

ACE Development Academy CIC Code of Conduct for Staff

Date Adopted: 31/08/2025 Next Review Date: 31/08/2026

1. Purpose

This Code of Conduct outlines the standards of behaviour expected from all staff, coaches, contractors, and volunteers working with ACE Development Academy CIC. It ensures we maintain professionalism, safeguard children, and uphold the values of the academy.

2. General Expectations

All staff must: - Act as role models and uphold the values of respect, fairness, and integrity. - Place the welfare of children and young people above all else. - Work in partnership with colleagues, parents, and the community. - Follow all academy policies including Safeguarding and Social Media policies.

3. Professional Conduct

Staff must: - Maintain appropriate professional boundaries with players at all times. - Never use offensive, discriminatory, or abusive language or behaviour. - Treat all participants equally, with dignity and respect. - Arrive on time and prepared for all sessions, meetings, and events. - Wear appropriate ACE kit/uniform when representing the academy.

4. Safeguarding Responsibilities

- Ensure the safety and wellbeing of children is the top priority. - Never be alone with a child where possible – follow the “two-adult rule”. - Report any safeguarding concerns immediately to the Designated Safeguarding Officer (DSO). - Complete and keep up to date with FA safeguarding training and DBS checks.

5. Relationships & Communication

- Staff must maintain professional relationships with players and parents. - No private contact with players under 18 through personal social media, messaging, or phone numbers. - Use official academy communication channels for all contact. - Show respect when communicating online, ensuring tone and content is appropriate.

6. Health, Safety & Wellbeing

- Take responsibility for maintaining a safe environment during all activities. - Follow risk assessments and health and safety procedures. - Report accidents, injuries, or incidents promptly. - Encourage a positive, inclusive, and supportive environment for all players.

7. Breaches of Conduct

- Any breach of this Code of Conduct may result in disciplinary action, suspension, or removal from ACE Development Academy. - Serious breaches, particularly safeguarding issues, may result in referral to statutory agencies or the FA.

8. Monitoring & Review

This Code of Conduct will be reviewed annually or sooner if required by legislation or FA guidance.

Signed: Director / Designated Safeguarding Officer Date: 31/08/2025