



# Devon Ultimate

## Code of Conduct

### Child Protection Policy

## 1.0

### Introduction

- 1.1 This document is a statement of intent that demonstrates the commitment of Devon Ultimate, hereafter referred to as the **Club**, to safeguard all young members involved from harm:
  - 1.1.1 « All young members within Devon Ultimate, without exception, have the right to protection from abuse; regardless of gender, ethnicity, disability, sexuality or beliefs »
- 1.2 Whereby young members are defined as those members engaging with the **Club** who are under the age of 18 years.
- 1.3 All adults, including members of the external community who are in contact with young members of the **Club**, must accept and understand this policy and agree to implement it.

## 2.0

### Responsibility of Adult Members

- 2.1 It is essential that all adult members of the **Club** follow the **Code of Behaviour [6.0]** to ensure that:
  - 2.1.1 The welfare for the young for whom you have a duty of care is safeguarded.
  - 2.1.2 They avoid compromising situations or opportunities for misunderstandings or allegations.
- 2.2 It is the responsibility of each adult to ensure that:
  - 2.2.1 Their behaviour is appropriate at all times.
  - 2.2.2 They adhere to procedures following suspicion, disclosure or allegations of child abuse.
  - 2.2.3 They recognise the position of trust in which they have been placed.
  - 2.2.4 They recognise that the relationships they form with younger members in their care are appropriate.

## 3.0

### Safeguarding at Training

- 3.1 It is the responsibility of the **Club** to ensure that all training sessions are appropriately supervised:
  - 3.1.1 A ratio of one DBS certified adult to every ten young members will be maintained at all times.
  - 3.1.2 Activities will involve more than one adult being present at all times, or at least within sight and hearing distance of each other.

## 4.0

### Safeguarding on Tour

- 4.1 It is the responsibility of the **Club** to ensure that all Tour events are appropriately supervised:
  - 4.1.1 A ratio of one DBS certified adult to every five young members will be maintained at all times.
  - 4.1.2 Activities will involve more than one adult being present at all times, or at least within sight and hearing distance of each other.
  - 4.1.3 Separate sleeping accommodation/arrangements must be provided for young female members and adults.

## 5.0

### Safeguarding at Widening Participation

- 5.1 It is the responsibility of the **Club** to ensure that all Tour events are appropriately supervised:
- 5.1.1 A ratio of one DBS certified adult to every fifteen young members will be maintained at all times.
  - 5.1.2 Activities will involve more than one adult being present at all times, or at least within sight and hearing distance of each other.

## 6.0

### Code of Behaviour

- 6.1 DO:
- 6.1.1 DO put this Code into practice at all times.
  - 6.1.2 DO treat everyone with dignity and respect.
  - 6.1.3 DO set an example you would wish others to follow.
  - 6.1.4 DO treat all young members equally, show no favouritism.
  - 6.1.5 DO respect young members' rights to personal privacy.
  - 6.1.6 DO avoid unacceptable situations within a relationship of trust; e.g. a sexual relationship with a youth member over the age of consent.
  - 6.1.7 DO allow young members to talk about any concerns they may have.
  - 6.1.8 DO encourage others to challenge any attitudes or behaviours they do not like.
  - 6.1.9 DO avoid being drawn into inappropriate attention seeking behaviour; e.g. tantrums and crushes.
  - 6.1.10 DO follow a "no alcohol" guidance when young members are in your care.
  - 6.1.11 DO make all members aware of the **Club's** child protection procedures; young members, parents/carers and adult members.
  - 6.1.12 DO remember this Code even at sensitive moments; e.g. when responding to bullying, bereavement or abuse.
  - 6.1.13 DO remember; someone else might misinterpret your actions, no matter how well-intended.
  - 6.1.14 DO take any allegations or concerns of abuse seriously and refer them immediately.
- 6.2 DON'T
- 6.2.1 DON'T trivialise abuse.
  - 6.2.2 DON'T form a relationship with young members that are an abuse of trust.
  - 6.2.3 DON'T permit abusive peer activities; e.g. initiation ceremonies, bullying.
  - 6.2.4 DON'T engage in inappropriate physical, verbal or sexual behaviour.
  - 6.2.5 DON'T play physical contact games with young members.
  - 6.2.6 DON'T make suggestive remarks or threats to young members, even in jest.
  - 6.2.7 DON'T use inappropriate language; in writing, phone, email or internet.
  - 6.2.8 DON'T let allegations, suspicions, or concerns about abuse go unreported.
  - 6.2.9 DON'T just rely on your good name to protect you.

