



## Code of Conduct

This Code of Conduct details the type of practice we require all adults working with The Swan Trust to follow when in contact with children. This code of conduct will assist in ensuring the safety of the children and vulnerable adults who participate in our group, promote good practice and reduce the likelihood of false allegations.

When working with children:

- Treat all children/vulnerable adults equally, and with respect and dignity face to face and online.
- Always put the care, welfare and safety needs of a child/vulnerable adult first
- Always work in an open environment, avoiding unobserved situations
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children/vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism
- Ensure that if any form of manual or physical contact is required during an activity that the child/vulnerable adult is informed of what is required and their consent is obtained
- If children/vulnerable adults have to be supervised in changing rooms ensure you work in pairs
- Ensure that if mixed groups of children/vulnerable adults are taken on trips that they are accompanied by a male and female members of staff/volunteer/helper
- Ensure that when on trips away from home you do not share a room with a child/vulnerable adult, other than your own. Adults should not enter a child's room on their own, except in an emergency. A child/children/vulnerable adult(s) who require/s additional support or supervision may be accompanied by a designated carer, who can provide agreed one-to-one support.
- Ensure that you do not invite children/vulnerable adults to come to your home
- Obtain written parental/carer/guardian consent if you are required to transport a child in your car
- Never engage in rough, physical or sexually provocative games, including horseplay
- Never allow or engage in any form of inappropriate touching
- Never make sexually suggestive comments to a child/vulnerable adult, even in fun

- Social Media can help clubs to disseminate information widely and clubs are encouraged to use social media but to ensure that they do so responsibly.
- Set yourself up securely, think carefully about who you are connected to online.
- Crew and volunteers should not be friends with juniors online. Do not exchange private messages, phone numbers, personal e-mail or photos of a personal nature.
- Use group messaging, phone calls to parents/guardians/carers or via a post on a closed club or governing body page rather than via your personal profile.
- Check privacy settings regularly as they can default to public several times a year.
- Never post or share messages, images or videos which are abusive, discriminatory or sexually explicit – all are illegal.
- If you come across or are made aware of inappropriate use of electronic communication or social networking within your group report using your group's Child Protection Procedures.
- Be aware of procedures with regard to taking and sharing photos of children.
- Never allow allegations made by a child to go unrecorded or not acted upon
- Report immediately any suspicion that a child/vulnerable adult could be at risk of harm or abuse
- Never do things of a personal nature for a child/vulnerable adult, that they can do themselves
- Never form inappropriate emotional or physical relationships with children/vulnerable adults

In line with the Protection of Vulnerable Groups (Scotland) Act 2007 individuals who harm a child/vulnerable adult or place a child/vulnerable adult at risk of harm and are asked to leave or are moved away from working with children/vulnerable adults will be referred to Disclosure Scotland to determine whether they should be barred from working with children/vulnerable adults.

Review Date :- March 2025

This was adopted as the Code of Conduct of The Swan Trust at a Trustee Committee meeting on 05/03/2024 and is certified as a true copy.

Signature

A handwritten signature consisting of two large, overlapping loops, with a short horizontal line extending to the right from the bottom of the second loop.

Name: David Goodlad

Committee Position: Swan Trust Chairperson

Signature

A handwritten signature starting with a large, stylized capital 'T' that has a horizontal bar extending to the left. Below the 'T' are several cursive letters, including what appears to be 'e', 'd', 'l', 'a', 'n'.

Name: Thomas Allan

Committee Position: Swan Trust Vice-Chair