
Code of Behavior for Volunteers

All volunteers in charge of children on club premises, in transit or at a location remote from the club shall adhere to the following rules:

- Volunteers should ensure they are capable of fulfilling their responsibilities to provide a safe secure environment for the young people in their care;
- Volunteers should ensure alcohol should not be present at assemblies;
- Volunteers should ensure appropriate ratio of adults to young people at assemblies. This should be no more than 10 children per adult subject to the mandatory criteria for assemblies set out in the [Statement](#).;
- Volunteers should engage in appropriate physical contact only;
- Volunteers should respect personal & sexual boundaries;
- Volunteers should discuss uncertainties with the Child Protection Officer or other;
- Photographs should not be taken of children without the written consent of the parents.

Volunteers should be aware of the following principals:

- Act in an open & visible manner;
- Be aware that sometimes it's better not to join in;
- Be positive in your conversation;
- Mixed gender sections need mixed leadership;
- Be alert to your own & others' emotions;
- Consider the situation;
- Don't put yourself or a young person in a vulnerable situation;

Volunteers should:

- never impart inappropriate knowledge or interact with a child in a manner that is unwanted and will result in hurt to the child;
- never seek to control and create dependence in a child;
- never engage in inappropriate touching of any form;
- never engage in sexually provocative games, talk or actions;
- never make sexually suggestive comments, even in fun;
- never spend time alone with a young person, if possible;
- never give car lifts to young people on your own, if avoidable
- never be over involved with a particular young person

- never tolerate favoritism, exclusion or harsh discipline

The relationship with parents is important for the effective protection of children. in this regard Volunteers should note the following:

- Volunteers should appreciate the trust which parents place in them.
- Listen carefully to what parents say about their children.
- If parents are expressing a concern, don't be defensive, try to understand it from the parents' perspective and seek to establish a common ground.
- Inform parents of any accidents and how they happened. Parents are understanding and accept scrapes and bumps occur.
- Should a difficult issue or misunderstanding arise with a parent always use calm, respectful, and supportive language when communicating with them to avoid the situation becoming confrontational. Small issues can easily turn into a stand-off situation and, when this occurs, it is the young person who is caught in the middle and who loses out.
- Introduce parents to the Code of Good Practice and the Child Protection Policy statement;
- Ensure parents are adequately briefed in respect of Club procedures;
- Know what is going on in the club.
- Ensure that anything you distribute to parents in writing is accurate and clearly stated. Be accurate on times, dates and location and avoid the use of jargon;
- Consent forms must be on official Bray Chess Academy Consent Forms which are downloadable on www.braychessacademy.ie
- Send your communication to the parents far enough in advance so that they can consider it and act, if you expect a response.
- Keep a copy of written communications.
- Never impart inappropriate knowledge or interact with a child in a manner that is unwanted and will result in hurt to the child;