

# AFCCCT EMPLOYEES & VOLUNTEERS CODE OF CONDUCT

**Purpose:** This Code of Conduct outlines the behaviours Aberdeen Football Club Community Trust expects from all our staff and volunteers i.e anyone who is undertaking duties for the organisation, whether paid or unpaid. The Code of Conduct aims to ensure all participants feel safe, respected, and valued. Further the Code of Conduct will help us to protect all participants in AFCCCT activities from abuse and reduce the possibility of unfounded allegations being made against our staff and volunteers. It has been informed by the views of children, young people, and other participants. Aberdeen Football Club Community Trust is responsible for ensuring everyone taking part in our activities has read, understood and agreed to follow the Code of Conduct, and that they understand the consequences of not adhering to its content.

## 1. The Role

1.1 In your role at AFCCCT you are acting in a position of authority and have a duty of care towards the participants we work with. You are likely to be seen as a role model and are expected to act appropriately.

## 2. Responsibility — You are responsible for:

- 2.1 Prioritising the welfare of participants.
- 2.2 Providing a safe environment for participants.
- 2.3 Ensuring equipment is used safely and for its intended purpose.
- 2.4 Ensuring you understand with the responsibilities of safeguarding and child protection and taking action where appropriate.
- 2.5 Following AFCCCT principles, policies and procedures, including AFCCCT our policies and procedures for child protection/safeguarding, whistleblowing and social media.
- 2.6 Staying within the law at all times.
- 2.7 Modelling good behaviour for participants but particularly children and young people to follow.
- 2.8 Challenging all unacceptable behaviour and reporting any breaches of the Code of Conduct to your Line Manager or Safeguarding Officer.
- 2.9 Following AFCCCT safeguarding and child protection procedures and ensuring that you report all concerns about inappropriate and/or abusive behaviour, being displayed by an adult or child and directed at anybody of any age.

## 3. Rights — You should:

- 3.1 Treat participants fairly and without prejudice or discrimination.
- 3.2 Understand that all participants are individuals with individual needs regardless of whether they are children, young people or adults. Please see GIRFEC values and principles.

- 3.3 Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- 3.4 Challenge discrimination and prejudice.
- 3.5 Encourage young people and adults to speak out about attitudes or behaviour that make them uncomfortable or feel unsafe.

#### **4. Relationships — You should:**

- 4.1 Promote relationships that are based on openness, honesty, trust and respect.
- 4.2 Avoid favouritism.
- 4.3 Be patient with others.
- 4.4 Exercise caution when you are discussing sensitive issues with children or young people.
- 4.5 Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in.
- 4.6 Ensure that whenever possible, there is more than one adult present during activities with children and young people.
- 4.7 If a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- 4.8 If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- 4.9 Only provide personal care in an emergency and make sure there is more than one adult present if possible.

#### **5. Respect — You should:**

- 5.1 Listen to and respect children and young people at all times.
- 5.2 Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- 5.3 Respect a young person's right to personal privacy as far as possible.
- 5.4 If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

#### **6. Unacceptable Behaviour — You must not:**

- 6.1 Allow concerns or allegations to go unreported.
- 6.2 Take unnecessary risks.
- 6.3 Smoke, consume alcohol or use illegal substances.
- 6.4 Develop inappropriate relationships with children and young people.
- 6.5 Make inappropriate promises to children and young people.

- 6.6 Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- 6.7 Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- 6.8 Act in a way that can be perceived as threatening or intrusive, patronise or belittle children and young people make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

## **7. Upholding and executing this Code of Conduct**

- 7.1 Staff and volunteers can use this Conduct as the basis to form their own individual session/programme or school conduct, however must not contradict or conflict this document.
- 7.2 If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Aberdeen Football Club Community Trust. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.
- 7.3 If you become aware of any breaches of this code, you must report them to your Line Manager or Safeguarding Officer.