**Volunteer Agreement Form and Code of Conduct**  

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| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
| Tel. (mobile if possible) |  | | | |
| Email |  | | | |
| Date of Birth |  | | | |
| PVG (Protecting Vulnerable Groups scheme) registered? | **PVG Member?** | **Craignish Boat Club PVG?** | **Date of CBC PVG** | **PVG number** |
| **Yes / No** | **Yes / No** |  |  |
| Medical conditions/allergies etc. |  | | | |
| Please list all relevant skills and certifications with dates including First Aid and Safeguarding. | **Date** | **Qualification** | | |
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| **References** Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted.  **Referee 1** Name Address E-mail address Phone number Capacity in which known to you  **Referee 2** Name Address E-mail address Phone number Capacity in which known to you | | | | |

**Craignish Boat Club Volunteer Code of Conduct**

Craignish Boat Club is run entirely by volunteers, and your involvement is greatly appreciated, both on the water and on land. The aim of the club is that both members and volunteers should have fun while remaining safe and gaining confidence and new skills.

It is the policy of Craignish Boat Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club. Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated.

**Coaches, Instructors, Officials and Volunteers, we ask that you:**

* Consider the welfare and safety of participants before the development of performance.
* Encourage participants to value their performance and not just results.
* Promote fair play and never condone cheating.
* Ensure that all activities are appropriate to the age, ability and experience of those taking part.
* Build relationships based on mutual trust and respect.
* Work in an open environment
* Avoid unnecessary physical contact with young people.
* Be an excellent role model and display consistently high standards of behaviour and appearance.
* Do not drink alcohol or smoke when working directly with young people.
* Communicate clearly with parents and participants.
* Be aware of any relevant medical information.
* Follow RYA, SCA and club guidelines and policies.
* Holders of RYA/SCA Instructor and Coach qualifications must also comply with the RYA/SCA Code of Conduct
* Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.
* Abide by the club’s policies and procedures. Documents are on [www.craignishboatclub.org](http://www.craignishboatclub.org)
* Treat people of all ages and abilities with respect and dignity – offensive, discriminatory, or aggressive behaviour or language will not be tolerated.
* Understand your role and volunteer for any additional training required to improve your ability to support our policies and procedures, Safeguarding and Safety in particular.
* Report any concerns about a child or young person’s welfare to [welfare@craignishboatclub.org.uk](mailto:welfare@craignishboatclub.org.uk)

If you are concerned that someone is not following the Code of Conduct, you should inform Craignish Boat Club Welfare Officer or the person in charge of the activity.

If you would like to volunteer for any role in the club we will:

* Welcome you and help you to feel part of the team. If you are new to the club we will ensure that a member introduces you to the work of the club and to club members and club committee members.
* Review your role with you when required to ensure that you are getting the support you need and any training needs you have identified and also give you feedback on your work with the club.
* Provide adequate insurance for activities approved and authorized by the club.
* Provide training in safety and welfare/safeguarding best practice as necessary
* Ensure that you are treated fairly and in accordance with our Equality and Diversity Policy.
* Follow up/support you with any difficulties you have whilst acting as a volunteer.

I have read and understand the Craignish Boat Club Volunteer Code of Conduct and am willing to abide by it.

Signed (Volunteer) Date



**Craignish Boat Club Good Practice Guide  
for Instructors, Coaches and Volunteers**

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation’s Child Protection Policy and Procedures which are available for reference at all times.

* Avoid spending any significant time working with children in isolation
* Do not take children alone in a car, however short the journey
* Do not take children to your home as part of your organisation’s activity
* Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child’s parents
* Design training programmes that are within the ability of the individual child
* If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
* If you do have to help a child, make sure you are in full view of others, preferably another adult
* Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it’s essential to send an individual message, copy it to the child’s parent or carer.

**You should never:**

* + engage in rough, physical or sexually provocative games
  + allow or engage in inappropriate touching of any form
  + allow children to use inappropriate language unchallenged, or use such language yourself when with children
  + make sexually suggestive comments to a child, even in fun
  + fail to respond to an allegation made by a child; always act
  + do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.