

## 15. Code of Conduct for Staff

**Principles:** This **Code of Conduct for Staff** is an important element of RitC's safeguarding ethos and to ensure that all children and adults are protected from harm. It is designed to outline the expectations of RitC and provide a framework that underpins how staff will work ethically with those that engage with the organisation. **It is the responsibility of all staff working on behalf of RitC to ensure that:**

- They recognise the position of trust they have by working for RitC
- Their behaviour is appropriate at all times
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs or suspicions of abuse
- In every respect, the relationships they form with the children and adults are appropriate.

**How staff can meet their responsibilities:** The following is a list of Do's and Don'ts to assist RitC staff to meet their duty to safeguard all children and adults they have responsibility for. By following this code of conduct RitC staff will avoid compromising situations or opportunities for misunderstands and/or allegations.

<b>Do</b>	read the <b>Safeguarding Handbook</b> and make everyone aware of the policies, procedures & processes.
<b>Do</b>	read and understand the <b>Safeguarding Policy Statements</b> for Children and Adults at Risk.
<b>Do</b>	ensure you are familiar with the safeguarding personnel and how to make contact with them.
<b>Do</b>	abide by the <b>Code of Conduct for Staff</b> and put it into practice at all times.
<b>Do</b>	follow the <b>Code of Good Safeguarding Practice</b> when working with Children and Adults at Risk.
<b>Do</b>	encourage others to challenge any attitudes or behaviours they do not like.
<b>Do</b>	follow RitC's child/adult ratios for meetings and activities.
<b>Do</b>	allow children and adults to talk about any concerns they may have.
<b>Do</b>	respect the right to personal privacy of a child, young person or vulnerable adult.
<b>Do</b>	remember someone else might misinterpret your actions - no matter how well-intentioned.
<b>Do</b>	avoid being drawn into inappropriate attention seeking behaviour <b>e.g.</b> tantrums and crushes.
<b>Do</b>	keep other members of staff informed of where you are and what you are doing.
<b>Do</b>	take any allegations or concerns of abuse seriously and refer immediately to the <b>DSO</b> .
<b>Do</b>	remember this code at sensitive moments <b>e.g.</b> when responding to bullying or abuse.
<b>Do</b>	have separate sleeping accommodation for participants and staff in any overnight activity.
<b>Do</b>	avoid breaches of trust <b>e.g.</b> a sexual relationship with a child or adult participant over the age of consent.
<b>Do</b>	plan activities so that more than one other person is, or at least are within sight and hearing of others.
<b>Do</b>	treat everyone with dignity and respect.
<b>Do</b>	follow RitC's no alcohol instruction.
<b>Do</b>	treat all participants equally/show no favouritism.
<b>Do</b>	set an example you would wish others to follow.

<b>Do Not</b>	trivialise abuse.
<b>Do Not</b>	form a relationship with a child, young person or adult at risk as that is an abuse of trust.
<b>Do Not</b>	permit abusive peer activities <b>e.g.</b> initiation ceremonies, bullying <b>etc.</b>
<b>Do Not</b>	engage in inappropriate behaviour or contact <b>e.g.</b> physical, verbal, sexual <b>etc.</b>
<b>Do Not</b>	play physical contact games with children, young people or adult at risk.
<b>Do Not</b>	make suggestive remarks or threats to children, young people or adult at risk, even if meant in fun.
<b>Do Not</b>	use inappropriate language when writing, phoning, emailing posting on the internet.
<b>Do Not</b>	let allegations, suspicions, or concerns about abuse go unreported.
<b>Do Not</b>	just rely on your good name to protect you.

This Code of Conduct for Staff is the core framework for ethical working generally and should be read in conjunction with any and all other codes of conduct that apply to any specific project delivery.

**Reviewed & Updated: March 2021**

RitC will review this **Code of Conduct for Staff** and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within the CCO (or one which directly concerns or affects the CCO); and/or following a significant organisational change.

## 16. Code of Conduct for Children

### Principles

This Code of Conduct for Children is a general framework to encourage and support appropriate behaviour and help RitC to provide safe activities and services. This code should be read in conjunction with the Code of Behaviour for Children. RitC believes that all children and young people have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Privacy
- Enjoy their chosen activity in a safe environment
- Be referred to professional help if they need it
- Be protected from abuse by other participants, staff or from outside sources
- Be respected and treated fairly
- Be believed
- Experience competition and the desire to win
- Ask for help
- Have any concerns taken seriously and acted on
- Participate in their chosen activity on an equal basis as appropriate to their ability.

