

The Sports Partnership – Herefordshire & Worcestershire



SPORTS PARTNERSHIP
HEREFORDSHIRE &
WORCESTERSHIRE

CODE OF CONDUCT AND ETHICS
2009 - 2010

1.0 INTRODUCTION

The Sports Partnership – Herefordshire & Worcestershire (hereafter herein referred to as SPHW), is a professional organisation with set standards and expectations of all its employees, partners and volunteers. SPHW is synonymous with high standards and quality and it is essential that all those involved in SPHW uphold and reflect the key beliefs and principles held within all SPHW plans and policies.

All SPHW employees, partners and volunteers are expected to conform to ethical standards in a number of areas; **respect, responsibility and integrity**. To address these issues, clear policies and procedures are necessary to identify good practice and establish roles and responsibilities of all involved individuals. Within these procedures it is important to:

- Form a clear Code of Conduct and Ethics to which all SPHW employees, partners and volunteers must be committed.
- Establish clear lines of communication for this code to be promoted.
- Ensure that any guidelines meet with national Sport England and National Coaching Foundation approval.

2.0 BACKGROUND

Participation in any type of sporting activity can contribute positively to the personal development of individuals. Such development is enhanced if the organisation directing activity is guided by an informed, thinking, caring and enlightened philosophy that is implemented within an ethical framework.

It is essential to establish, publicise and maintain standards of conduct and ethical behaviour of all SPHW employees, partners and volunteers and to inform and protect members of the public taking part in SPHW activities.

This code has been developed from the Sports Coach UK (SCUK), “Code of Ethics and Conduct for Sports Coaches” produced in association with the National Association of Sports Coaches, (NASC). This Code also adopts the principles held within the Council of Europe’s Code of Sports Ethics, and recognises the Code of Ethics (1989) published by the British Institute of Sports Coaches, (BISC).

The SPHW Code of Conduct and Ethics is a framework within which all employees, partners and volunteers are expected to work. The Code is a set of guidelines and will be used in conjunction with existing policies and procedures, and supplemented by further education and development opportunities.

3.0 POLICY STATEMENT

In order to provide a safe, positive and enjoyable environment for young people to participate in the sporting activity of their choice, SPHW will ensure that all employees, partners and volunteers formally agree to abide by the SPHW Code of Conduct and Ethics. SPHW will also ensure that any breach of the Code is fully investigated and appropriate disciplinary action taken.

4.0 PRINCIPLES

4.1 Introduction

The SPHW recognises its obligation to set and uphold the highest standards of professionalism, and to promote ethical behavior, attitudes and judgments.

The guidance given within the SPHW Code of Conduct and Ethics is based on the following principles:

4.2 Ethical Principles: Respect, Responsibility and Integrity

Statement of Values – SPHW values the dignity and worth of all persons, with sensitivity to the dynamics of perceived authority or influence over participants and with particular regard to people's rights and worth. SPHW value their responsibilities to employees, partners, volunteers and to the general public. SPHW value honesty, accuracy, clarity, and fairness in their interactions with all persons, and seek to promote integrity in all facets of their endeavors.

All SPHW employees, partners and volunteers must respect the rights, individual, cultural and role differences, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status.

- All SPHW employees, partners and volunteers must be primarily concerned with the health and well-being of each young person taking part in SPHW activities.
- Development of the independence of a young person should be encouraged at all times. Young people should also be encouraged by role model SPHW personnel to take responsibility for their own actions and behaviour in training, competition and activities outside those co-ordinated by SPHW.
- It is the responsibility of all individuals employed by or volunteering on behalf of SPHW to establish clear professional boundaries of conduct in working relationships and friendships with young people.
- Relationships within SPHW rely heavily on mutual trust and respect. All SPHW employees, partners and volunteers should only participate in areas in which they are suitably qualified, trained and competent. Be honest and accurate in representing professional affiliations and qualifications, including such matters as knowledge, skill, training, education, and experience. Take reasonable steps to ensure that qualifications and competences are not misrepresented by others, and to correct any misrepresentations identified. Be honest and accurate in conveying professional conclusions, opinions, and in acknowledging potential limitations.
- Potential conflicts between performers' needs and clubs or other representative teams should be made clear and resolved at the earliest opportunity.

