

# West of England Billiards & Snooker Foundation

## Code of conduct for volunteers



*This code of conduct is reviewed annually and any amendments made will be shown in **bold underlined**.*

### Introduction

The West of England Billiards & Snooker Foundation volunteers have a great opportunity to be a positive role model and help build an individual's confidence as well as making a valued contribution by volunteering within the community.

### Volunteers are expected to:

- **Familiarise themselves with the relevant WEBSF policies and procedures and abide by them at all times**
- **Liaise with the WEBSF Volunteer Co-ordinator(s) to provide updates on progress or seek information and advice as necessary**
- **Notify the WEBSF Management Team of any proposed coaching sessions in advance of the session (1:1 or community coaching)**
- Ensure the safety of all participants
- 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 everyone fairly and ensure they feel valued. Have no favourites
- Encourage all participants not to discriminate on the grounds of religious beliefs, race, gender, social classes or ability
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Appreciate the efforts all participants and do not over-train. Never exert undue influence over performers to obtain personal benefit or reward
- Be positive, approachable and offer praise to promote the ethos of the Foundation 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 WEBSF's procedures. Parents/guardians will be informed
- 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 refer more serious incidents to the club "first aider"
- **Never administer** First Aid involving the removing of children's clothing unless in the presence of others
- Have access to telephone for immediate contact to emergency services if required
- **Ensure participants do not exchange phone numbers with each other, especially children U18 and/or vulnerable adults**
- Foster team work to ensure the safety of everyone in their care
- Ensure the rights and responsibilities of all members are enforced
- Establish and address the additional needs of disabled participants or other vulnerable groups

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- Not abuse members physically, emotionally or sexually
- Not engage in a sexual relationship with a young person for whom they are responsible
- 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 standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example
- Never condone rule violations, rough play or the use of prohibited substances
- Do not spend excessive amounts of time alone with children or vulnerable adults unless there are exceptional circumstances
- Never take children or vulnerable adults to their home
- Ensure the use of any social media interaction is in line with our E-Safety Policy
- **Refrain from posting** any personal information on social media about you or anyone else that leaves the person vulnerable to cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content
- Refrain from using any recreational drugs
- Do not do anything that would bring you or the organisation you represent into disrepute
- Make the sport/activity fun

### Volunteers have the right to:

- Access ongoing training and information on all aspects of leading/managing activities for participants particularly safeguarding
- Support in the reporting suspected abuse or poor practice
- Access to professional support services
- Fair and equitable treatment by the WEBSF
- Be protected from abuse by children/youths, other adult members and parents
- Not to be left vulnerable when working with children or vulnerable adults

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 further action and could lead to being asked to leave the WEBSF team.

### Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor or vulnerable adult
- Telephone contact to the Emergency Services

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Links to our other policies & procedures and Codes of Conduct can be found [here](#):

We are committed to reviewing our Policies & Procedures and Codes of Conduct annually.

Reviewed on: 13 <sup>th</sup> August 2018
Reviewed by: Steve Canniford and Deborah Branton