



CODE OF CONDUCT

STAFF & VOLUNTEERS



Commitment

Kick It Touch recognises the link between the safety and wellbeing of children and the successful delivery of our mission.

Consistent with our organisational values, Kick It Touch will work to create and instil a safe child-first environment, driving a culture that promotes inclusion and reduces risk of harm.

There is zero tolerance for all forms of abuse and a resolute commitment to safeguarding everyone involved in activities, events and operations.

Purpose of the code:

This code sets out the responsibilities and standards of behaviour required of all staff and volunteers.

The code provides broad framework to assist staff and volunteers to make appropriate decisions about their conduct.

Mission:

Kick It Touch Football is committed to promoting and protecting the safety and wellbeing of children, including First Nations children, minors with disabilities, those from cultural or linguistically diverse backgrounds and gender diverse children.

Kick It Touch thrives to foster the confidence, self-esteem and integrity of every participant, while promoting a positive sporting environment.

When does this code apply?

This code applies to all staff and volunteers at any time or location when representing the Kick It Touch Football brand.

Compliance with this code is compulsory. All staff and volunteers must complete all child safe training as requirement of their role.

What happens if there is a breach of code?

Staff and volunteers are accountable for their actions. Failure to comply with this code will constitute an infringement and may result in a breach of contractual obligations.

Kick It Touch may take appropriate action, including action under relevant policies, processes and procedures.

Staff and volunteers should report any breaches of this code by other employees to the competition manager, director, via our [website](#).

Under Kick It Touch Football's child safe policy, all staff and volunteers must report inappropriate behaviour towards a child. Reporting is an obligation by law. Failure to comply may result in actions against the individual.

Compliance with policies and procedures

Staff and volunteers are responsible for understanding and complying with this code and relevant policies, processes and procedures. All staff and volunteers must complete induction and training modules in relation to Kick It's policies, processes and procedures.

All staff and non-parent volunteers will have a working with children check and valid Blue Card. If there is any change in the criminal history of a staff member, they must notify the director of Kick It Touch Football and Blue Card services.

Volunteer parents are subject to a working with children check, but are exempt from requiring a Blue Card provided they are directly participating in activities that include their child.

Professional responsibilities

Kick It Touch requires all staff and volunteers to act in a professional and respectful manner.

All staff and volunteers are to carry out their responsibilities professionally and conduct and present themselves appropriately as a representative of Kick It Touch Football.

Staff and volunteers must not engage in disreputable or illegal activities that may negatively impact their own reputation or the reputation of Kick It Touch Football.

Staff with a supervisory role must exercise reasonable management, leadership and supervision.

In representing the brand, staff and volunteers must comply with lawful and reasonable directions from their manager or the director.

Duty of Care Risk Management

Staff and volunteers have a duty of care for the safety of participants when in their care. Adequate supervision will include training sessions and Game Day events when directly on the field, or on the sideline, unless otherwise arranged. Staff must take reasonable action to reduce risks of harm in these areas.

Staff and volunteers must report hazards or unsafe areas to their manager or director.

Staff and volunteers must take reasonable action to take care of their own health and safety, and ensure they do not adversely affect the safety of others.

Staff must only assist students with basic first aid equipment, and refer injuries that require treatment to designated first aid attendant or sports medic.

All staff are required to report bullying, harassment or discriminatory behaviour of students in accordance existing policies.

Kick It Touch has a child risk management strategy which outlines policies and procedures to create a safe environment for participants. All staff are required to comply with relevant strategies to ensure all types of risks are identified and minimised.

Standards



All Kick It Touch Football staff are to wear a branded polo shirt, jacket or hat, and present in a clean and professional manner.

Staff and volunteers are personally responsible for the content they publish on social media, and must exercise personal and professional discretion.

Staff and volunteers must respect appropriate boundaries with players and parents in the use of their social media, and use discretion when communicating or accepting messages or requests.

Staff and volunteers are responsible for ensuring that their capacity to perform their duties is not affected by a substance; alcohol, drug, smoking or adverse stimulant.

Staff or volunteers who have concerns on the well being of another staff member, child or parent, they must report these concerns to their manager or director.

Kick It Touch Football is committed to ensuring the health and wellbeing of all coaches, referees, managers, participants and spectators.

