

## Herts Tennis Code of Conduct for Staff and Volunteers

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough/dangerous behaviour, bullying or use of bad/inappropriate language
- Report all allegations of abuse or poor practice to the County Safeguarding Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake/high five)
- Refrain from smoking and consuming alcohol during county activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a County activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching/responsible for
- Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players
- Subscribe to the Herts Tennis values of:  
**Honesty, Excellence, Resilience, Teamwork and Sportsmanship**

This Code of Conduct is reviewed every two years (or earlier if there is a change in national legislation) and recommended for approval by:

**Herts Tennis Chairperson**  
**County Safeguarding Officer**

**Trevor Adamson**  
**Tessa Terry**

**Date: 1st November 2021**  
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