**September 2022**

**Code of Conduct for Safeguarding Players Wellbeing**

As a Club we have a responsibility to promote high standards of behaviour in the game as required by Scottish Para-Football and the SPFA. As a Staff Member, Club Official or Volunteer you will be required to observe the following code of conduct in everything you do.

All staff members, club officials and volunteers at Ayrshire Tigers Powerchair Football Club will be asked to sign up to the following standards, outlining the behaviours, expectations and requirements of everyone at the club working or volunteering with children and/or protected adults.

For the purposes of Children’s Wellbeing, a child is recognised as someone under the age of 18 years.

For the purposes of Protected Adult’s Wellbeing, a protected adult is defined by The Protection of Vulnerable Groups (Scotland) Act 2007 as a person aged 16 years or over who receives one, or all of the following:

* Accommodation and nursing or personal care in a care home
* Personal care, nursing, or support to live independently in their own home
* Health or social care services
* Services provided by an establishment catering for a person with a learning disability
* If person is attending a discrete sports session/club/event

##### And in consequence of one, or a combination of the following:

* A substantial learning or physical disability
* A reduction in physical or mental capacity due to advanced age, illness or injury

##### A person is also considered to be protected if they are either:

* Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired
* Are unable to safeguard their own well-being, property, rights or other interests.

Creating an environment where children and protected adults are respected, their rights are promoted and they are supported to have fun, learn and develop in a safe environment is essential to inspire them to love the game.

To achieve this goal the Club expects its members of staff and volunteers to embody the Wellbeing and Protection Values – Inclusive, Empowering, Approachable and Accountable - to create a positive football environment and by displaying exemplary behaviour and implementing practices that make football a safe, fun and positive experience for all children and protected adults involved.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the Ayrshire Tigers PFC’s procedures for Responding to Concerns about the Conduct of an Adult and/or the Club’s Disciplinary Procedures.

# Good Conduct

#### The Club supports and requires the following good practice with all its players:

* Make football a fun and enjoyable experience where everyone is involved.
* Always show respect to everyone involved in the game.
* Build balanced relationships based on mutual trust.
* Support players to understand their rights in powerchair football and the safeguards put in place to protect them.
* Include players in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute.
* Encourage players to be respectful to everyone involved in the game.
* Be an excellent role model including not smoking or drinking alcohol in the company of children.
* Always work in an open environment, wherever possible.
* Give enthusiastic and constructive feedback rather than negative criticism.
* Recognise the developmental needs and capacity of players.
* Involve parents/carers wherever possible.
* Gracious in victory and defeat.
* Be a positive role model by leading with enthusiasm and encouragement and never engaging in, or tolerating, offensive, insulting or abusive behaviour whether in person or online.
* Challenging and reporting behaviour that does not meet the standards expected.
* Always listen to and act upon any concerns raised by a player.
* Be proud of being part of the same ‘team’ and encourage others to be proud of their achievements.
* Be a positive role model by:
  + leading with enthusiasm and encouragement
  + never engaging in, or tolerating offensive, insulting or abusive behaviour
  + being gracious in victory and defeat
  + Challenge and, where appropriate, report behaviour that does not meet the standards expected
* Treat all players equally with respect, dignity, honesty, sensitivity and fairness.
* Promote the best interest of the child and/or protective adult and put their wellbeing before winning or achieving performance goals.
* Promote and protect the rights of all players and ensure they are all aware of their rights.
* Praise the players that demonstrate commitment, positive attitude and good behaviour.
* Consult with players allowing them the chance to be heard by having a ‘door open’ approach.
* Always listen to and act upon any concerns raised by a child or protected adult.
* Allow players the right of being involved in decisions affecting them.

#### Medical Consent, injuries and applying first aid:

* All parents/guardians of children under 18 must complete the Player Registration and Consent Form before the player is allowed to participate in an Ayrshire Tigers Powerchair Football Club activity or event.
* If a child or protected adult requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:
  + All volunteers/staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.
  + Only those with a current, recognised First Aid qualification should respond to any injuries – check SFA Quality Mark guidelines for required First-Aid qualification.
  + Where possible any course of action should be discussed with the child/protected adult, in language which they understand, and their permission should be sought before any action is taken.
  + In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
  + The child’s parents/guardians or carers must be informed of any injury and any action taken as soon as possible.
  + A Concern Recording Form must be completed and signed and passed to the Safeguarding Officer as soon as possible.

**Transporting of children or protected adults:**

### Request permission if volunteers/staff are required to transport young people in their cars or minibuses.

* Ensure all vehicles are insured.
* Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of children or protected adults are taken away, the group has a male and female member of staff accompanying them.
* All reasonable safety measures are taken e.g. Seatbelts.

# Practices to be Avoided

#### In the context of your role within the Club, the following practices should be avoided:

* Having ‘favourites’ – this could lead to resentment and jealousy by other players and could be misinterpreted by others.
* Spending excessive amounts of time alone with a player away from others.
* Excessive training and competition, pushing players against their will and placing undue pressure.
* Entering player’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
* Doing things of a personal nature for players that they can do for themselves.

# Unacceptable Conduct

#### In the context of your role within the Club, the following practices are unacceptable:

* Failing to act on, record or acknowledge allegations or concerns raised by a player.
* Allowing bullying behaviour in any form between players to go on unchallenged.
* Displaying bullying behaviour or making inappropriate comments to a player causing emotional harm.
* Allowing players to swear or use sexualised language unchallenged.
* Engaging in sexually provocative games, including horseplay or touching a player in a sexually suggestive manner.
* Making sexually suggestive comments to a player, even in fun.
* Forming intimate emotional, physical or sexual relationships with players.
* Engaging in rough physical contact.
* Establishing inappropriate contact with players via social media either online or on mobile phones.
* Reducing a player to tears as a form of control.
* Inviting or allowing players to stay with you at your home.
* Sharing a room alone with a player.

**Important Note:** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of their parents/guardians involved. There is a need to be responsive to a person’s reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or protected adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

#### Reporting

It is very important if any of the following incidents should occur that they are reported on the day to the Safeguarding Officer and the Concern Recording Form is completed. Parents should also be informed of the incident. It is expected that staff/volunteers etc will apply judgement and common sense when reporting an incident for example, in any of the following circumstances:

* If you accidentally hurt a player.
* If a player seems distressed in any manner.
* If a player misunderstands or misinterprets something you have done that has serious implications.
* If a player appears to be sexually aroused by your actions.
* If a player inviting or allowing players to stay with you at your home.
* If a player needs to be restrained.

**Staff/Volunteer Understanding**

#### I understand that if I do not follow the code, any/all of the following actions may be taken by the Club:

* Required to meet with the Safeguarding Officer.
* Required to meet with a Club Official or the Board of Trustees.
* Monitored by another Staff Member or Club Official.
* Required to attend an SFA education course.
* Suspended by the Club from attending matches and training.
* Require to leave or have my position terminated by the Club.
* Details of my conduct passed by the club to the SPFA or Scottish Para-Football which could result in my position at the Club or within Scottish Powerchair Football/Scottish Para-Football being reviewed.

## Sign-up

I confirm that I have read and agree to abide by **Ayrshire Tigers Powerchair Football Club’s**

Safeguarding Policy.

I agree to abide by the Code of Conduct above and I understand that a breach of the Club’s Safeguarding Policy will be taken seriously.

### Volunteer/Staff Member Name:

Date:

Volunteer/Staff Member Signature:

Club Official Name:

Club Official Signature