

Education Workforce Code of Conduct

Introduction

British Gymnastics (BG) has developed a Code of Conduct for all members of the Education Workforce, to ensure that all members are aware of the significance of their role, their delivery responsibilities and the expectations of their personal and professional conduct; and this is recognised and acknowledged by athletes, coaches, judges, parents and the general community.

Education Workforce Requirements

It is a requirement of all Education Workforce members to be:

- Affiliated to BG at the appropriate level
- Comply with all the rules, regulations and requirements of the NGB/sport
- Hold a current DBS (where applicable)
- Hold a current and relevant Contract for Services
- Sign and acknowledgement form and agree to abide by the BG Education Workforce Code of Conduct
- Acknowledge that BG may take appropriate action against them in the event of an allegation being made or if they breach the Education Workforce Code of Conduct and this may include sanctions or de-registration.

Expectations of the BG Education Workforce

Professional Standards

- Exercise reasonable care and skill when carrying out duties
- Keep up to date with the latest practice and developments by taking up opportunities and managing own personal development
- Act on verification and course feedback to improve course delivery
- Not bring the sport into disrepute or make any inappropriate comments regarding learners, athletes, coaches, officials, volunteers or BG
- Abide by safeguarding best practice guidelines for children and young people
- Be familiar with the Health & Safety requirements of the venue and comply with all relevant guidelines
- Actively promote the concepts of equality and respect the rights, dignity and worth of all people involved in the sport, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- Abide by any disciplinary sanctions that might be imposed
- Not abuse or misuse any relationship of trust or position of power or influence
- Not trade as BG or make any misleading representations with regard to Education Workforce status
- Support, assist and co-operate fully with BG, complying with all reasonable instructions
- Recognise and respect the qualifications and experience of all BG members.

Technical Standards

- Prepare, deliver and assess to the agreed standards, covering all aspects of course delivery, assessment and verification; utilising the guidance, support and resources provided by BG (this may include marking logbooks, exam papers or practical tasks, relevant checks etc.)
- Assess fairly against the assessment criteria with impartiality
- Not make any statement or do or authorise any act that may be prejudicial to the image, reputation or goodwill of BG
- Use confidential information only for the proper performance of duties.

Delivery Standards

- Be a positive role model for the sport by acting in a way that projects a positive image of the role and being fair, considerate and honest with all learners
- Display high standards in language, manner, punctuality, preparation and presentation ensuring that learner's receive a positive experience; ensuring equal attention is applied to all
- Provide learners with a course and assessment experience that provides a positive, professional image of BG
- Be supportive to, and understanding of learner needs, providing individual feedback throughout the course / assessment / visit; be honest and non-judgmental; challenge negative or inappropriate attitudes and behaviours in a constructive way
- Adapt style of delivery to the different needs of the audience and their learning styles
- Adopt a delivery / assessment style that will maintain interest and participation / involvement throughout the course.

Administration & Communication Standards

- Communicate effectively and professionally throughout the course / assessment / visit (including appropriate use of social media)
- Ensure learners are aware of next steps and course progression at all times, and understand the requirements and expectations of them
- Support learners through logbook tasks and between course days
- Respond to issues and complaints swiftly and efficiently, and liaise effectively with all parties to ensure good practice at all times
- Contact BG as soon as possible with regard to any issues that arise
- Co-operate on health and safety matters; take reasonable care of own and others health and safety; and report all health and safety concerns and incidents to the appropriate person
- Raise awareness of BG and its services
- Follow BG's administrative processes, guidelines and policies; liaise with other Education Workforce deliverers and verifiers, as required; complete and return all relevant documentation promptly and accurately completed
- Ensure that details held by BG are accurate and up-to-date.

Consequences of Breaching Code of Conduct

BG will determine the consequences from a range of appropriate actions and / or sanctions. Consequences will depend on the severity of the breach and may include the following:

- Issuing a warning, requiring a verbal or written apology
- A letter of reprimand from BG
- Counselling by Chief Executive Officer and/or Director Technical & Education
- Removal from the approved Education Workforce database
- Suspension from coaching or judging duties and privileges
- Suspension of BG membership

Education Workforce Code of Conduct Acknowledgement Form



As a member of the BG Education Workforce, I will:

- Act honestly, in good faith and in the best interest of BG
- Be consistent, objective and professional when working with all learners
- Be independent in judgment and actions
- Show a duty of care and diligence in fulfilling the functions and exercising the powers attached to my position, including adherence to all relevant policies (health and safety, dress, jewellery, social media etc.)
- Report all problems as they arise to the Course Organiser including incidents, injury or conflicts - and forward all related correspondence
- Not allow personal interests, or interest of any associated person, to conflict or affect the integrity of delivery /assessment by avoiding granting special favours or unfair privileges to anybody or entity
- Not engage in any conduct likely to bring BG in to disrepute

As a member of the BG Education Workforce, I agree to the following terms:

- I agree to abide by the BG Education Workforce Code of Conduct
- I acknowledge that BG may take appropriate action against me, if I breach the Education Workforce Code of Conduct.
- In the event of an allegation against me I understand that BG is required to implement a complaints handling procedures within the policy framework of BGs Recognised Centres and in accordance with the principles of natural justice
- I acknowledge that appropriate action against me may include removal from the approved Education Workforce database and/
or deregistration as a member of BG.

(Full name).....

(Address).....

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Signature..... Date.....