

## CODE OF CONDUCT

This Code of Conduct details the type of practice we require all adults working in our group to follow when in contact with children. This code of conduct will assist in ensuring the safety of the children who participate in our group, promote good practice and reduce the likelihood of false allegations.

When working with children:

- Treat all children equally, and with respect and dignity
- Always put the care, welfare and safety needs of a child first
- Always work in an open environment, avoiding unobserved situations
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained
- If children have to be supervised in changing rooms ensure you work in pairs
- Ensure that if mixed groups of children are taken on trips that they are accompanied by a male and female members of staff/volunteer/helper
- Ensure that when on trips away from home you do not share a room with a child, other than your own. Adults should not enter a child's room on their own, except in an emergency. A child/children who require/s additional support or supervision may be accompanied by a designated carer, who can provide agreed one-to-one support.
- Ensure that you do not invite children to come to your home
- Obtain written parental consent if you are required to transport a child in your car
- Never engage in rough, physical or sexually provocative games, including horseplay
- Never allow or engage in any form of inappropriate touching
- Never make sexually suggestive comments to a child, even in fun

- Never allow allegations made by a child to go unrecorded or not acted upon
- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never do things of a personal nature for a child, that they can do themselves
- Never form inappropriate emotional or physical relationships with children<sup>1</sup>

In line with the Protection of Children (Scotland) Act 2003 individuals who harm a child or place a child at risk of harm and are asked to leave or are moved away from working with children will be referred to the Scottish Ministers to determine whether they should be placed on the disqualified from working with children list.

This was adopted as the Code of Conduct of

" Shetland Canoe Club "

at a Committee meeting on .....

and is certified as a true copy.

Name Jolie Phillips  
 (print)  
 Signature [Handwritten Signature]

Name W Nicol  
 (print)  
 Signature [Handwritten Signature]

Committee  
 position CHAIR

Committee  
 position Treasurer

Date 26/02/09

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<sup>1</sup> Adapted from A Guide and Training Pack for the Voluntary Sector, Scottish Executive written by Sue Wheatley