- SPHW will continually communicate, co-operate and work in partnership with other organisations to ensure that it delivers services of the highest possible quality to all customers and clients.
- All SPHW employees, partners and volunteers should refrain from public criticism of colleagues and participants. Any dispute should be dealt with on a private basis, with more serious issues being referred to the SPHW management and/or National Governing Body of Sport.
- All participants on SPHW activities and schemes should always be encouraged to perform within the rules of their sport. SPHW employees, partners and volunteers should also promote fair play at all times.
- SPHW employees, partners and volunteers should never compromise performers by using methods that may cause unfair advantage. In particular the use of drugs or other prohibited substances must never be advocated or encouraged in order to enhance performance.
- SPHW employees, partners and volunteers will inevitably gather a great deal of personal information about colleagues and participants. Any such information must not be divulged to a third party without the prior consent of the individual concerned, except in cases where the disclosure of information is to persons deemed to have a “right to know”, especially in cases relating to performance and competitive selection, or potential disciplinary action.
- All SPHW personnel have an obligation to project a positive image to participants, their parents/families, colleagues, officials, spectators, the media and the general public.
- It is not acceptable for SPHW personnel to smoke or drink alcohol whilst representing SPHW or undertaking duties under the SPHW banner in situations where the safety and well being of others is at risk.

4.3 Competence

- All SPHW associates, employees and personnel have a responsibility to ensure the safety and well being of colleagues and participants under their care. All reasonable steps must be taken to ensure a safe working environment and that all practices are carried out in keeping with approved guidelines and recommendations.
- SPHW employers and managers will ensure that all activities are conducted in appropriate, safe environments and that those leading activities are suitably qualified and licensed.
- Each Local Authority will be responsible for conducting regular Risk Assessments at all SPHW venues within their area to ensure they meet the SPHW Minimum Operating Standards and that adequate insurance, first aid cover and emergency procedures are in place in case of unforeseen circumstances.

- It is the responsibility of the SPHW management to ensure that all employees, partners and volunteers are suitably qualified and competent to carry out the role for which they are employed or volunteering.
- SPHW management will not engage any employee, partner or volunteer in a task for which they are not qualified.
- All SPHW personnel are responsible for maintaining their own effectiveness within their field. All should be committed to undertaking a regular programme of continuing professional development.

4.4 Poor Practice, Misconduct and Breach of the Code of Conduct and Ethics

SPHW employees, partners and volunteers should seek to remain aware of the professional activities of others with whom they work, with particular attention to the ethical behavior of employees, partners volunteers and participants. Any SPHW employee, partner or volunteer found to be following poor practice as defined by this Code and other SPHW policies, guilty of misconduct or failing to abide by the SPHW Code of Conduct and Ethics will be subject to disciplinary proceedings from the relevant Local Authority and Governing Body of Sport.

If any individual has a concern that a SPHW colleague may be in breach of this Code, they should report their concerns to the relevant Local Authority or Governing Body of Sport who will then liaise with SPHW. The allegation will then be dealt with according to the appropriate disciplinary procedures.

5.0 OBJECTIVES

It is the intention of SPHW that this Code of Conduct and Ethics will ensure the following:

- All SPHW employees, partners and volunteers will reflect the open and positive image that is essential to the success of SPHW.
- All SPHW activities are lead by competent and appropriately qualified individuals who are committed to the aims and objectives of SPHW.
- SPHW promotes quality and high standards throughout the organisation.

6.0 POLICIES AND PROCEDURES

6.1 Safeguarding and Protecting Children Policy

In order to protect the well-being of children and safeguard SPHW associates, employees and volunteers from false accusations of abuse, there is a SPHW Safeguarding and Protecting Children Policy. This policy details the SPHW commitment to Child Protection and highlights good practice and practice to be avoided.

