

APPENDIX 15 – SAFEGUARDING

STAFF CODES OF BEHAVIOUR



GB Taekwondo commits itself to treating all employees with respect, and expects the same attitude from all members of staff to GB Taekwondo, its assets and property, to other employees, athletes, suppliers, agents and to the public at all times.

GB Taekwondo creates mechanisms by which employees and athletes can express genuinely held concerns about behaviour or decisions they perceive to involve serious impropriety. Such concerns will be investigated with every reasonable assurance of confidentiality as appropriate.

GB Taekwondo expects staff to conduct themselves in a reasonable and responsible manner when undertaking their duties and fulfilling responsibilities. It is the responsibility of each employee to be aware of the standards expected for the performance of their particular job.

Staff should:

- have a responsibility to ensure the safe, effective and efficient running of GB Taekwondo and should therefore comply with all policies and reasonable requests in order to achieve this.
- act in a safe and responsible manner at all times.
- be concerned with the safety, well being and protection of all individuals in their charge, ensuring that all training and competing demands are not detrimental to the social, emotional, intellectual and physical needs of the athlete.
- safeguard and protect young athletes from harm and abuse.
- undertake their responsibilities with the aim to achieve GB Taekwondo's mission, objectives and values.
- treat each other and all other parties with honesty, fairness and respect.
- display control, respect and professionalism to all involved with the sport.
- respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.
- operate within the rules and spirit of the sport of taekwondo and encourage your athletes and colleagues to do the same.
- not verbally abuse officials or athletes; deliberately distracting or provoking are not acceptable or permitted behaviours in any sport.
- ensure that athletes'/colleagues' time with you is a positive experience, and that all are deserved of equal attention and opportunities.
- place the safety and welfare of participants above all else.
- any physical contact with a young athlete/person should be appropriate to the situation and necessary for the athlete's skill development – reference the safeguarding policy for best practice.
- use language in public or group situations that is always appropriate and socially acceptable.
- work equally hard for yourself and the GB Taekwondo team.
- not participate in, support or promote any form of betting related to a competition (whether one in which you are directly involved in or is taking place in any sport at a competition).
- not manipulate any results – to fix or plan or otherwise influence the result, progress, outcome, conduct or any other aspect of a competition.

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- be mindful of the content of any postings on social media sites, which are accessible by the general public, and apply the highest security and profile settings. Never “tweet” or post when you are angry!

Content should **not**:

- disclose any information that is confidential or private in relation to any third party.
- be hateful, malicious or harmful.
- be derogatory about a person’s disability, gender, pregnancy or maternity, race, sexuality, marital status, beliefs or age.
- Shock or offend the community or which manifests contempt or disregard for public morals and decency.

blogging should take the form of a diary, a journal and record your own personal experiences. It should not contain interviews, pictures or stories about other persons. Bloggers can be held personally liable for any commentary deemed to be defamatory, obscene or proprietary.

- not accept any gifts, rewards or hospitality from any organisation or individual with whom they have contact in the course of their work such that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business decision as a consequence of accepting such gifts or hospitality. Similarly, members of an employee’s family should not receive such gifts or hospitality from actual or potential contractors or suppliers to GB Taekwondo (for full guidance please refer to the GB Taekwondo’s Bribery and corruption policy).
- not consume alcohol or any illegal substances – whilst en route, prior to or following a competition, training session or camp.
- not smoke – this is prohibited by athletes, support staff and coaches whilst en route, prior to during or following a competition, training session or camp.
- respect the customs of the country we are visiting at all times, observes the relevant practices and etiquette.
- avoid actual or perceived conflicts of interest and, if in doubt, discuss any concerns. Conflicts of interest should be disclosed to personnel on a register on a yearly basis and updated as and when necessary.
- doing anything that might adversely affect the reputation of GB Taekwondo or bring GB Taekwondo into disrepute, outside of work.
- apply the policies, rules and guidelines of GB Taekwondo whether on or off the premises or at any event that is linked in any way with GB Taekwondo.
- respect the confidentiality of information about GB Taekwondo, its staff and athletes.

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