



Code of Conduct

1. Purpose and Scope

This Code of Conduct sets out the expected standards of behaviour and professional practice for all **employees, contractors, coaches, apprentices and volunteers** working on behalf of **Lions Sports Academy Limited (LSA)**.

It applies across **all delivery contexts**, including:

- School-based coaching
- Holiday camps and competitions
- Residentials and tours
- Events, fixtures and travel
- Office-based or remote work
- Digital and online communication related to LSA activity

This Code of Conduct must be read in conjunction with:

- LSA Safeguarding Policy
 - LSA Health & Safety Policy (2026–2029)
 - Safer Recruitment and Disciplinary Procedures
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2. Professional Responsibility

LSA staff and volunteers work with children and young people and therefore hold a **position of trust**. All personnel are expected to act in a manner that safeguards children, protects themselves, and upholds the reputation and values of Lions Sports Academy at all times.

3. Expected Standards of Conduct

All LSA staff and volunteers **must**:

Safeguarding and Welfare

Updated: 2/1/26

Next Review: 2/1/2027

- Place the **welfare and safety of children and young people above all other considerations**, including performance or competition outcomes.
- Ensure **appropriate supervision** at all times, including during transitions, breaks and travel.
- Respect the **developmental age, ability and individual needs** of each participant.
- Treat all children fairly and with dignity, ensuring they feel valued and included.
- Promote equality and challenge discrimination of any kind (including race, religion, gender, disability, background or ability).
- Never tolerate bullying, harassment, intimidation, rough play, inappropriate language or behaviour.
- Never use sanctions or discipline that humiliate, frighten or physically harm a child.

Professional Boundaries

- Maintain **appropriate professional boundaries** at all times.
- Avoid being alone with a child wherever possible; where unavoidable, ensure transparency and visibility.
- Never engage in, encourage or tolerate **inappropriate relationships** or behaviour with a child or young person.
- Never engage in a sexual or romantic relationship with a child or young person for whom they have responsibility.
- Never take a child to their home or transport them alone without prior parental consent and organisational approval.
- Avoid excessive time alone with individual children, particularly outside organised activities.

Behaviour and Role Modelling

- Act as a **positive role model**, demonstrating high standards of behaviour, appearance, punctuality and professionalism.
- Be positive, approachable and encouraging, using praise and constructive feedback.
- Encourage children to take responsibility for their own behaviour and development.
- Never condone rule violations, dangerous play or the use of prohibited substances.
- Refrain from smoking, vaping, alcohol consumption or substance misuse during LSA activities or when responsible for children.

4. Health, Safety and First Aid

All personnel must:

- Follow LSA Health & Safety procedures at all times.
- Complete appropriate **pre-planning and risk assessments** for activities and venues.
- Conduct **dynamic risk assessments** and adapt activities where conditions change.
- Use equipment safely and report defects immediately.
- Administer first aid only if appropriately trained and **in line with LSA procedures**.
- Ensure dignity and privacy are maintained during first aid; removal of clothing should only occur where necessary, appropriately and in the presence of others.

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- Ensure access to emergency contact procedures and emergency services when required.
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5. Reporting Concerns, Incidents and Poor Practice

All LSA staff and volunteers have a **duty to act**.

You must:

- **Challenge and report** any concerns about safeguarding, poor practice or unsafe behaviour.
- Record all accidents, incidents, near misses and safeguarding concerns promptly using LSA systems.
- Report safeguarding concerns **immediately** to the **Designated Safeguarding Lead (DSL)** or **Designated Safeguarding Officer (DSO)**.
- Never investigate concerns yourself or promise confidentiality to a child.
- Support a culture where concerns are raised early and professionally.

Failure to report concerns may itself be treated as a disciplinary matter.

6. Digital Communication and Online Conduct

All staff and volunteers must:

- Use professional judgement when communicating with children, parents and colleagues.
 - Follow LSA guidance on the use of mobile phones, photography and video.
 - Never communicate with children via personal social media accounts or private messaging platforms without organisational approval.
 - Ensure all digital communication is appropriate, transparent and in line with safeguarding guidance.
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7. Rights of Staff and Volunteers

LSA staff and volunteers have the right to:

- Appropriate induction, training and safeguarding guidance.
 - Support when reporting concerns or incidents.
 - Fair, consistent and respectful treatment.
 - Protection from abuse or inappropriate behaviour from children, parents or other adults.
 - Not be placed in situations that leave them vulnerable or unsupported.
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8. Breaches of the Code

- Minor breaches will be addressed promptly and recorded.
 - Serious or persistent breaches may result in disciplinary action, suspension or termination of engagement.
 - Safeguarding-related breaches may require immediate removal from duties pending investigation.
 - Appeals will be managed in line with LSA disciplinary procedures.
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9. Declaration

I confirm that I have read, understood and agree to comply with the Lions Sports Academy Code of Conduct.

Name: _____

Role: _____

Signature: _____

Date: _____

Effective from: January 2026

Review date: January 2029

Approved by: Director / Founder

Policy Owner: Operations Lead
