



**Safeguarding Code of Conduct**  
**For staff, workers and volunteers**

**November 2020**

Version	Date	Author	Review Date	Signed
V1	November 2020	Lizzie Saunderson	November 2021	
V2	November 2021	Lizzie Saunderson	September 2022	

# Safeguarding Code of Conduct

**In its simplest form, 'safeguarding' can be defined as 'keep children, young people and adults at risk, safe from harm'.**

At Bradford City Community Foundation (BCCF), we believe that all trustees, staff, workers and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk. The Safeguarding Code of Conduct below sets out BCCF's expectations, and should be read alongside both the Safeguarding Children and Safeguarding Adults at Risk Policies.

As a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment, and as a worker/volunteer it forms part of the agreement of your role. This code of conduct must be adhered to at all times, and you must read, sign and return as acceptance of your commitment to it. If you have any questions, please contact the Designated Safeguarding Officer.

Staff, workers and volunteers must abide by the following:

- All incidents or concerns (no matter how serious) that cause you to believe that a child, young person or adult at risk is, or likely to be, at risk of harm must be reported, including those regarding poor practice.
- Abuse can occur within many situations including the home, school and the footballing environment. Some individuals will actively seek employment or voluntary work with children, young people or adults at risk in order to harm them. As a staff member, worker or volunteer you must be observant in identifying situations where a young person needs protection.
- Child abuse; physical, emotional, neglect and in particular sexual abuse, can result in strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take.
- If it is brought to the attention of BCCF that a child joining the activities has been subject to child abuse outside the footballing environment, recognise that football can play a crucial role as part of a care plan or in improving a child's self esteem. In such instances BCCF will work with the referral agencies to ensure the child receives the appropriate support.
- Be aware that there is an increased focus on mental health when working children, young people and adults at risk and you must take part in training to help identify behaviour of this kind.
- BCCF will support any staff member, worker or volunteer who raises a safeguarding concern.
- Disclose any criminal record, caution, reprimand or warning (subject to filtering rules) whether received prior to or during the course of your employment.

The following must never be sanctioned. You should never:

- Share a room with any under 18's.
- Use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children, young people, adults at risk, volunteers or staff.
- Engage in rough, physical or sexual provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching or sexual relationships.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Take a child to your home where they will be alone.

- Carry out your duties whilst under the influence of alcohol, drugs or solvents.
- Possess any indecent images of children.
- Allow allegations made by a child to go unacknowledged, unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or vulnerable adults that they can do for themselves. Staff should avoid taking on any caring responsibilities for which you are not appropriately trained and for which consent forms have been obtained.

As an employee of BCCF, you will act in accordance with this Safeguarding Code of Conduct at all times. Failure to adhere may result in disciplinary action including dismissal if appropriate. In these cases where an investigation reveals that breaches have taken place, incidents will be reported to Regulatory bodies, the Local Authority and/or the police if appropriate.

**I confirm that I have read and understood BCCF's Safeguarding Code of Conduct and agree to abide by its contents.**

**Name:**

**Signature:**

**Date:**