



Berkhamsted Gymnastics Club

Code of Conduct for Coaches and Staff (including volunteers)

Version number	Date published /reviewed	Revisions made
1	15/07/19	Original
2	19/09/19	Added paragraph: Photos or video of club members in a club setting can only be taken using club equipment and used in line with the BGC Photography and Video policy
3	09/05/2021	Branded and document checked

Note: Where we refer to 'parents' we mean parents, carers and guardians inclusively. The term 'children', 'child' or 'young person' describes any person under the age of 18.

As a coach, member of staff or a volunteer at our club we'd like you to:

- ✓ Implement our safeguarding policy and procedures (See **BGC Safeguarding Policy**)
- ✓ Report any concerns about or allegations of abuse or poor practice to our welfare officer by emailing welfare@berkhamstedgymnastics.co.uk or calling 07947 396630
- ✓ Listen to any concerns that parents or young people 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. Engaging in sexual behaviour with any child under 16 is illegal. In addition, adult staff engaging in (consenting) sexual

behaviour with a member of the club aged 16 or 17 is an abuse of their position of trust and is in breach of BG safeguarding policy.

- ✓ (Coaches) Keep your coaching and safeguarding training up to date
- ✓ Behave appropriately online and keep all communications with other club members open. As an adult do not communicate privately with young people using social networking sites. As a young person do not communicate privately with adult staff. (see **BGC Communications policy** and **BG Social Networking Guidelines**).

- ✓ Ensure your mobile phone is turned off unless the phone is used as a club contact number or for emergencies
- ✓ Photos or video of club members in a club setting can only be taken using club equipment and used in line with the **BGC Photography and Video policy**
- ✓ (Coaches) Keep children in your session safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- ✓ (Coaches) Make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ (Coaches) Ensure equipment is fit for purpose, safe to use and accessible
- ✓ Display consistently high standards of behaviour and appearance and do not use inappropriate language at any time whilst involved with club activities
- ✓ Respect children's trust and rights while being honest and open with them
- ✓ Champion everyone's right to take part and celebrate difference in our club; do not discriminate against anyone
- ✓ Stop the activity if an injury happens and inform a First Aider (Level 2 coach or above). Follow **BGC Accident procedures**
- ✓ (Coaches) 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
- ✓ (Coaches) Lead by example when it comes to good sportsmanship, positive behaviour and commitment to gymnastics
- ✓ (Coaches) Develop positive relationships with parents and catch up with them regularly about their child's development
- ✓ Make our club a friendly and welcoming place to be. Be polite, patient, caring and engaging!

As a coach, member of our staff or volunteer, we understand you have the right to:

- ✓ Enjoy the time you spend with us, feel valued and not judged based on your race, religion, gender, sexual orientation or disability

- ✓ Be informed of our safeguarding reporting procedures and what you need to do if something isn't right (see **BGC Reporting Safeguarding Concerns**)
- ✓ Be supported in your role and have access to ongoing training
- ✓ Be listened to
- ✓ Be involved with and contribute towards decisions within the club
- ✓ Be respected and treated fairly by us and by our governing body, British Gymnastics
- ✓ Be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts

We expect all our coaches and staff (including volunteers) to follow the behaviours and requests set out in this code. If any coach, 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 our governing body, and ultimately your dismissal from the club.

* Signature of staff member or volunteer:	
Print name of staff member or volunteer:	
Signature of line manager:	
Print name of line manager:	
Date:	

* Where the staff member or volunteer is under the age of 18:

Parent signature:	
Print name of parent:	