and procedures.
- Staff and volunteers must follow safer working practice at all times. This includes acting professionally, avoiding situations where they are alone with a child wherever possible, raising any concern promptly, and recording safeguarding concerns in line with our procedures.
- Ensure that only camp management or Head Coaches access phones, laptops or any device with camera capability during working hours on site where this is necessary for operational, safeguarding or emergency purposes, and confirm that camera lenses are covered when not in authorised use.
- Ensure that coaching staff do not access personal phones or devices during working hours, except where authorised by camp management for safeguarding, emergency or operational reasons. Personal phones must be switched off or on silent and stored securely with staff belongings.
- Report any concern, disclosure, allegation of abuse, or poor practice immediately to our Designated Safeguarding Lead, following our safeguarding and whistleblowing procedures where appropriate.
- Listen carefully to any concerns raised by parents, carers, children or young people, take them seriously, and pass on any safeguarding or welfare concern to the Designated Safeguarding Lead without delay.
- Staff must avoid any unnecessary or prolonged physical contact. Any physical contact should be necessary, appropriate, and for the benefit of the child (e.g. first aid, safety-related assistance).
- If physical assistance is required (e.g. helping a child up), always ask for consent wherever possible and ensure another staff member is present.
- Staff should never initiate one-on-one physical contact in private spaces.
- 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. It is illegal for someone in a position of trust to engage in any sexual behaviour or activity with a child under their care, even if the child is over the age of consent (16 or 17 years old) as outlined in the Police, Crime, Sentencing and Courts Act of 2022.
- Keep any coaching and safeguarding training up-to-date.
- Keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first.
- Ensure that appropriate staff-to-child ratios and supervision arrangements are in place before each session begins, taking account of the children's ages, abilities, needs, group size, activity, venue and any identified risks. Staff must be deployed effectively so that children are adequately supervised at all times.
- Ensure equipment is fit for purpose, safe to use and accessible.
- Respect children's trust and rights whilst being honest and open with them.
- Champion everyone's right to take part and celebrate difference in our sessions or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability.
- Stop play if injury happens, administer first aid and call for help when necessary.



- Use constructive and positive methods of developing children's skills, without humiliating or harming them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people.
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport.
- Develop positive relationships with parents and catch up with them regularly about their child's development.
- Make our classes 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.
- 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 company.
- Be respected and treated fairly by us.
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability.
- Be protected from physical or emotional abuse from 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 with the involvement of governing bodies and ultimately your dismissal from the organisation.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 01 September 2026

Signed:

Name: Mrs Katie Lewty

Position: Operations Director for Munchkin Sports Ltd