



Promoting ethnic diversity in sport & physical activity

Sporting Equals Code of Conduct

1. SCOPE

1.1 Sporting Equals has a zero-tolerance approach to abuse and exploitation of any kind – physical, verbal, emotional or sexual. By setting out our values and expectations, this Behavioural Code aims to:

- Ensure a safe working environment for all those engaged in Sporting Equals work
- Ensure the safety and well-being of the children and communities we come into contact with

1.2 This Code applies to all Sporting Equals employees, volunteers, consultants, contractors and trustees. Compliance with this Code will be included in all contracts and a copy of this Code must be read and signed by anyone joining the organisation.

1.3 All visitors to Sporting Equals projects and attendees at any Sporting Equals meetings /events must comply with this Code and any additional measures required by the project team.

2. SAFEGUARDING VALUES

2.1 Protect: we take a zero-tolerance approach to harm, abuse or exploitation of any kind. All of our decisions and actions prioritise the safety and well-being of those connected with our work.

2.2 Prevent: we aim to prevent harm through professional, responsible conduct. We take a robust approach to dealing with any breaches.

2.3 Personify: we assume individual and organisational responsibility for safeguarding and provide staff, Activators and Trustees with training and guidance to fulfil their obligations.

2.4 Partner: we maintain best practice through open, transparent dialogue with others, including the communities we serve. By listening to others, we ensure our conduct is appropriate to each context and the unique needs of those we are working with.

3. BREACHES OF THE BEHAVIOURAL CODE

3.1 Compliance with this Behavioural Code is mandatory under all circumstances.

3.2 All employees, volunteers, consultants, contractors, Activators and Trustees have an individual responsibility to promote a safe working environment and to ensure the safety and well-being of the children and communities we come into contact with

3.3 Managers, Directors and Trustees have a responsibility to model appropriate behaviour and ensure that all staff understand and comply with this Code.

3.4 All concerns must be reported to the relevant line manager, the CEO or the Safeguarding Lead(s)

3.5 All concerns will be taken seriously and will be investigated in a timely and robust manner

3.6 Breaches of this Code may result in disciplinary action, termination of contracts and, where appropriate, referral to other agencies such as the police

4. WHAT'S EXPECTED OF YOU

Contributing to a safe working environment

4.1 You recognise that both your personal and professional conduct has the potential to damage the reputation of Sporting Equals and will uphold Sporting Equals values throughout

4.2 You will treat all colleagues with dignity and respect

4.3 You will not engage in or condone any form of harassment, intimidation, abuse or exploitation

4.4 You will not engage in or condone any behaviour that is illegal or could in any way bring the organisation into disrepute

4.5 Wherever possible, you will challenge inappropriate conduct directly. In addition, you will report all concerns to either your line manager, the CEO or the Safeguarding Lead (s)

4.6 You understand that making intentionally false or misleading allegations against a colleague is a serious matter and could result to disciplinary action

PROJECT VISITS (REMOTE OR FACE TO FACE)

4.7 You will only visit or have contact with Sporting Equals projects with the express approval and knowledge of Sporting Equals

4.8 You will not engage in any forms of abusive, degrading or exploitative behaviour

4.9 You will ensure that you are aware of, and follow, Sporting Equals' safeguarding procedures always

4.10 You will ensure that you are aware of any additional safeguarding measures required by the project and you will follow any instructions or guidance provided by project staff

4.11 You will ensure that you are accompanied by a member of project staff at all times when interacting with service users or project recipients

4.12 You will not give gifts of any kind to individual project staff or directly to service users or project recipients. Gifts may be given to projects but these must be approved and documented by Sporting Equals

4.13 You will only take photos and/or video where consent has been obtained and with the prior approval of project staff

4.16 You will not take photos or videos on personal devices unless you have explicit, written approval from Sporting Equals. Any photos/videos taken on personal devices must be shared with Sporting Equals and deleted from your personal device as soon as possible.

4.17 You understand that it is strictly prohibited to possess, use or be under the influence of alcohol or drugs whilst on project visits

SAFEGUARDING CHILDREN AND ADULTS WITH CARE & SUPPORT NEEDS

4.18 You will behave appropriately in children's presence and refrain from comments that may cause discomfort, or which could be deemed sexually provocative

4.19 You will listen to what the children are saying and respond appropriately.

4.20 You will not spend time alone with children (including remotely) and you will ensure that you are accompanied by a member of project staff at all times

4.21 You will not initiate physical contact with a child as this could be misinterpreted and cause fear or discomfort

4.22 You will never hit or otherwise physically assault or physically abuse anyone

4.23 You will not develop relationships with children that could in any way be deemed exploitative or abusive and you will never engage in physical/sexual relationships with children

4.24 You will not act in ways that shame, humiliate, belittle or degrade anyone

4.25 You will not discriminate against, show differential treatment, or favour particular children to the exclusion of others

4.26 You will also apply these behavioural principles to adults with care and support needs.

PERSONAL INFORMATION

4.27 You will not request or share personal contact details with service users or project recipients, and you will not connect with them by telephone, letter, e-mail or social media.

4.28 You will not share photographs or personal information about service users or project recipients on your personal social media accounts or other online platforms

4.29 You will not seek to obtain or access personal information on the communities and children Sporting Equals works with unless this is strictly necessary within your role and you have written authorisation to do so

4.30 You will not disclose or transfer personal information relating to children or communities supported by Sporting Equals unless authorised to do so in writing

4.31 You will follow Sporting Equals' data protection policies and procedures when handling personal information

4.32 You will not use the organisation's computer or other equipment to view, download, create or distribute inappropriate material (including pornography) or material which is criminal in nature e.g. child sex abuse images

A copy of this Code of Conduct will be made available on the Sporting Equals website

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