



Staff Code of Conduct

Organisation: Be You Active Ltd

Applies to: All staff, coaches, volunteers and contractors

Review date: Annually

1. Purpose

The purpose of this Code of Conduct is to ensure all staff working for Be You Sports act in a professional, safe and responsible manner at all times. This code helps protect children, staff and the reputation of Be You Sports.

All staff are expected to read, understand and adhere to this Code of Conduct.

2. Professional Behaviour

All staff must:

- Act as positive role models at all times
 - Treat all children with respect, fairness and dignity
 - Maintain professional boundaries with children and families
 - Follow instructions and policies set by Be You Sports
 - Arrive on time, prepared and dressed appropriately
-

3. Safeguarding Responsibilities

All staff must:

- Follow the Be You Sports Safeguarding Policy at all times
 - Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL)
 - Never promise confidentiality to a child
 - Never investigate safeguarding concerns themselves
 - Cooperate fully with safeguarding procedures
-

4. Appropriate Conduct with Children

Staff must:

- Use appropriate language at all times
- Avoid inappropriate physical contact
- Only use physical contact where necessary and appropriate (e.g. first aid or preventing injury)
- Avoid being alone with a child where possible
- Ensure sessions are always supervised

Staff must not:

- Engage in rough or inappropriate play
 - Use humiliating, aggressive or threatening behaviour
 - Show favouritism or form inappropriate relationships
-

5. Communication

Staff must:

- Communicate with children in a professional and appropriate manner
 - Avoid private messaging or contact with children outside of sessions
 - Use Be You Sports approved communication channels only
-

6. Use of Mobile Phones & Devices

- Personal mobile phones should not be used during sessions except in emergencies
 - Photos or videos of children may only be taken using approved devices and with parental consent
 - No personal devices are to be used to contact children
-

7. Health & Safety

Staff must:

- Follow all health and safety procedures
 - Complete risk assessments where required
 - Report accidents, incidents or hazards immediately
 - Ensure equipment is safe and appropriate for use
-

8. Confidentiality

- Personal information about children and families must be kept confidential
 - Information should only be shared on a need-to-know basis
 - Staff must comply with data protection requirements
-

9. Substance Use

- Staff must not attend work under the influence of alcohol or drugs
 - Smoking or vaping is not permitted during sessions or on school premises
-

10. Breaches of the Code

Failure to follow this Code of Conduct may result in disciplinary action, including removal from duties or termination of engagement.

Serious breaches may be referred to relevant authorities.

11. Agreement

All staff are required to confirm they have read and understood this Code of Conduct and agree to follow it at all times.

Name: Elliot Creely

Signature: *E. CREELY*

Date: 18/02/2026