



Fiesta Sports Coaching

Code of conduct for Employees and volunteers

Fiesta Employee's and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Follow company values
- Turn up 15 minutes before delivery to get set up and ready for the children. If it's your first time at a new school, try to arrive 30mins beforehand so you can check the facilities, make yourself aware of fire procedures, introduce yourself to staff etc.
- Uniform – Looking the part is important you will be provided with uniform, and it is expected you wear it to all services.
- Equipment – Everything from laptops, company iPad, lanyards, key's, bibs to balls, your whistle & first aid kit, having the right gear on you is important and your responsibility.
- Planning – Plan all sessions so they meet the needs of your participants and are progressive and appropriate. Keep records of your sessions for future use and self-analysis.
- Level of activity – The balance of this is the difference between a good employee & a great one. High levels of activity, less talking more doing. The pace of your sessions is crucial.
- Registers- For after school/ holiday clubs, participants should be signed in and out using a register. The employee is responsible for the supervision of all participants until they are 'handed over' to parents or guardians.
- Ensure the safety of all children by providing effective supervision, proper pre-planning of sessions, always using safe methods.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the provisions at all times.
- Not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the companies' procedures.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required call 999 for emergencies.
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- 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 coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.

- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping), remembering children learn by example.
- Refrain from smoking and consumption of alcohol during working hours.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Not administering First Aid involving the removing of children's clothing unless in the CPSU Template presence of others.
- If intimate care is needed, please follow the intimate care policy.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.
- Do not accept personal gifts from parents or children with a value greater than £25.
- Do not take photo's of children on personal devices and please check permissions for each child before taking photo's on work equipment.
- Do not use your mobile phone in the presence of children unless for emergency reasons.
- Do not give/offer lifts to children or parents.
- Be an advocate for Fiesta Sports Coaching! - maintain positive relationships with all customers as they are crucial to the success of this company. We rely on positive word of mouth so leave a good impression whenever possible!

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.
- Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person.
- Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from Fiesta Sports Coaching

Signed Employee: _____ Printed Employee Name: _____
 Date: _____

This policy was adopted by: Fiesta Sports Coaching
 Date: 27/01/23 To be reviewed: 27/01/24