

## CODE OF CONDUCT FOR ALL STAFF AND VOLUNTEERS

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### To work with the children and young people in our organisation “we” expect you to:

- Acknowledge the rights of children and young people to be listened to and to thrive and participate in decisions that affect them
- Encourage enjoyable participation for children and young people in play, active recreation and sport
- Understand that preventing abuse and protecting children and young people from abuse is the responsibility of everyone
- Be familiar with and abide by our safeguarding and child protection policy and procedures.
- Report any concerns to your Child Safeguarding Representative (CSR) without delay. These include:
  - poor practice
  - concerning behaviours
  - suspected child abuse
  - allegations of abuse made against a staff member or volunteer
  - bullying and harassment
- Only undertake a role working with children and young people upon conclusion of Safer Recruitment (Policy 6) elements, including:
  - initial Police vetting and ongoing vetting at required intervals
  - disclosing any known or potential criminal charges or convictions before or during your involvement with the club
- Have empathy with children and young people
- Make everyone feel welcome, included, and respected in a manner that is appropriate for their age or stage of development
- Be a role model for positive behaviour
- Not ignore abusive or harmful behaviour
- Accept your “Position of Trust” and understand the importance of maintaining professional boundaries
- Never use your “Position of Trust” for personal gain or to harm children and young people
- Never engage in a sexual relationship with anyone under the age of 18 years who is known to you because of your role. (Please note that engaging in any sexual behaviour, with anyone under the age of 16 is illegal in New Zealand)
- Complete required safeguarding or child protection training
- Listen to children and young people and believe them if they tell you about abuse or concerning behaviour, and report it to your CSR
- Listen to concerns raised by parents or caregivers, believe them, and report them to your CSR
- Always act in the best interest of children and young people. Including reporting the concerning behaviour of someone you trust, or who is more senior than you
- Ensure parents, caregivers or whānau give informed consent by providing them with detail on:
  - 1:1 working and physical contact
  - trips
  - overnight stays
  - sleeping arrangements
  - travel
- Only communicate with children and young people directly after gaining written consent from their parents or caregivers
- If you come across a child or young person out of your work setting, apply the same Code of Conduct to protect yourself and the child or young person
- Ensure staffing-to-child ratios are at the safe level required and take action to report or stop the activity if not
- Keep your private life and personal conversations separate and out of earshot or sight of children and young people
- Always work within the view and hearing distance of others

- Use only Squash NZ's own or approved devices to communicate with children and young people
- Follow Squash NZ's policy on taking, storage and sharing of images or other personal information
- Wear ID and uniform or kit when working in your role
- Use only the approved organisational methods of behaviour management
- Don't give gifts to children and young people or receive gifts from them or their parents or caregivers, as a way of preventing grooming, manipulation or favouritism
- Don't engage in any behaviours or conduct that are strategies used in grooming. Such as:
  - offering to babysit or tutor or coach
  - privately acting secretly or encouraging secrets or "special" or exclusive relationships
- Never leave children and young people unattended
- Never leave children and young people waiting to be collected alone, or with people who are not an approved staff member or volunteer
- Do not use any unnecessary, unwanted or inappropriate physical contact such as:
  - tickling
  - grabbing
  - intimate care (when the child or young person can care for themselves)
  - unnecessary cuddling
  - hugging
  - sitting on your knee

- Never come to work under the influence of drugs or alcohol or in possession of either
- Speak to your line manager if you find yourself unable to adhere to any aspects of this Code of Conduct

**As a valued member of our team, you have the right to:**

- Enjoy the time you spend with us and feel supported to do your role
- Regular safeguarding and child protection training, systems and support to carry out your role
- Be informed of your safeguarding and child protection policies, procedures and responsibilities
- Be listened to
- Be involved and contribute to safeguarding and child protection decisions
- Feel welcomed, valued and not judged based upon your race, gender, gender identity, sexuality or ability
- Be protected from abuse, bullying and harassment
- Be supported to resolve conflicts

We expect all of our staff and volunteers to follow this Code of Conduct, and the standards and behaviours contained within it. Should any staff member or volunteer who fails to comply with this Code of Conduct, prompt steps will be taken to resolve the matter. Any breach of these requirements may be subject to disciplinary action up to and including dismissal.

Signature of staff member or volunteer:

Date:

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Print name of staff member or volunteer:

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Signature of line manager:

Date:

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Print name of line manager:

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