



# CODE OF CONDUCT

## Staff, Coaches & Volunteers

### Document Details

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| <b>Version</b>     | 1.5 — January 2026                |
| <b>Approved By</b> | Operations Manager, Padelstars    |
| <b>Applies To</b>  | All staff, coaches and volunteers |
| <b>Next Review</b> | January 2027                      |

## **BEHAVIOUR CODE — CHILDREN, YOUNG PEOPLE & ADULTS AT RISK**

This behaviour code outlines the conduct Padelstars expects from all its staff, coaches and volunteers. The behaviour code is there to help us protect children, young people and adults at risk from abuse. It is also very much there to protect us as individuals, outlining good professional behaviour which we must adhere to.

### **ROLE OF STAFF, VOLUNTEERS AND COACHES**

In your role at Padelstars you are acting in a position of trust and authority. You have a duty of care to everyone and especially towards children, young people and adults at risk. You are likely to be seen as a role model/leader by many people, and you must act appropriately. This includes actions at work, out of the workplace and online.

#### **You are responsible for:**

- Prioritising the welfare of children, young people and adults at risk, while listening to, and respecting them at all times.
- Providing a safe environment and ensuring any equipment is used safely.
- Ensuring you are aware of our policy around video and photography.
- Having good awareness of safeguarding and child protection and taking action when necessary.
- Complying with the rules and our policy (and of course the law) at all times.
- Modelling good behaviour for children and young people to follow.
- Challenging inappropriate behaviour and reporting any breaches of the code to your club's safeguarding lead manager.
- Reporting concerns about abusive behaviour following our safeguarding and protection procedures.

### **DIVERSITY AND INCLUSION**

You should:

- Treat children, young people, and adults at risk fairly and without prejudice and discrimination.
- Respect differences in gender, sexual orientation, culture, race, ethnicity and religious beliefs.
- Challenge discrimination.
- Encourage young people to speak out about attitudes or behaviour that makes them uncomfortable.

### **GOOD PRACTICE**

- Promote relationships based on openness, honesty and trust.
- Never show favouritism.
- Exercise caution when discussing sensitive issues with children, young people and adults at risk.
- Ensure your contact with children is appropriate, avoiding physical contact unless absolutely necessary.
- Ensure, where possible, you are not left alone with a child.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.

## POOR PRACTICE — YOU MUST NOT

**The following behaviours are unacceptable and may result in disciplinary or criminal action.**

- Allow concerns or allegations to go unreported.
- Take unnecessary risks by putting yourself in a position where an allegation could be made.
- Develop inappropriate relationships with children or young people.
- Engage in behaviour that is in any way abusive, including sexual contact.
- Let children or young people have your contact details — including mobile, email and social media.
- Act in a way that could be seen as threatening.
- Patronise or belittle children or young people.
- Make sarcastic, insensitive or sexually suggestive comments to children or young people.

## UPHOLDING THIS CODE

You should always follow this code of behaviour — it can be viewed at any time should you require a refresher.

Any questions relating to safeguarding should be raised with your club's Safeguarding Lead in the first instance.

Their name and contact details are displayed on the notice board at the venue.