



Our Employee Code of Conduct Policy

Jennings Gym Community Boxing Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Policy brief & purpose

Our Employee Code of Conduct company policy at Jennings gym outlines our expectations regarding employees' behavior towards their colleagues, school staff and their pupils.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful, and collaborative environment.

Scope

This policy applies to all our employees regardless of employment agreement or rank.

Jennings Gym Policies

All workers and anybody professionally associated with the care plan for the children and young people is required to read the Safeguarding Policy prior to attending the gym environment or having any unsupervised contact with children and young people.

Jennings gym Safeguarding Children's Policies will be followed by all workers, and anyone professionally associated with children and young people and will be followed and promoted by those in the position of leadership within the organisation.

The purpose of policies is to make sure that the actions of any worker in the context of the scope of work carried out by the organisation are transparent and safeguard and promote the welfare of all children and young people.

The policies outline how all those who work with, or on behalf of children and young people, or who are connected to any of the services for children and young people at Jennings Gym must work together to safeguard and promote the welfare of children and young people in



accordance with the Children's Act 1989, the Children and Social Work Act 2017 and the Children's Act 2004.

Jennings Gym – Safeguarding Code of Conduct

All workers at Jennings Gym will adhere to the Code of Conduct and sign it as acceptance of their commitment to Safeguarding Children and Young People.

Code of Conduct – Duty of Care Alert Checklist:

- All workers in and associated with Jennings Gym will ensure they are familiar with the reporting structure for safeguarding and will know who their regional and lead DSL are and how to contact them.
- Any individuals within the organisation **must immediately report** any safeguarding concerns to their Lead DSL or deputy DSL unless it is a life-threatening situation where the police must be called in which case informing Managers will be secondary to the police.
- Workers will all be aware that with any safeguarding matter the priority is always to ensure the safety and wellbeing of the child or children.
- When the Gym Manager is away from the gym staff will not wait to report any matters, they will contact the DSL.
- All Staff will be familiar with their local area safeguarding policies and relevant contact details to use in the event a referral needs to be made. Jennings Gym should have a short cut on their desk top leading to the Local Area Safeguarding Board and telephone and contact details and key names should be clearly available in the staff office area. All staff must be familiar with locating this information without delay.

Code of Conduct – Jennings Gym

- Jennings Gym will ensure that all staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare through regularly reviewed policy and procedure documents, by providing sector updates and news and through a robust induction and training programme.
- There are clear priorities for safeguarding and promoting the welfare of children, which are explicitly stated in the gym's strategic document which staff have read and understood.
- There is a clear commitment by senior management to the importance of safeguarding, multi-agency working and promoting children's welfare.



- There is a clear line of accountability and defined roles and responsibilities within the organisation for safeguarding and promoting the welfare of children to reduce the risk of allegations.
- All workers are supported in meeting their obligations through training, team meeting discussions, debriefs, supervision and through their line management structure.
- Jennings' gym enables all workers to raise concerns without the fear of recrimination through an open and accountable line management structure.
- All staff are supported to report, under Prevent, if they suspect that a young person may be under the influence of radicalisation and extremism.

Code of Conduct – All Staff and Employees

- All workers will work in accordance with the best interests of children and young people.
- All workers are required to undertake 'Safeguarding Training' and update as required for their role and responsibility and will ensure this is always maintained and up to date.
- Safeguarding will be discussed in each supervision and team meeting.
- It is important the personal appearance and demeanour of workers are, at all times, appropriate to the working environment. Jennings gym operates a business smart casual dress policy.
- All workers must be aware that they represent Jennings gym and must not use the internet or social media in any way that may disrepute the company, breach confidentiality, data protection or anything considered discriminatory and ensure that security measures are in place.
- All workers will Safeguard children by ensuring that any child using the internet or social media on a computer or any other electronic device / or phones is closely monitored on a 1-1 basis unless their Risk Assessment states otherwise.
- All workers are supported to raise concerns if they believe a young person is at risk or likely to be at risk of harm, the safeguarding policy is accessible, and the DSL reporting structure is available at all times.
- All workers must report immediately if any member of their family becomes disqualified from working with children.
- All workers must disclose any criminal record, reprimand, or caution immediately to their manager.



- All workers will ensure they have a current DBS and are encouraged to sign up to the DBS update service.

It is not permissible to:

- Withhold information on any matter relating to a child or young person or any adult, staff member or professional who are connected with them where concerns exist.
- Use your position to discriminate, bully, intimidate, threaten or undermine children, young people, carers or staff.
- Communicate inappropriately with children, young people, carers or staff.
- Give your personal details including social media contact details to children and young people or their families.
- Give special rewards or privileges, in an attempt, to build inappropriate relationships with children, young people or adults at risk.
- Use a relationship with a child or young person or their family for personal gain.
- Use inappropriate language, conversation with children, young people or adults at risk.
- Engage in inappropriate texting or emails or social media with children, young people, their families or adults at risk.
- Attempt to engage in sexual or inappropriate relationships with children, young people, their families or adults at risk.
- Take inappropriate, or possess, images of children or young people.
- Work for Jennings Gym whilst under the influence of alcohol, solvents or drugs other than those prescribed by their GP/Consultant.
- Behave in any way, or manner, that could have a detrimental effect on a child, young person or a vulnerable adult at risk.



All workers will conduct themselves in accordance with the Safeguarding Code of Conduct. If, following investigation, breaches to the Code of Conduct are found, this may result in disciplinary action leading to termination of employment, report to Regulatory bodies and the police if appropriate.

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| Name (print) | | Signed | |
| Date | | | |
| Manager (print) | David Jennings | Signed | |
| Date | | | |