

Staff Code of Conduct

Contents

1) Overview	Page 3
2) Core principles	Page 3
3) Introduction	Page 3
4) Duty of care	Page 3/4
5) Equality, Diversity and Inclusion	
6) Exercise of professional judgement	Page 4
7) Power and positions of trust	Page 4/5
8) Confidentiality	Page 5
9) Property and behaviour	Page 5
10) Dress and appearance	Page 6
11) Gifts	Page 6/7
12) Infatuation	Page 7
13) Personal living space	Page 7
14) Communications with participants	Page 7/8
15) Social contact	Page 8
16) Social networking sites and online gaming	Page 9
17) Physical contact	Page 9/10
18) Activities which require physical contact.	Page 10
19) Showers and changing	Page 10/11
20) Participants in distress	Page 11
21) Behaviour management	Page 11
22) Care, contact and physical intervention.	Page 11
23) Sexual contact with participants.	Page 12
24) Transporting children/young people or vulnerable adults	Page 12
25) Events/trips/tours	Page 13
26) First aid and administration of medicine.	Page 13
27) Intimate care	Page 13
28) Photography and videos	Page 14
29) Internet use.	Page 14
30) Whistleblowing.	Page 14/15
31) Sharing concern/recording incidents.	Page 15

1. Overview

Yeovil Town Community Sports Trust seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for participants in their care.

This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

2. Core Principles

The welfare of participants is paramount.

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Staff should work, and be seen to work in an open and transparent way.

Staff should discuss and/or take advice promptly from their manager over any incident, which may give rise to concern.

Records should be made of any such incident and of decisions made/further actions agreed.

Staff should apply the same professional standards in keeping with the Trust's Equality & Diversity Policy.

All staff should know the name of the designated person for Safeguarding, be familiar with child protection arrangements and understand their responsibilities to safeguard and protect all participants.

Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard children, young people and vulnerable adults and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

This means that these guidelines:

Apply to all adults working in our programmes whatever their position, roles, or responsibilities.

4. Duty of Care

Staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect participants from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep children, young people and vulnerable adults safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and participants and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of our participants. When individuals accept a role that involves working with children, young people and vulnerable adults they need to understand and acknowledge the responsibilities and trust inherent in that role. Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that staff should:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- Always act, and be seen to act, in the child/young person or vulnerable adults best interests.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Take responsibility for their own actions and behaviour.

This means that Yeovil Town Community Sports Trust should:

- Ensure that safeguarding procedures are in place and reviewed
- Ensure that systems are in place for concerns to be raised
- Ensure that adults are not placed in situations which render them particularly vulnerable

5. *Equality, Diversity and Inclusion*

Yeovil Town Community Sports Trust is committed to valuing diversity and seeks to provide all staff with the opportunity for employment, career and personal development on the basis of ability, qualifications and suitability for the work as well as their potential to be developed into the job.

We believe that people from different backgrounds can bring fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

The Company will not tolerate direct or indirect discrimination against any person on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.

It is also the responsibility of all staff in their daily actions, decisions and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against colleagues, customers, suppliers or any other person associated with the Company.

By adopting these principles, it means that Yeovil Town Community Sports Trust

- Will not tolerate acts that breach this policy and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will ensure that all managers understand and maintain their responsibilities and those of their team under this policy.
- Will provide all employees with the training and development that they need to carry out their job effectively.
- Will distribute and publicise this policy statement throughout the Company

6. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the participants which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children, young people or vulnerable adults in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- Discuss the circumstances that informed their action, or their proposed action, with a senior colleague or Manager. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.
- Always discuss any misunderstanding, accidents or threats with a senior leader.
- Always record discussions and actions taken with their justifications.

7. Power and Positions of Trust

All staff are in positions of trust in relation to the children/young people and vulnerable adults in their care. A relationship between a member of staff and child/young person or vulnerable adult cannot be a relationship between equals. There is potential for exploitation and harm of children/young people and vulnerable adults; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

This means that staff should not:

- Use their position to gain access to information for their own advantage and/or a participant's family's detriment.
- Use their power to intimidate, threaten, coerce or undermine participants.

8. Confidentiality

Members of staff may have access to confidential information about participants in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a participant or his/her family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the participant.

Confidential information about participants should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the participant's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a participant, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities. (See Sharing Information with Other Professionals Policy)

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Manager.

Adults need to be aware that although it is important to listen to and support participants, they must not promise confidentiality or request participants to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to a senior member of staff without delay.

