**Sturfit Staff Code of Conduct**

**Purpose** The Sturfit Staff Code of Conduct outlines the expected behaviours, responsibilities, and standards for all staff and volunteers to ensure the safety, welfare, and dignity of all individuals accessing our facilities, particularly children and vulnerable adults. Adherence to this code is mandatory for all employees and volunteers at Sturfit.

**1. Professional Behaviour and Boundaries**

* Always act in a professional and respectful manner towards all users of the facility, including children, vulnerable adults, parents, hirers, and colleagues.
* Maintain appropriate boundaries and avoid any behaviour that could be misinterpreted as inappropriate or harmful.
* Avoid physical contact unless it is necessary for safety reasons or the activity, and ensure it is appropriate, consented to, and understood.

**2. Communication**

* Use language that is appropriate, respectful, and inclusive in all interactions.
* Do not engage in private or personal communication (e.g., texts, social media) with children or vulnerable adults unless it is directly related to your role and approved by the Designated Safeguarding Officer (DSO).
* Refrain from discussing personal matters or sharing private information with children or vulnerable adults.

**3. Use of Technology**

* Use Sturfit technology and equipment for authorised purposes only.
* Do not take photographs or videos of children or vulnerable adults without prior written consent from parents or guardians and approval from the DSO.
* Ensure all online communication aligns with safeguarding and data protection policies.

**4. Safeguarding Responsibilities**

* Familiarise yourself with Sturfit’s safeguarding policy and procedures, and adhere to them at all times.
* Report any safeguarding concerns or allegations immediately to the DSO.
* Never ignore or dismiss concerns raised by children, vulnerable adults, or colleagues.

**5. Equality and Inclusion**

* Treat everyone fairly, with dignity, and without discrimination on any grounds, including age, gender, race, disability, religion, or sexual orientation.
* Promote an inclusive environment and challenge any behaviour or language that is discriminatory or inappropriate.

**6. Health and Safety**

* Follow all health and safety procedures and ensure the safety of individuals during activities.
* Report any hazards, risks, or incidents promptly to the management team.
* Refrain from behaviours or actions that could compromise safety, such as reckless use of equipment or ignoring safety protocols.

**7. Confidentiality**

* Respect the confidentiality of all users and colleagues, only sharing information on a need-to-know basis in line with safeguarding and data protection regulations.
* Do not disclose personal or sensitive information without appropriate consent or legal requirement.

**8. Conduct Outside Work**

* Behave in a manner that upholds the reputation of Sturfit, even when off duty or outside of the workplace.
* Avoid any conduct, including online behaviour, that could bring Sturfit into disrepute or compromise your role.

**9. Breaches of the Code of Conduct**

* Any breaches of this code will be taken seriously and may result in disciplinary action, including dismissal or termination of a volunteer agreement.
* Serious breaches, including safeguarding concerns, may also be reported to external authorities.

**Approval and Implementation**
This policy was approved by the Sturfit trustees on 15th January 2025.

**Signed:**

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Courtenay Hitchcock
Chair, Sturfit
Date: 15th January 2025

**Acknowledgement** I confirm that I have read, understood, and agree to adhere to the Sturfit Staff Code of Conduct.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_