Privacy and Confidentiality

Personal and confidential information which coaches, referees or managers may obtain through their roles and responsibilities, must always be handled confidentially and in an appropriate manner.

Staff are only to use confidential information for work related purposes, and should exercise caution and judgement when discussing information.

Staff are required to report any form of privacy or data breach in accordance with our privacy policy.

Managing conflicts of interest

Staff must be impartial and objective to ensure their private interests do not conflict with their responsibilities at Kick It Touch Football.

Staff must ensure they do not use their role, resources, information or intellectual property to promote their personal interests.

A staff member who has a actual or perceived conflict of interest should be reported to the director.

Professional Behaviour

Kick It Touch is committed to providing a positive environment that minimises risk of harm and supports participants.

Staff are expected to conduct themselves in an appropriate manner that reflects this commitment and complies with the professional boundaries below.

Staff must act in an appropriately and professionally at all times in their interactions with participants.

Kick It Touch trusts staff and volunteers will establish and maintain positive relationships with participants, ensuring they a positive role model.

Staff and volunteers must develop effective and appropriate behaviour management strategies as part of their training and support systems.

Physical boundaries

Staff and volunteers may only make physical contact with a participant if the contact is appropriate for the teaching or support of a participant or group.

Where physical contact is a necessary part of learning or teaching, staff and volunteers must exercise caution to ensure contact is appropriate and acceptable.

Physical boundaries applies to training, team and match environments which could include more than one adult such as a coach, referee, volunteer or parent.

Professional Behaviour

(cont)

A physical intervention by a staff member or volunteer is a last resort to ensure safety and protection.

Acceptable instances of physical intervention are restricted to occasions when the student or other persons are being harmed or at risk of imminent harm.

Emotional boundaries with participants

Staff must respect the emotional needs and dignity of participants to ensure overall well-being.

Staff are subject to training to limit risk and promote a positive environment.

Behavioural boundaries with participants

Staff and volunteers must respect the behaviour boundaries with participants. Any relationship that develops between a staff member or volunteer should be seen as professional, and not personal.

Where a personal relationship exists between a staff member, volunteer and/or participant, the competition manager or director must be made aware.

Staff and volunteers must not use a personal device to take photos, videos or audio of participants while engaging with Kick It 4 Kids activities.

Staff and volunteers must not engage in an inappropriate relationship or sexual misconduct with a student.

Professional Behaviour

(cont)

Staff and volunteers must not provide parents with their personal information unless for Kick It Touch Football related activities or an appropriate professional reason.

Professional behaviour between staff

All staff and volunteers are expected to contribute to their roles and responsibilities at Kick It Touch Football in a respectful and cooperative manner.

Staff and volunteers are expected to conduct themselves in ways which are conducive to a positive environment without being rude or abusive towards others.

Where there is a conflict between staff or volunteers, parties involved should take the appropriate actions to resolve the issue.

Under no circumstances is it acceptable to bully, sexually harass and discriminate against another staff member or volunteer.

Staff or volunteers who believe any individual has been bullied, sexually harassed or discriminated against should report the behaviour to their manager or director.

Physical assault, threats sexual assault, indecent exposure and stalking are all criminal offences which should be reported directly to the director and Queensland Police.

Kick It Touch Football will take appropriate action if a staff member or volunteer is found committed an unlawful act.

Professional Behaviour

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Professional behaviour with parents

Staff and volunteers must always engage with parents and spectators in a professional manner.

When establishing a relationship with parents, staff and volunteers must aim to keep it positive, mutual with open communication.

Where there is a conflict between staff, volunteers and/or parents, all parties must endeavour to resolve the issue without rude or abusive behaviour.

Incidences that are unresolved will be escalated to the competition manager or director.

Child Protection and Safeguarding

Kick It Touch Football is committed to the safety and wellbeing of all participants and the protection from harm and abuse.

Kick It Touch does not tolerate abuse or harm of participants at any training session or event. Staff must report acts of harm or abuse to their manager or director.

Student protection process for staff and volunteers;

- responding to and reporting allegations or suspicions of abuse or likely abuse, harm or risk of harm between participants.

- responding to allegations of inappropriate behaviour of a staff member towards a participant.

All staff and volunteers must complete training on relevant student protection processes and safeguarding requirements.