This means that staff:

- Are expected to treat information they receive about participants in a discreet and confidential manner.
- In any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff
- Need to be cautious when passing information to others about a participant.
- Need to know to whom any concerns or allegations should be reported

9. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of participants. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, participants and the public in general.

This means that staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children/young people/vulnerable adults or act as a role model.
- Drink alcohol when supervising participants or on trips/tours. This applies even when there are no participants present, as the member of staff may be called to act if an emergency occurs.
- Make inappropriate remarks to a participant (including email, text messages, phone or letter etc.)
- Discuss their own relationships with or in the presence of participants
- Make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)

Staff should:

- Be aware that their behaviour in their personal lives may impact upon their work with participants.

10. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate (which might include tattoos or piercings) could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.

This means that staff should ensure their appearance and clothing:

- Promotes a positive and professional image, including ensuring that for male staff facial hair is either well shaved or trimmed and neat. \
- Is appropriate to their role.
- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans.
-

11. Gifts

Staff should be aware of the Trust's policy regarding arrangements for the declaration of gifts received and given (Please see Staff Handbook and Gifts and Hospitality Policy for further guidance).

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

There are occasions when participants or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the Manager. Any member of staff receiving gifts or entertainment valued at more than £100 must disclose this to the Manager.

Members of staff may not give personal gifts to participants. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

This means that staff should:

- Ensure that gifts received or given in situations which may be misconstrued are declared.
- Ensure that gifts of significant value are declared.
- Generally, only give gifts to an individual young person as part of an agreed reward system
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all participants equally.

12. Infatuations

Staff need to be aware that it is not uncommon for participants to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a participant may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with their Manager so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- Report to their Manager any indications (verbal, written or physical) that suggest a participant may be infatuated with a member of staff.

13. Personal Living Space

No participant should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

This means that staff should:

- Be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations.
- Be mindful of the need to maintain professional boundaries.

14. Communication with Participants (including the use of technology)

Communication between participants and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a participant. They should not request, or respond to, any personal information from the participant, other than that

which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with participants so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to participants including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with the Manager and parents. E-mail or text communications between an adult and a participant outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites, such as social networking, instant messaging or gaming.

Be aware that actions that bring the Trust into disrepute could lead to disciplinary procedures being taken.

This means that staff should:

- Only give their personal contact details to participants, including their mobile telephone number, for professional reasons and with the knowledge of their Manager.
- Communicate with participants in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used.
- Only make contact with participants for professional reasons.
- Not use internet or web-based communication channels to send personal messages to a participant.
- Not to have images of participants stored on personal cameras, devices or home computers.
- Not make images of students available on the internet, other than through the Trust's social media outlets/website, without permission from parents.

15. Social Contact

Staff should not establish or seek to establish social contact with participants, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with their Manager. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.

Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to students unless the need to do so is agreed with their Manager. If students do become aware of your gamer tag you must change it.

This means that staff should:

- Have no secret social contact with students.
- Consider the appropriateness of the social contact according to their role and nature of their work.
- Advise their Manager of any regular social contact they have with a participant or parent which may give rise to concern.
- Report and record any situation, which they feel, might compromise the Trust or their own professional standing.

16. Social Networking Sites and Online Gaming

Yeovil Town Community Sports Trust staff may use social networking sites for personal use. However, the Trust requires that profile and photos of the member of staff are 'locked down' as private so that participants do not have access to your personal data or images.

Staff must deny current or recent participants access to your profile so you do not put yourself in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a participant does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) the Manager should be informed immediately.

Where relationships exist between staff and parents, or personal friends who are parents, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the Trust.

As soon as a member of staff becomes aware that they are in an online game with a participant of the Trust, the member of staff should cease to play against that participant and should not enter any games containing that player as part of the group.

Under no circumstances should staff seek out participants and/or share their own gamer tags/ID with participants or use Trust equipment to play online games.

This means that staff should:

- Lock down their profile to ensure that data and images are not freely available. Seek advice if you are unsure how to do this.
- Do not permit current participants or parents to have access to your profile.
- Ensure all your passwords are kept strong and secure.
- Be aware that images of others should be protected and be treated as carefully as you would your own

17. Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with participants, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with participants this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to their Manager.

Physical contact, which occurs regularly with an individual participant, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to participants with SEN or physical disabilities). Any such contact should be the subject of an agreed and open Trust policy and subject to review.

This means that staff should:

- Be aware that even well intentioned physical contact may be misconstrued by the participant, an observer or by anyone to whom this action is described
- Never touch a participant in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact be open to scrutiny

This means that Yeovil Town Community Sports Trust should:

- Ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by the Manager.
- Provide staff, on a "need to know" basis, with relevant information about vulnerable children/young people or adults in their care.