The following is a list of Do's and Don'ts that outline the expected standards of behaviour from children and young people engaging with RitC and should be read in conjunction with any other code of conduct applicable to the activity being participated in:

<b>Do</b>	be loyal and give your friends a second chance.
<b>Do</b>	be friendly and particularly welcoming to new members joining RitC.
<b>Do</b>	be supportive and committed to your team members and offer them comfort when required.
<b>Do</b>	keep yourself safe.
<b>Do</b>	report any inappropriate behaviour or risky situations for yourself and others.
<b>Do</b>	play fairly and be trustworthy.
<b>Do</b>	respect officials and accept their decisions.
<b>Do</b>	show appropriate loyalty and be gracious in defeat.
<b>Do</b>	respect opponents.
<b>Do</b>	make our RitC a fun place to be.
<b>Do</b>	behave and listen to all instructions from RitC staff.
<b>Do</b>	show respect to other RitC members and staff and show team spirit.
<b>Do</b>	take care of equipment owned by RitC.
<b>Do</b>	respect the rights, dignity and worth of all RitC participants.
<b>Do</b>	wear suitable clothing, shoes and/or kit for the activity you are participating in.

<b>Do Not</b>	cheat or be violent and/or aggressive.
<b>Do Not</b>	get involved in inappropriate peer pressure and push others into something they do not want to do.
<b>Do Not</b>	use rough and/or dangerous play.
<b>Do Not</b>	smoke on RitC premises or whilst representing RitC at competitions.
<b>Do Not</b>	consume alcohol or drugs of any kind on RitC premises or whilst representing RitC.
<b>Do Not</b>	discriminate against anyone on any grounds.
<b>Do Not</b>	use bad language or racial/sectarian references.
<b>Do Not</b>	bully another person - which includes bullying via social media, texts and messaging.

Any minor misdemeanours or general misbehaviour will be addressed by the RitC staff member responsible for the activity and reported verbally to RitC's DSO. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the activity. Parents/carers will be informed at all stages.

**Reviewed & Updated: March 2021**

RitC will review this Code of Conduct for Children and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within the CCO (or one which directly concerns or affects the CCO); and/or following a significant organisational change.

## 17. Code of Conduct for Adult Participants, Parents, Families, Carers & Spectators

### How parents, families & carers can support RitC

The following is a list of Do's and Don'ts which is designed to act as a reminder to adult participants, parents, families, carers and spectators about the expected standards of conduct. By following this code of conduct adult participants, parents, families, carers and spectators can assist RitC to provide a positive, nurturing and safe environment for all children, young people and adults who make use of the services and facilities of the organisation.

<b>Do</b>	read the RitC's <b>Safeguarding Policy Statement</b> and note the contact details of the <b>DSO</b> .
<b>Do</b>	understand and respect RitC's <b>Safeguarding Ethos</b> and <b>Ethical Working Policy</b> .
<b>Do</b>	ensure you are familiar with how to give <b>Comments &amp; Suggestions</b> and raise <b>Concerns or Complaints</b> .
<b>Do</b>	abide by this <b>Code of Conduct</b> and put it into practice at all times.
<b>Do</b>	encourage and support children, young people and adults to follow RitC's relevant <b>Codes of Behaviour</b> .
<b>Do</b>	bring any attitudes or behaviours that concern you to the attention of RitC's <b>DSO</b> .
<b>Do</b>	work with RitC to build relationships with our staff.
<b>Do</b>	demonstrate through your own behaviour that everyone should be treated with dignity and respect.
<b>Do</b>	understand that you must remain calm & respectful when there is conflict, despite who may be at fault.
<b>Do</b>	approach RitC staff to help solve any issues and/or problems.
<b>Do</b>	work with RitC and our staff for the benefit of all children, young people and adults.
<b>Do</b>	seek to clarify a child or adults' version of events with RitC's view to help resolve problems.

<b>Do Not</b>	interfere, or threaten to interfere, with the running of a session or activity.
<b>Do Not</b>	engage in disruptive behaviour on RitC grounds.
<b>Do Not</b>	use loud or offensive language, swear, curse or display temper/anger.
<b>Do Not</b>	threat to do actual bodily harm to an RitC Trustee, member of staff, parent/carer or participant.
<b>Do Not</b>	damage or destroy RitC property.
<b>Do Not</b>	send abusive/threatening emails, texts/voicemail/phone messages or other written communication.
<b>Do Not</b>	make defamatory/offensive/derogatory comments regarding RitC or its staff on any social media.
<b>Do Not</b>	use physical aggression towards another child or adult.
<b>Do Not</b>	physically punish your own child on RitC grounds.
<b>Do Not</b>	chastise someone else's child.
<b>Do Not</b>	smoke or consume alcohol or drugs on RitC grounds.
<b>Do Not</b>	brings dogs onto RitC grounds.

This Code of Conduct for Adult Participants, Parents, Families, Carers & Spectators should be read in conjunction with any and all other codes of conduct that apply to any specific project delivery location.

**Reviewed & Updated: March 2021**

RitC will review this **Code of Conduct for Adult Participants, Parents, Families, Carers & Spectators** and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within the CCO (or one which directly concerns or affects the CCO); and/or following a significant organisational change.