



Volunteer Code of Conduct

Ballyclare Comrades Boy's Academy

It is essential for everyone involved (this includes children, parents and coaches) to be made aware of the behavioral standards in place at Ballyclare Comrades Boy's Academy and what is not acceptable and additionally that on arrival at the Club the participants are given a written brief on the general conduct code:

- . **No foul or abusive language**
- . **No bullying**
- . **Respect for the other participants**
- . **Be on time**

1. Volunteers are advised not to spend excessive time alone with children. Do not go into the toilet alone with children.
2. Meetings with individual children should take place as openly as possible. Never take or make arrangements to meet a child alone in your home. Volunteers should not meet with children outside organised activities, unless it is with the full knowledge and consent of the parents and that the club is aware of the meeting.
3. If on occasion privacy is required, other committee persons should be informed and at least one should be within earshot of the conversation. The door should be left open.
4. Volunteers should avoid unnecessary physical contact with children. On occasion when an injury occurs or a child is distressed the involved adult should explain to the child what he or she is doing but only with consent of the injured party and in full view of as many persons as possible.
5. Coaches and committee persons should be careful of extending hugs and celebrations where bodily contact is involved. This is important not only for the coaches but for the children also.
6. If a child touches you in an inappropriate place, record the incident and report it to another adult. While an incident could be purely innocent or horseplay, efforts should be made to inform the offending child that this behaviour is not acceptable in a manner that does not intimidate the involved party.
7. Car journeys, however short should be with full knowledge and consent of the parents and someone in charge of the club. It is not good practice to be alone with the child in the car and if possible, make your pick-up point or drop-off point with at least two children.
8. Never keep suspicions of abuse by a colleague to yourself. If there is an attempt to cover up you could be implicated by your silence. Inform the appropriate person at the club of your suspicions.

Club outings should be well organised:

- Parents should be clearly informed on times of departure and return and of any potential changes or delays to this timeline

- There should be an appropriate number of adults involved for supervision, working on a ratio system of adult to number of children

In relation to overnight stays:

- Never ask a child to your room
- If checking rooms make sure you do in pairs
- Make the children aware of the availability of telephones to contact home
- Parents should be aware of contact telephone numbers in the case of an emergency

Volunteers should never:

- Engage in sexually provocative manner or indulge in horseplay which may be construed in the wrong manner
- Allow children to use foul language unchallenged
- Make sexually suggestive comments about, or to a child, even in fun
- Let allegations a child makes go without being addressed and recorded
- If a complaint is made a committee person should be informed immediately and a record of that meeting logged