18. Activities which require physical contact.

Some staff, (for example, coaches), will on occasions have to initiate physical contact with participants in order to support a participant so they can perform a task safely, to demonstrate the use of a particular piece of equipment or assist them with an exercise. This should be done with the participant's agreement.

This means that staff should:

- Consider alternatives, where it is anticipated that a participant might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable participant in the demonstration. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the participant.
- Always explain to a participant the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.

19. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard participants, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the participants concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

This means that staff should:

- Avoid any physical contact when participants are in a state of undress.
- Avoid any visually intrusive behaviour and where there are changing rooms:
- Remain in the room when groups are changing.
- Sensitive participants are offered the opportunity to change privately

This means that staff should not:

- Change in the same place as the participants.
- Shower with the participants.

20. Participants in Distress

There may be occasions when a distressed participant needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior member of staff.

This means that staff should:

- Consider the way in which they offer comfort to a distressed participant.
- Always tell a colleague when and how they offered comfort to a distressed participant.
- Record situations which may give rise to concern.

21. Behaviour Management

All participants have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a participant. The use of humour can help to defuse a situation. The

use of sarcasm, demeaning or insensitive comments towards participants is not acceptable in any situation.

This means that staff should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate.
- Keep parents informed of any sanctions

22. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a participant from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- Always seek to defuse situations.
- Always use minimum force for the shortest period necessary.

22. Sexual Contact with Participants

Any sexual behaviour by a member of staff with or towards a participant is both inappropriate and illegal. Participants are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust (see Section 5).

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include noncontact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material.

This means that staff should:

- Not pursue sexual relationships with children, young people or vulnerable adults.
- Avoid any form of communication with a child, young person or vulnerable adult which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, young person or vulnerable adult and manipulate that relationship so sexual abuse can take place.
- Staff should be aware that conferring special attention and favour upon a child/young person might be construed as being part of a 'grooming' process, which is an offence.

23. Transporting Children/Young People/Vulnerable Adults

In certain situations, staff or volunteers may agree to transport children/young people or vulnerable adult. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements.
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer.
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- Take into account any specific needs that the child/young person or vulnerable adult may have.

24. Events/Trips/Tours

Staff should take particular care when supervising participants in a less formal atmosphere.

During trips/tours or at events, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Participants, staff and parents should be informed of these prior to the start of the trip.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts.

This means that staff should:

- Always have another adult present.
- Undertake a risk assessment.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.

25. First Aid and Administration of Medication

The Trust has an administration of medication policy, which must be adhered to at all times.

26. Intimate Care

All children/young people and vulnerable adults have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children/young people who require intimate care on a regular basis.

Children/young people and vulnerable adults should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to

be undertaken.

This means that staff should:

- Make other staff aware of the task being undertaken.
- Explain to the child/young person/vulnerable adult what is happening.
- Consult with colleagues where any variation from agreed procedure/care plan is necessary.
- Record the justification for any variations to the agreed procedure/care plan and share this information with parents.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

27. Photography & Videos

Many Trust activities involve recording images. These may be undertaken as part of publicity, or to celebrate achievement.

This means that staff should:

- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Ensure that all images are available for scrutiny in order to screen for acceptability
- Be able to justify images of children in their possession.
- Avoid making images in one to one situations.

Using images of children/young people for the Trust's publicity purposes has already had the consent of parents through consent forms. Images should not be displayed on other websites, in publications or in a public place without additional consent.

This means that staff should not:

- Have images of participants stored on personal cameras, devices or home computers.
- Make images of participants available on the internet, other than through the Trust's social networks/website without permission from parents or the Manager.

28. Internet Use

Yeovil Town Community Sports Trust has a clear policy about access to and the use of the Internet. Please refer to the Social Media and Internet policy for further guidance.

29. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the Trust's Whistle Blowing Policy

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children/young people and vulnerable adults may be at risk.

This means that staff should:

- Report any behaviour by colleagues that raises concern.

30. Sharing Concerns and Recording Incidents

All staff should be aware of the Trust's safeguarding procedures, including procedures for dealing with allegations against staff.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to the Safeguarding Officer and Safeguarding Director. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their Manager any difficulties or problems that may affect their relationship with participants so that appropriate support can be provided or action can be taken.

This means staff should:

- Be familiar with the Trust's Safeguarding Policy and Procedures.
- Must take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the Trust or workplace. – See the Trust's Safeguarding Policy for further information

Signed: *Jamie Phillip*

Jamie Phillip, CEO, Yeovil Town Community Sports Trust

Date: 01/01/2026 (Updated annually)