

## STAFF CODE OF CONDUCT

<i>Created by</i>	<i>Position</i>	<i>Date</i>
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<i>Approved by</i>	<i>Position</i>	<i>Date</i>
<i>Sabrina Holland</i>	<i>Director</i>	<i>19/05/2022</i>

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## PURPOSE AND SCOPE

As a member of staff at Catalyst Allstars CIC, we need you to follow this guidance to make sure everyone can take part in cheerleading, or any other activities we organise, safely.

### *We need you to:*

- understand and implement our safeguarding policy and procedures
- report any concerns about, or allegations of, abuse or poor practice to the Directors, so that they may be recorded and investigated
- listen carefully, and without judgement, to any concerns that athletes or their responsible adults might have
- do not engage in any behaviour that may constitute, or be perceived as, abuse
- respect your position of trust and maintain appropriate boundaries and professional relationships with the athletes you coach
- ensure your coaching qualifications and safeguarding training are kept up to date, and inform the Directors immediately if they are soon due to lapse
- keep athletes in your classes safe by supervising them appropriately, using safe coaching methods and techniques, and by putting their safety first
- make sure your classes are appropriately staffed, in terms of qualifications, first aid provision, and ratios of staff members to athletes before they begin, and report any concerns to the Directors
- ensure all equipment is fit for purpose, safe to use and accessible, before using it
- respect the trust your athletes place in you, and their rights, whilst also being honest and open with them

- champion the right of all athletes to take part in classes with Catalyst Allstars CIC, and celebrate differences in our club or by not discriminating against anyone, regardless of gender, race, sexuality or ability
- pause the class if an injury happens, administer first aid and call for help when necessary
- use constructive and positive methods of developing the skills of our athletes, without humiliating or harming them
- behave appropriately online, and in accordance with our online safety and social media policy
- immediately challenge and address instances of poor, negative, aggressive or bullying behaviour in our gym
- lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport
- develop and maintain positive relationships with the adults responsible for our athletes and catch up with them regularly about their child's development
- make our gym a friendly and welcoming place to be

***Remember, you have the right to:***

- enjoy the time you spend with us and to be fully supported in your role
- be informed of our safeguarding and reporting procedures, including any updates, and what you need to do if something isn't right
- access ongoing training in all aspects of your role
- be listened to
- be involved and contribute towards decisions affecting your team when asked by our Directors
- be respected and treated fairly by other staff, and others in the cheerleading community
- feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- be protected from physical or emotional abuse from athletes, or their responsible adults, and be supported to resolve conflicts

We expect all of our staff to follow this code of conduct. If any staff member behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and hopefully fix it.

**We have to look after the welfare of our athletes. If you repeatedly break this code of conduct, and don't behave with respect for others, and with the rights of our athletes at the forefront of everything you do, we may need to ask you to leave Catalyst Allstars CIC permanently. This is something we never want to do, and if possible, we will work with you to improve your behaviour before we do this.**

## **DECLARATION**

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Signature of staff member:

Print name of staff member:

Signature of Director:

Print name of Director:

Date: