



Community Trust Staff Code of Conduct

Swansea City AFC Community Trust values its staff, volunteers and participants and aims to keep them safe. Also, everyone taking part in Community Trust activities is representing Swansea City AFC. So, we ask that staff, sessional workers and volunteers adhere to the codes of conduct set out below. Please:

1. Make Trust sessions a friendly, welcoming and safe place to be.
2. Implement our Safeguarding Children and Safeguarding Adults at Risk policies and procedures.
3. Keep the safety of children, young people and adults at risk at the centre of your practice. Supervise appropriately, use safe methods and techniques and ensure all equipment is safe, fit for purpose and accessible.
4. Ensure your behaviour and personal conduct is at all times respectful, and that it reflects professionalism and integrity. Do not engage in any behaviour that constitutes any form of abuse.
5. Use constructive and positive methods of developing the skills of children, young people and adults at risk. Never use humiliation or harm.
6. Lead by example being a positive role model in terms of good sportsmanship and constructive behaviour.
7. Respect children and young people's rights while being open and honest with them.
8. Respect your position of trust and maintain appropriate boundaries and relationships with children and young people. Engaging in any form of sexual behaviour with any child under 16 is illegal.
9. Champion everyone's right to take part and celebrate difference by not discriminating against anyone, regardless of gender, religion, race, sexual orientation or ability.
10. Develop positive relationships with parents, professional partners and colleagues.
11. Use language that is appropriate and socially acceptable.
12. Act immediately to support any child or young person who sustains an injury, administer First Aid or call for help if needed.
13. Challenge and address instances of poor, negative, aggressive or bullying behaviour between young people or directed at young people.
14. Report any inappropriate behaviour or concerns immediately to a member of the Trust safeguarding team.
15. Keep yourself safe and bring any concerns about your safety to your line manager.
16. Keep any coaching, teaching, safeguarding or other training and qualifications up to date.
17. Listen and respond appropriately to any concerns that participants, parents or partners might have.
18. Make sure that staff: participant ratios are appropriate before beginning a session.
19. Behave appropriately online in accordance with our Social Media policy.
20. Keep your staff kit clean and in good repair. If it is damaged ask for a replacement.



As a member of staff, sessional worker or volunteer with Swansea City AFC Community Trust, we understand that you have the following rights:

- To enjoy your time with us and be supported in your role
- To be informed about our Safeguarding procedure and what you need to do if something isn't right
- Have access to training in all aspects of your role
- Be listened to
- Be involved and contribute towards decisions
- To be treated fairly and with respect by the Trust
- Feel welcomed, valued and not judged based on your gender, religion, race, sexual orientation or ability
- Be protected from physical or emotional abuse from children and parents and be supported to resolve conflicts

Swansea City AFC Community Trust expects its staff and volunteers to follow the behaviour set out in the code of practice and will address any contraventions right away and aim to resolve the issue.

Repeated breaches of this code may result in the Trust taking disciplinary action against you.

Signature of staff/volunteer:

Signature of line manager:

Date: