

Dwarf Sports Association UK (DSAuk) **Staff and Volunteer Code of Conduct**

Version: 1

Date: [Insert Date]



Introduction and Terms

Most National Governing Bodies (NGBs) and coaching organisations require staff and volunteers to follow a clear code of conduct. All DSAuk staff, volunteers, coaches, and instructors **must** be aware of and follow this Code of Conduct during all events, training sessions, and activities.

We also have a separate **Adult Participant Code of Conduct** and **Children's Code of Conduct** that all participants are required to read and follow.

Purpose

DSAuk is committed to creating a **positive, safe, and inclusive environment** for people with dwarfism and their families. We welcome and respect everyone, regardless of gender, sexual orientation, disability, ethnicity, religious beliefs, partnership status, social class, or any other protected characteristic.

This Code of Conduct sets out:

- Expected behaviours
- Unacceptable behaviours
- Rights and responsibilities
- Consequences of breaches

It exists to ensure all staff and volunteers act in ways that promote **respect, safety, fun, and fair play**.

Principles of Participation

The success of DSAuk events depends on building a **positive and safe environment** where everyone treats each other with respect and takes responsibility for their own behaviour. Everyone involved in an event will be asked to sign up to the event's Code of Conduct.

Core Principles:

- Fair Play
- Equity
- Inclusiveness and Tolerance
- Responsibility
- Friendship

Rights

All staff and volunteers must respect the rights of children, young people, and adult participants, promoting their welfare and individual needs.

Programme

- Ensure activities **start and finish on time**.
 - Only adapt the programme if it benefits the group and the smooth running of the event.
 - Changes must be communicated to the Event Lead.
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Emergency Procedures

- **Evacuation:** Follow emergency exit signs and instructions from staff.
 - **Fire Alarms:** Be aware of fire alarm procedures and any scheduled drills.
 - **First Aid:** Know who the event's first aider is and where the first aid kit is located. Report all incidents immediately.
 - **Incident Reporting:** Inform the venue staff and the DSAuk Event Lead as soon as possible.
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Health & Safety

Weather Precautions:

- Stay hydrated and wear sun protection in hot weather.
- Dress appropriately for cold or wet conditions.

Equipment Safety:

- Supervise your group at all times when equipment is in use.
- Ensure participants use equipment correctly and wear protective gear if required.
- Explain any potential hazards clearly.

General Safety:

- Stop activities immediately if behaviour poses a risk.
- Keep track of participant numbers throughout the session.
- At DSAuk events, children must always be accompanied by a parent or guardian.

Hazards and Incidents:

Report any emergencies, injuries, or hazards to venue staff and a DSAuk team member before leaving the venue.

Respect, Equity, and Inclusion

- Treat everyone equally and fairly, without discrimination.
- Foster a respectful and inclusive atmosphere, free from bullying, shouting, racism, ableism, or sexism.

Bullying:

Bullying is not tolerated. Any concerns must be reported to DSAuk staff. Please familiarise yourself with our Anti-Bullying Policy and both Adult and Children's Codes of Conduct.

Relationships and Conduct

- Maintain a **professional attitude** at all times with participants, volunteers, and staff.
 - Be a **positive role model** for children, young people, and adults.
 - Avoid inappropriate behaviour, including the misuse of social media.
 - Follow DSAuk safeguarding procedures.
 - Act with honesty, integrity, and fairness.
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Social Media and Confidentiality

- If mentioning DSAuk on personal social media, include a disclaimer: *"All opinions expressed here are my own and not that of DSAuk."*
 - Do not post names or identifiable details of participants.
 - Avoid negative or harmful online behaviour.
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Alcohol, Smoking, and Drugs

- No alcohol is to be consumed while working or volunteering at DSAuk events.
 - Smoking or vaping must not take place in front of participants.
 - You must not be under the influence of drugs or alcohol when on duty.
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Reporting and Feedback

- Report any concerns to DSAuk staff immediately.
 - Suggestions or feedback should be directed to the CEO or Event Lead.
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Breaches

Failure to follow this Code of Conduct may result in disciplinary action, including removal from the event.

Acknowledgement

By volunteering or working at a DSAuk event, you agree to follow this Code of Conduct.

Signed: _____ Date: _____

On behalf of DSAuk: _____ Date: _____