

American Football Development Limited

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

American Football Development Limited staff, volunteers and employees have a great opportunity to be a positive role model and help build an individual's confidence. Staff, volunteers and employees are expected to:

- Ensure the safety of all children by careful supervision, proper pre-planning of activities, using safe methods at all times
- Consider the wellbeing and safety of participants before the development of performance
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Treat all attendees equally and ensure they feel valued; have no favourites
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes, sexual identity or lack of ability
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Appreciate the efforts of all attendees and not over-train the attendees. Never exert undue influence over performers to obtain personal benefit or reward
- Be positive, approachable and offer praise to promote the objectives of the organisation at all times
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents need to be recorded in the incident/accident book. Parents/carers will be informed
- Report accidents or incidents of alleged abuse or poor practice to Gur Samuel
- Administer minor first aid in the presence of others and where required refer more serious incidents to the allocated "first aider"
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of all attendees in their care
- Ensure the rights and responsibilities of attendees are enforced
- Not abuse members physically, emotionally or sexually
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information
- Respect and listen to the opinions of young people
- Take time to explain coaching techniques to ensure they are clearly understood
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping), remembering that young people learn by example
- Refrain from smoking and consumption of alcohol during coaching hours
- Never condone rough play, illegal contact or the use of prohibited substances
- Not spend excessive amounts of time alone with attendees except in exceptional circumstances
- Never take a young person to their home

- Not administering First Aid involving the removing of young people's clothing unless in the presence of others
- Hold appropriate valid qualifications and insurance cover
- Ensure that all attendees maintain safe form in all drills and activities, and stop any drill or activity where a participant is proceeding unsafely
- Make the activities **fun**

Staff and volunteers have the right to:

- Access information on all aspects of leading/managing activities for youths, particularly on Safeguarding
- Support in the reporting of suspected abuse
- Access to professional support services
- Fair and equitable treatment by American Football Development Limited
- Be protected from abuse by youth attendees, their parents, adult attendees, and other staff, volunteers and/or employees of American Football Development Limited
- Not to be left vulnerable when working with children

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to Gur Samuel. Persistent breach of the code will result in dismissal from American Football Development Limited.

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 our 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