

Crewe Alexandra Football Club



Code of Conduct for Staff and Volunteers

Approved by	Version	Issue date	Review date	Contact person
Board	6	July 2023	July 2024	Paul Antrobus

Safeguarding Code of Conduct

Safeguarding and promoting the welfare of participants in our activities across all sites is a priority for Crewe Alexandra Football Club (CAFC). Everyone has an important role to play in safeguarding the welfare and development of children and young people. As an individual responsible for children or young people taking part in a CAFC activity you have a duty to:

- Ensure that the safety and welfare of all participants is your first priority and ensure that any planning, preparation, delivery or review reflects this duty and all actions are in the best interests of those in your care
- Treat children and young people with respect, regardless of their gender, ethnic or social background, language, religious or other beliefs, disability, sexual identity or orientation or other status and encourage them to treat others the same way
- Always consider the age, maturity, understanding and emotional condition of participants when working with them
- Listen carefully to children and young people about their needs, wishes, ideas and concerns and take them seriously
- **It is mandatory to share information regarding any safeguarding concerns over children.**
- **It is mandatory to share all concerns regarding poor practice and abuse to children to the DSO .**
- Reward effort as well as performance
- Only use physical contact with participants where absolutely necessary. If contact is necessary, (e.g. for the purposes of coaching or first aid), then explain to the child what the contact is for, and change your approach if he or she appears uncomfortable and conduct this in an open and transparent way
- Establish clear codes of conduct for participants and apply disciplinary sanctions equally and fairly in respect of concerns about behaviour. Physical punishment or discipline or use of aggressive physical force of any kind towards any participant in your care is prohibited
- Always use language or behaviour towards participants and others that is appropriate and do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative or demeaning
- Behave as a role model to both participants and other members of the workforce. Your

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appearance, attitude, behaviour and language have a direct impact on your role

- Not supervise or care for others whilst under the influence of alcohol or illegal drugs or any medication that may impair your ability to ensure a player's welfare
- Not appear to favour one child or show interest in one child more than another
- Avoid working in isolation. Wherever possible, ensure that more than one member of the workforce is present when working in the proximity of children or other vulnerable people. It is inappropriate to spend excessive time alone with those children you supervise or care for
- Always maintain professional boundaries in person and online
- Never engage in physical 'horseplay' with any participants and where possible avoid personal involvement in the activity you are responsible for
- Be careful when engaging participants in 'banter' as this can easily be misunderstood or have a negative impact whether intentional or not
- Recognise the danger to self and others when online – do not engage in online communication or 'friendships' through social media with players or participants (e.g. Facebook, Instagram, Messenger, WhatsApp and other online platforms)

Social media is used by many people to communicate with their peers and the public. Players may wish to form personal relationships with employees. In the interests of ensuring professional boundaries are maintained employees must not become friends with, add to their social media network or otherwise communicate with any potential players, current players, or former players under the age of 18 or parents unless a clear reason exists, for example, they are a relative or family friend. Entering into such a relationship may lead to abuse of power therefore breach the standards of professional behaviour and conduct expected by CAFC.

Staff must not use social media in either work or personal time to:

Make statements that could be deemed to be defamatory, offensive, obscene, abusive, proprietary, or libellous

Make statements that would contravene this, or any other CAFC policy.

Discuss players or co-workers or publicly criticise CAFC policies or personnel

List their CAFC e-mail address as a contact address for personal social network accounts, other than those aimed specifically at the professional market and used for networking and career development, such as LinkedIn

Misrepresent CAFC interests, whether these interests are in the public domain or not.

Act, without permission, as a spokesperson for the CAFC

Carry out any action which adversely affects the CAFC reputation or undermines its core business or related interests.

Publish information that would be in breach of the Data Protection or Information Security policies

Staff and players should not create pages, sections, news groups or equivalent on social networking services that claim to be linked to or represent the CAFC without authorisation from the Safeguarding Strategic Group.

It is recognised that social media groups are a good means of communication for example that of match day or training day changes to arrangements. Groups can be setup providing the parent/carer phone number is only used and that the parent/carer join the group under signature, the phone number will be checked by the Designated Safeguarding Officer before being accepted in the group. Under no circumstances must the child be contacted by the social group and there will be a staff member designated as the sole user of the group.

Misappropriate or infringe the intellectual property of other organisations and individuals

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Not engage in any form of sexual activity with or involving a child or vulnerable person in your care. Such activity is prohibited regardless of the legal age of consent, and is considered a breach of the Club's safeguarding policies and would be a disciplinary offence that would be referred to the Local Authority Designated Officer/Team where any individual is in a Position of Trust

- **Report any potential safeguarding or welfare concerns without delay to the Designated Safeguarding Officer**
- Ensure that you are familiar with the club's policies and procedures and comply with them
- **Ensure that they know how to contact the club's Designated Safeguarding Officer**
- Promote and enhance the club image and demonstrate club loyalty
- Complete all record keeping and paperwork in a timely and conscientious manner
- Attend club meetings, supervision and training when required
- Never, as part of their role in football, transport players (except in accordance with the Club's Transport policy) or invite or take any player to their home or other accommodation.
- **Post-match discussions should between Coaches/Parents should be delayed for 24 hours to allow for a cooling down period after which the coach will contact the parent to arrange a meeting.**

DECLARATION

I have read and understood the above code and the club's expectations of my conduct. As an employee or volunteer for Crewe Alexandra Football Club I duly agree to comply with it.

Signed: _____

Name: _____

Role: _____

Dated: _____