## 7.0

### If You Suspect Abuse

- 7.1 The four main areas of abuse are:
- 7.1.1 Physical
  - 7.1.2 Sexual
  - 7.1.3 Emotional
  - 7.1.4 Neglect
- 7.2 These may come to your notice in a number of different ways:

- 7.2.1 When a young member tells you something has happened.
- 7.2.2 An adult or young member tells you about their concerns for another young member.
- 7.2.3 You observe unexplained injury, or changes in behaviour, which cause you concern.
- 7.2.4 You receive an allegation about any adult or about yourself.

## 8.0 If an Allegation is Made

- 8.1 If a young member tells you about abuse, it is because they see you as a 'safe' person. You must listen to that young member, take what is said seriously and help to reassure and protect that young member.
- 8.2 When a young member speaks to you in confidence:
  - 8.2.1 Listen carefully to what they are saying.
  - 8.2.2 Show them you take them seriously.
  - 8.2.3 Avoid asking them to repeat the information.
  - 8.2.4 Explain that you cannot keep what they tell you a secret.
  - 8.2.5 Reassure them that they have done the right thing.
  - 8.2.6 Make no judgement about what you have heard and remain calm.
  - 8.2.7 Make an immediate, careful record of what has been said. Use their actual words wherever possible.

## 9.0 Reporting Abuse

- 9.1 If you suspect abuse, a young member confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern.
- 9.2 **If a young member tells you about abuse by someone else:**
  - 9.2.1 Allow them to speak without interruption, accepting what is said.
  - 9.2.2 Offer immediate understanding and reassurance, while passing no judgement.
  - 9.2.3 Advise them that you will try to offer support but that you must pass the information on.
  - 9.2.4 Immediately tell the *President, Secretary or Widening Participation Officer*.
    - 9.2.4.1 *President* – [president@devonultimate.co.uk](mailto:president@devonultimate.co.uk)
    - 9.2.4.2 *Secretary* – [secretary@devonultimate.co.uk](mailto:secretary@devonultimate.co.uk)
    - 9.2.4.3 *WP officer* – [wp@devonultimate.co.uk](mailto:wp@devonultimate.co.uk)
    - 9.2.4.4 Anonymous submissions can also be made online – [www.devonultimate.co.uk/safeguarding.htm](http://www.devonultimate.co.uk/safeguarding.htm)
  - 9.2.5 Write careful notes of what was said; use actual words wherever possible.
  - 9.2.6 Sign, date and pass your notes to the *President, Secretary or Widening Participation Officer*.
  - 9.2.7 Ensure that no situation arises within the **Club** which could cause any further concern.
  - 9.2.8 *Note: In an emergency (young member at imminent risk of significant harm) contact police or social service/work department direct. Inform the President, Secretary or Widening Participation Officer of the action you have taken.*
- 9.3 **If you have a concern about a young member's safety and well being:**
  - 9.3.1 Immediately tell the *President, Secretary or Widening Participation Officer*.
  - 9.3.2 Write careful notes of what you witnessed, heard or were told.
  - 9.3.3 Sign, date and pass your notes to the *President, Secretary or Widening Participation Officer*.
  - 9.3.4 Ensure that no situation arises within the **Club** which could cause any further concern.
- 9.4 **If you receive a complaint or allegation about any adult or about yourself:**
  - 9.4.1 Immediately tell the *President, Secretary or Widening Participation Officer*.
  - 9.4.2 Write careful notes of what you witnessed, heard or were told.
  - 9.4.3 Sign, date and pass your notes to the *President, Secretary or Widening Participation Officer*.
  - 9.4.4 Try to ensure no-one is placed in a position which could cause further compromise.

9.4.5 *Note: Any Adult in the Club has the right to report any concerns, or suspicions about another Member in confidence and free from harassment.*

9.4.5.1 This can be done online, anonymously – [www.devonultimate.co.uk/safeguarding.htm](http://www.devonultimate.co.uk/safeguarding.htm)

**9.5 You must refer; you must not investigate:**

9.5.1 No investigation or questioning is to be undertaken. Devon Ultimate is not an investigation or intervention agency. Swift reporting will enable the correct authorities to give advice and take appropriate action.

**10.0**

Sent by Afro Peat on behalf of Devon Ultimate  
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