



Code of Conduct - Volunteers 2019/20

Wiltshire County FA recognises the importance of all County FA volunteers. All volunteers are required to embrace the core values of the County FA.

Personal responsibilities

To demonstrate exemplary personal behaviour and conduct. This includes refraining from any behaviour that is inappropriate or that may cause offence to individuals or which may bring Wiltshire FA into disrepute.

Professional responsibilities

Volunteers should act in a professional manner adhering to the core values, remembering they are representing Wiltshire County FA. This includes any location where the volunteer is working on behalf of the Association / Company or anywhere there is a strong connection with the Association, including travel to and attendance at Association related events and social functions.

Practical responsibilities:

- Adhering to Wiltshire FA policies, rules and regulations
- Refrain from engaging in social media or any form of electronic communication which will bring the Association into disrepute
- To show respect to fellow volunteers, Directors and Wiltshire FA employees
- To respect the confidentiality of Wiltshire FA matters and discussions, as appropriate
- To serve diligently on Committees and Working Parties when selected to do so
- Display and promote high standard of behaviour

Evidence of behaviour that breaches the expected standards of behaviour or conduct shall be dealt with in accordance with the County FA policies and procedures and may result in volunteer's suspension or removal from the Wiltshire County FA.

Safeguarding

The Wiltshire County Football Association takes its role as a provider of football for under 18s and adults at risk very seriously. Their well-being is paramount in all decisions taken by us. All children/ young people or adults at risk we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We act in accordance with legislation, statutory guidance and The FA's Policy and Procedures and any associated guidance and we work collaboratively with The FA in relation to concerns about the safeguarding of children or young people or adults at risk.

Volunteer obligations

It is our expectation that all our volunteers will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA's Safeguarding Children Policy and Procedures. The welfare of children and young people must always be paramount. This includes an expectation that volunteers will:



- Act in the best interest of children and young people and be guided by the principle that the welfare of the child or young person is paramount in all decisions and actions taken;
- Undertake any safeguarding education or training as requested by us;
- Read and comply with The FA's Safeguarding Policy and our safeguarding procedures for adults and children;
- Obtain and maintain an FA in date DBS check (less than three years since the date of issue) if working in regulated activity with U18;
- Act in an appropriate way at all times when in contact with children and young people, and adults at risk whether face to face, via social media, phone or other electronic communications and in line with the CFA social media policy;
- Recognise the importance of confidentiality when working with children, young people, their families and their data;
- Recognise the importance of confidentiality when working with adults at risk and their data;
- Promptly report any concerns about safeguarding or the protection of children or young people or adults at risk in football to our Designated Safeguarding Officer or the Senior Safeguarding Lead or other nominated person or persons in their joint absence;
- Be familiar with and use the whistle - blowing policy if you suspect or believe that we have not properly addressed any safeguarding concerns;
- Accept that, by taking this role, this County FA may deem you to be in a relationship of trust with under 18 participants that you are in contact with through your role. You should be aware of and understand the responsibility that this entails, by undertaking the relevant safeguarding education, as we deem appropriate;
- Act with integrity at all times; and
- Seek advice from the Designated Safeguarding Officer or the Senior Safeguarding Lead if you are unsure about any of the above or if you are unsure how to act in any given situation.

Name _____

Sign _____

Date _____

Further information and support

If you have any queries or concerns regarding the Code of Conduct contact the Volunteer Coordinator

Breaches of the Code of Conduct are taken seriously and may lead to you being unable to volunteer with us and/or the involvement of the statutory agencies and The FA.

I have read, understood and agree to comply with the Wiltshire FA Code of Conduct for Volunteers.

Wiltshire Contacts

Volunteer Coordinator and Chairman of the Association - Clive Archer chairman@wiltshirefa.com 07905 453640

Designated Safeguarding Officer - Kelly Jones Kelly.jones@wiltshirefa.com 07340272564

Deputy Designated Safeguarding Officer Shane Comb shane.comb@wiltshirefa.com 07341711966

Senior Deputy Safeguarding Lead Mark Young mark.young@wiltshirefa.com 07342734458

Senior Deputy Safeguarding Lead Emma Cottier – Small emma.cottier-small@wiltshirefa.com 07956212301

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