

### **Scope**

This policy applies to all Norwich City Football Club (“Club”) colleagues, staff, and partners to ensure a consistent standard across the Club, Community Sports Foundation, Norwich City Women’s Football Club and Regional Development Programme.

This policy supersedes any previous policies prior to its issue date

### **Policy Statement**

This policy aims to provide a framework of expected standards and behaviour to which all staff and partners are expected to adhere. This is not an exhaustive list. Staff and partners are expected to ensure that the safety and welfare of children, young people and adults at risk is the primary consideration where no policy or guidelines exist.

### **Policy and Procedure**

#### **Code of Conduct**

All Staff and partners have a responsibility to maintain confidence in their suitability to work with children, young people, and adults at risk.

Any behaviour or action that may lead others to question motivation, intention, and suitability to work with children, young people and adults at risk must be avoided.

Staff and Partners should always act in the best interests of children, young people, and adults at risk to ensure that their safety and welfare is a primary consideration where no policy, rules or guidelines exist.

The list of expected and prohibited behaviours is not exhaustive.

#### **Staff and Partners are expected to:**

Familiarise themselves with the relevant safeguarding policy and procedure.

Ensure that they have complied with safer recruitment procedures and the appropriate level of training commensurate with their role as identified within the Safeguarding Competency Framework.

Be able to identify the organisations Designated Safeguarding Team and how to contact them.

Always ensure the safety of the children, young people, and adults at risk in their care and to act in their best interests.

Build balanced relationships with children, young people and adults at risk based on mutual trust.

Always maintain appropriate and professional boundaries.

Treat children, young people, and adults at risk equally, with respect, dignity, and fairness.

Ensure that the same professional standards are applied regardless of ethnic origin, colour, nationality, race, religion or belief, gender, sexual orientation, age, or disability.

Respect the views, wishes and feelings of children, young people, and adults at risk.

Recognise the developmental needs and capacity of children, young people, and adults at risk.

Help maintain an ethos whereby everyone feels able to express any concerns comfortably and safe in the knowledge that effective action will be taken as appropriate.

Promote an environment where poor practice is challenged and reported in line with the Clubs 'Speak Up' policy

Report any allegation, incident, or concern relating to the safety and/or welfare of children, young people and adults at risk and take action to ensure that no person is left at immediate risk.

Encourage and demonstrate consistently high standards of behaviour and understand the types of behaviour that may call into question their suitability to work with children, young people, and adults at risk.

Consider risk prior to and whilst undertaking activities.

Be aware that behaviour outside of work time may impact upon their suitability to work with children, young people, and adults at risk.

Be aware that breaches of the law, organisational safeguarding policies and this guidance may result in criminal and/or disciplinary action being taken against them.

### **Staff and Partners should never:**

Use their position of power and influence to intimidate, threaten, coerce, exploit, or undermine children, young people, and adults at risk.

Use their status and role to form or promote inappropriate relationships with children, young people, or adults at risk. Professional boundaries must always be maintained.

Use their position to gain access to information relating to children, young people, and adults at risk (or their parents and carers) for their own or others' advantage. Such information should only be used or shared to protect and to meet their individual need.

Share personal information or contact details or use any sexualised language with children, young people, or adults at risk

Carry out their duties whilst under the influence of alcohol, solvents, or drugs.

### **Responsibility and Key Contacts**

Head of Safeguarding  
Academy Business Manager  
CSF Operations Manager  
RDP Managing Director

### **Associated Policies**

Safeguarding Children Policy and Procedure (under review)

**Policy Issue Date** [May 2020]

**Date of Next Update** [May 2021]

This policy is next due for a general review on the above date. It may however be reviewed and updated earlier, in the event of a change in Club requirements, or relevant legislation.