



CODE OF CONDUCTS

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INTRODUCTION

Anyone undertaking a relevant role within Step Forward with Lewis must agree to abide by the codes of conducts.

WHAT ARE THE CODES?

The purpose of a code is to clarify:

- what behaviours are acceptable and unacceptable
- the standards of practice expected
- the basis for challenging and improving practice.

The codes are therefore a guide for individuals to think about, and monitor, how they, and others, conduct themselves in their roles. The codes let everyone know what they can expect from Step Forward with Lewis, but also what standard of behaviour is expected from participants and parents/carers.

The codes are a tool for continuous improvement. They can be used prior to or during sessions, or team meetings, and must form part of new participants inductions.

The codes are an important part of monitoring and improving the behaviour and practice of its participants. When a participant does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by Step Forward with Lewis.

Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

CHILDREN AND YOUNG PEOPLE (UNDER 18 YEARS)

Children and young people have their own codes of conduct and should be clear about Step Forward with Lewis expectations in terms of acceptable behaviour and conduct. It can be beneficial to ask children in their group/team to discuss and agree what the consequences of breaking these codes should be for them. This could be done at the introduction to Step Forward with Lewis, or as part of a training event.

For groups of very young children, it can be useful to have them develop together a specific behaviour code or charter for their group. Such charters are used extensively in primary schools and the children will recognise and understand what they are being asked to do.



STEP FORWARD WITH LEWIS SAFEGUARDING CODE OF CONDUCT

Step Forward with Lewis has a responsibility to implement and communicate codes of conduct, as well as relevant policies and processes which link to the codes.

- ensure that Step Forward with Lewis and volunteers act responsibly and set an example to others, especially younger members
- respect the rights, dignity and worth of every club member and others involved in athletics
- liaise appropriately with parents/carers, officials, coaches, and other relevant people/organisations to ensure that good practice is maintained
- The Step Forward with Lewis Child Safeguarding Policy are displayed prominently on website and social media pages
- develop an environment that promotes the wellbeing and safety of participants above other considerations, including the development of performance
- consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- accept that Step Forward with Lewis have a responsibility for safeguarding children's wellbeing and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice
- challenge and change poor practice
- implement any recommendations
- promote an environment where all concerns can be raised without fear of victimisation or reprisal



CODE OF CONDUCT: COACHES

Coaches play a crucial role in the development of sports and in the lives of the participants they coach. They have a unique position of trust in the participants and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The code of conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to participants, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Coaches must demonstrate proper personal behaviour and always conduct.

Rights

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

Relationships

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust, and respect.

RESPONSIBILITIES – PROFESSIONAL STANDARDS

As a responsible athletics coach, I will:

- 1.1 abide by the terms of my UKA coaching licence and Fitness qualifications
- 1.2 abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- 1.3 abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- 1.4 keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead, and renew my coach licence (UK Athletics) as and when required.
- 1.5 ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI)
- 1.6 ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual participant



1.7 be aware of the current national and international regulations on anti-doping in sport. I will not assist, support or ignore practices, policies or procedures that contravene national or international anti-doping regulations

1.8 never try to recruit, either overtly or covertly, participants who are already receiving coaching. (If approached by an participant receiving coaching, refer them immediately to the coach currently providing coaching support)

1.9 in circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the participant (never touch an athlete aged under 18 to demonstrate a technique without another adult being present)

1.10 observe the recommended national guidance on coach/participant ratios

1.11 cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.

RESPONSIBILITIES – PERSONAL STANDARDS

As a responsible coach, I will:

2.1 consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques

2.2 never engage in the massage of an participant under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years

2.3 follow the relevant guidance for coaches on social media use and not post on social media any content which is inappropriate or offensive

2.4 be aware that my attitude and behaviour directly affects the behaviour of participants under my supervision

2.5 avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse

2.6 avoid destructive behaviour and leave venues as I find them

2.7 not carry or consume alcohol or illegal substances while coaching or attending events directly linked to coaching

2.8 avoid carrying any items that could be dangerous to me or others, excluding equipment used in the course of my activity



2.9 challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in sport to the club, UK Sport as soon as possible ([Complaints and whistleblowing | UK Sport](#))

2.10 act ethically, professionally and with integrity, and take responsibility for your actions

RIGHTS

As a responsible coach, I will:

3.1 provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference

3.2 respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability

3.3 make the participant's health and welfare my primary and overriding concern

3.4 respect the participant's right to self-determination when deciding who they are coached by

3.5 respect the right of all participants to an independent life outside of sport

3.6 report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and organisation as soon as possible

3.7 never exert undue influence to obtain personal benefit or reward

3.8 in no way undermine, put down or belittle other coaches or practitioners, or allow those behaviours to exist within the participant and groups that I lead / manage – including those behaviours towards other participants or groups of the sport.