It is essential that all SPHW personnel be familiar with this policy and understand the procedures in place to deal with alleged incidents of child abuse. During the induction process every employee or volunteer will receive a copy of the Safeguarding and Protecting Children Policy document that must be read and the appropriate level of training for their position.

6.2 Equity Policy

SPHW is committed to ensuring that all its activities and employment and volunteer opportunities are open and accessible to all members of the community. The SPHW Equity Policy details this commitment and highlights good practice guidelines and procedures for dealing with discrimination or harassment.

All SPHW personnel will receive Equity information during the induction process, and Equity training as part of a three-year continuous programme. Full copies of the SPHW Equity policy are available for reference from each Local Authority Sports Development Officer and the SPHW office.

6.3 Community Consultation and Disciplinary Procedures

SPHW will take very seriously any complaint or allegation of poor practice, child abuse, discrimination or harassment against any employee, partner or volunteer. The SPHW Community Consultation Procedures will be documented and actively publicised to participants and their families. The Partnership Director in conjunction with the relevant Local Authority Sports Development Officer will deal with all complaints received.

If a SPHW employee, partner or volunteer is found to be guilty of contravention of the Child Protection Policy, Equity Policy or this Code of Conduct and Ethics; they will be subject to disciplinary proceedings by the relevant Local Authority. Details of each Local Authority disciplinary procedures are available through the relevant Sports Development Officer.

7.0 CONDITIONS OF SPHW

Every SPHW employee or volunteer is required to sign up to and agree to abide by the SPHW Code of Conduct and Ethics. In doing so each individual is committed to operating under all SPHW and Local Authority policies and procedures in order to pursue the aim of providing a safe, quality service accessible to all members of the community. Contravention of the Code may lead to suspension, termination of employment or, in the most serious cases, criminal prosecution.

This Code provides the parameters within which professional judgments should be made. However, it cannot, and does not aim to, provide the answer to every ethical dilemma that may be faced. It is important to remember to reflect and apply a process to resolve ethical dilemmas as set out in this Code. If you have a question about the Code or about professional ethics do not keep it to yourself contact Steve Brewster, Partnership Director on 01905 855537.

CODE OF CONDUCT AND ETHICS STATEMENT

The Code of Conduct and Ethics is a key document for the Sports Partnership. As part of your role within the Sports Partnership you must have a sound understanding of the documents and operate within the guidelines outlined throughout.

You will have been provided with copies of the policies by your line manager. Please read through these within the first month of receiving it. One of the Safeguarding Lead Officers will arrange a time to discuss the key elements of the policies and provide an opportunity for you to ask any questions.

I certify that I have read and understood the SPHW Code of Conduct and Ethics including the entire Appendix. I agree to abide by all SPHW Policies and Procedures and will endeavour to promote good practice, sports equity and the spirit of fair play in all situations. I accept the responsibility to safeguard the well-being of all young people and vulnerable adults involved in SPHW programmes and will work to ensure that SPHW activities can always be associated with quality and good service.

I understand that contravention of this Code and any of the SPHW policies or procedures will result in disciplinary action and possible suspension, termination of employment or a criminal prosecution.

I confirm that i have read and understood the Sports Partnership Herefordshire and Worcestershire's Code of Conduct and Ethics and agree to the statement above

Name: _____

Position: _____

Signed: _____ **Date:** _____

I confirm that i have met with a Safeguarding Lead Officer and have discussed the Policy and have gained satisfactory answers to any of my questions.

Date of Meeting: _____

Signed Employee: _____

Signed Officer: _____

REFERENCES

1. **Australian Coaching Council**, “Code of Ethics for Coaches”
2. **British Institute of Sports Coaches**, “Code of Ethics”
3. **Council of Europe**, “Code of Sports Ethics”
4. **Sports Coach UK**, “Code of Ethics and Conduct for Sports Coaches”
5. **Sports Coach UK**, “The Responsible Sports Coach”
6. **BPS Code of Ethics**
7. **UK Athletics Code of Ethics**
8. **Social Workers Code of Ethics**
9. **Direct Selling Association Code of Ethics**