

Safeguarding and Child Protection Code of Conduct

If a concern arises through a phone call, email, letter, conversation or observation, record the information on an Incident Referral Form then immediately tell your Programme Manager or a Centre Designated Safeguarding Lead Officer.

Never just ignore it.

All Greenhouse Sports staff, workers and volunteers must adhere to the following good practice guidelines:

Participant Relationship

- Never engage in a personal relationship with a Greenhouse Sports participant or young person in your school.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Maintain a professional relationship at all times, including outside of working hours.

Communication

- When communicating to a young person by phone, only ever use your work mobile. Ensure that the conversation/text is only ever regarding your programme and never encourage the young person to reply back, except when appropriate. In no circumstances should you use your personnel mobile/iPad.
- Do not accept a young person as a friend on Facebook or on any other social media site. If you currently have a participant under the age of 18 as a friend on a social media site, please delete them immediately. All social media, including Twitter communication must be undertaken through the official Greenhouse Sports channels.

Transportation

- Never transport a young person in your car unless in an emergency; in this case it is your responsibility to contact the young person's parents, carers AND Programme Manager for permission BEFORE you transport the young person. In such circumstances, always transport the young person in the back seats of the car and ideally there should be at least one additional adult to the driver acting as an escort.

Health & Safety

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions and using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Administer minor first aid in the presence of others and where required call the Emergency Services
- Have access to a telephone for immediate contact to emergency services if required.

- Establish and address the additional needs of disabled participants or other vulnerable groups.

Behaviour

- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

Safeguarding Professional Conduct

- Treat all young people fairly and ensure they feel valued.
- Appreciate the efforts of all young people and do not over-train the young people. Never exert undue influence over performers to obtain personal benefit.
- Be positive, approachable and offer praise to promote the objectives of the Greenhouse Sports at all times.
- Never use sanctions that humiliate or harm young people.
- Do not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain rules and techniques to ensure they are clearly understood.
- Create an environment where every individual has the opportunity to participate in a sport in an environment free of fear and harassment.
- Recognise the rights of all participants to be treated with respect and as individuals.
- Be a positive role model for participants at all times and ensure that the environment is as safe as possible, taking into account and minimising any possible risks.

Sharing Concerns and Recording Incidents

- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in the line with Greenhouse/school's procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.

Greenhouse Sports is committed to providing a high quality, safe and child friendly environment for staff, volunteers, workers and participants and therefore operates a zero-tolerance policy in connection with the above.

I confirm that I have read Part one of Keeping Children Safe in Education (September 2019). I agree to comply with the Greenhouse Sports Safeguarding & Child Protection policy and adhere to all the areas of good practice listed above. In addition, I confirm I will inform Greenhouse Sports of any personal/family relationship with a Greenhouse Sports participant.

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Signed

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Dated