[](http://www.woodbridgetennis.org/)

Staff and Volunteer **Code of Conduct**

All members of staff and volunteers agree to:

* Prioritise the well-being of all children and adults at risk at all times
* Treat all children and adults at risk fairly and with respect
* Be a positive role model. Act with integrity, even when no one is looking
* Help to create a safe and inclusive environment both on and off court
* Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
* Report all allegations of abuse or poor practice to the club Welfare Officer
* Not use any sanctions that humiliate or harm a child or adult at risk
* Value and celebrate diversity and make all reasonable efforts to meet individual needs
* Keep clear boundaries between professional and personal life, including on social media
* Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
* Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
* Refrain from smoking and consuming alcohol during club activities or coaching sessions
* Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
* Avoid being alone with a child or adult at risk unless there are exceptional circumstances
* Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
* Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
* Not have a relationship with anyone under 18 for whom they are coaching or responsible for
* Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them