



Education | Environment | Experience

Code of conduct for staff and volunteers

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

As a staff member or volunteer at DIVE PROJECT CORNWALL you are very much in the public eye. You are expected to follow and sustain the DIVE PROJECT CORNWALL safeguarding policy ensuring all young people are able to participate in a safe and fun environment. All staff and volunteers should be aware of the normal operating procedures/EAP. Any concerns should be addressed with the event director and safeguarding officer.

As a member of staff or a volunteer at Dive Project Cornwall CIC, we'd like you to:

- ✓ implement our safeguarding policy and procedures
- ✓ report any concerns about or allegations of abuse or poor practice to our welfare officer
- ✓ 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 the age of 16 is illegal
- ✓ 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
- ✓ make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ 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 Dive Project Cornwall or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- ✓ stop play if an injury happens, administer minor first aid and call for help when necessary
- ✓ use constructive and positive methods of developing children's skills, without humiliating or harming them
- ✓ behave appropriately online in accordance with our online safety and acceptable use policy
- ✓ 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 teachers and catch up with them regularly about the students development and progress
- ✓ make Dive Project Cornwall a friendly and welcoming place to be



Education | Environment | Experience

Code of conduct for staff and volunteers

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 club or activity be respected and treated fairly by us and our governing body
- ✓ 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

<p>Signature of staff member/volunteer:</p> <p>Print Name of staff member or volunteer:</p> <p>Signature of manager:</p> <p>Print name of manager:</p> <p>Date:</p>
--