RELATIONSHIPS

As a responsible coach, I will:

4.1 at the outset, clarify with participants (and where appropriate, with parents or carers) exactly what is that is expected of them and what participants are entitled to expect from me

4.2 develop healthy and appropriate working relationships with participants based on mutual trust and respect, especially with those participants under 18 years or who are adults at risk

4.3 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication)



with a participant under 18 years of age. A violation of this code may result in a coach licence being permanently withdrawn

4.4 never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a participant who is an adult at risk coached by me or under my supervision. A violation of this code may result in a coach licence being permanently withdrawn

4.5 not use my position as a licensed coach to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with participants I coach who are aged over 18 years. In certain circumstances a violation of this code may result in a coach licence being permanently withdrawn

4.6 avoid spending time alone with young participants (under 18) unless clearly in the view of other adults

4.7 ensure that parents/carers know and have given consent before taking a young athlete (under 18) away from the usual training venue

4.8 never take young participants (under 18) alone in my vehicle

4.9 never invite a young participant (under 18) alone into my home

4.10 never share a bedroom with a young participant (under 18)

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, I may be in breach of the terms and conditions of my Sport licences and could be subject to disciplinary action and sanction because of such disciplinary action the following sanctions may be imposed – I may:

- receive a verbal warning
- receive a written warning
- be monitored by another coach
- be required to attend supplementary training
- be suspended by UKA
- be required to leave or be dismissed by UKA
- have my UKA coaching licence withdrawn
- be referred to DBS

Print name

Signature **Date**

CODE OF CONDUCT: CHILDREN AND YOUNG PERSON



(under 18 years)

As a child or young person under 18 years, I have the right to:

- be safe and protected
- be listened to
- be respected and treated fairly
- be believed
- ask for help
- be coached by someone who has the right qualifications

As a young participant, I will respect the code of conduct and I will:

- be friendly and supportive to other athletes
- keep myself safe
- tell my coach if I am ill or injured
- report inappropriate behaviour or risky situations to an adult
- compete fairly and respect other athletes and officials
- respect the rules of Step Forward with Lewis
- behave and listen to all instructions from my coach and officials
- take care of equipment owned or provided by the club or training facility
- not use bad language or take part in inappropriate or illegal behaviour
- not bully anyone or pressure them to do things they do not want to, including online
- in no way undermine, put down or belittle other participants, coaches or practitioners
- keep to agreed timings for all Step Forward with Lewis activities
- tell my parents/carers where I am or if I'm going to be late
- not use my mobile phone during training, competitions or in changing rooms
- not carry or consume alcohol or illegal substances while training or competing in athletics • use safe transport or travel arrangements.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by Step Forward with Lewis and I may:

- be asked to apologise for my behaviour
- receive a verbal warning from my coach
- receive a verbal or written warning from Step Forward with Lewis
- be suspended from attending Step Forward with Lewis training sessions



- be suspended or required to leave Step Forward with Lewis. Additionally, Step Forward with Lewis will always tell my parents/carers if I breach the code of conduct.

PARTICIPANT:

Name **Signature**

PARENT/CARER:

Name **Signature**



CODE OF CONDUCT: PARENTS/CARERS

As a responsible parent/carer of an athlete aged under 18, I will:

- abide by Step Forward with Lewis Child Safeguarding Policy
- Always demonstrate respectful behaviour
- set a good example and encourage my child to learn the rules of the sport and compete within them at all times
- help my child to recognise good performance and not just results
- make sport fun
- never force my child to take part in sport if they do not want to
- never punish or belittle my child for losing or making mistakes
- use correct and appropriate language at all times
- check the qualifications and licences of people who are coaching or managing my child, or offering a service connected to sport such as physiotherapy, massage or nutritional advice
- know exactly where my child will be and who they will be with at all times
- assume responsibility for safe transportation of my child to and from training and competition
- return any necessary written consent forms to the Step Forward with Lewis or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips
- provide any necessary medical information and medication that my child needs for training or trips away
- report any concerns about my child's (or any other child's) welfare to the School/organisation. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)
- in no way undermine, put down or belittle athletes, coaches or practitioners

GOOD SPECTATOR BEHAVIOUR

I understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials, action will be taken.



BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by Step Forward with Lewis and I may:

- be asked to apologise for my behaviour
- receive a verbal or written warning from Step Forward with Lewis
- be suspended from attending Step Forward with Lewis training sessions and events
- be suspended from Step Forward with Lewis
- be required to leave Step Forward with Lewis

Print name

Signature **Date**



CODE OF CONDUCT: VOLUNTEERS

(Excluding licensed coaches and technical officials)

Volunteers are the lifeblood of sport, and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

As a responsible volunteer, I will:

- abide by Step Forward with Lewis Child Safeguarding Policy
- ensure that where my role requires, I have obtained an acceptable criminal record check (DBS/ Disclosure Scotland/Access NI) (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with Step Forward with Lewis when required)
- ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers and representatives of the governing body
- in no way undermine, put down or belittle other officials, athletes, coaches or practitioners
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- never engage in the massage of an athlete under the age of 18 years. I understand that I require an up-to-date and recognised qualification in sports massage or another relevant qualification from a recognised body or authority to engage in the massage of an athlete over 18 years
- follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive
- avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- avoid destructive behaviour and leave sport venues as I find them
- not carry or consume alcohol or illegal substances while volunteering in athletics
- avoid carrying any items that could be dangerous to me or others, excluding equipment used in the course of my activity



- challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in the sport to Step Forward with Lewis as soon as possible
- volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability
- report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- never exert undue influence to obtain personal benefit or reward
- develop healthy and appropriate working relationships with participants and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age
- never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk coached by me or under my supervision
- not use my position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with participants under my supervision who are aged over 18 years
- avoid spending time alone with young participants (under 18) unless clearly in the view of other adults
- never take young participants (under 18) alone in my vehicle
- never invite a young participant (under 18) alone into my home
- never share a bedroom with a young participant (under 18).



BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, I may be subject to disciplinary action and sanction by Step Forward with Lewis. I may:

- receive a verbal warning
- receive a written warning
- be required to attend training
- be suspended by Step Forward with Lewis
- be required to leave or be dismissed by Step Forward with Lewis

Print name

Signature Date