

## Role of Pony Club Officials and Volunteers - Code of Conduct



Pony Club officials and volunteers have a great opportunity to be a positive role model and to help build a member's confidence

### Officials and Volunteers are expected to:

- Ensure the safety of all members by providing effective supervision, proper pre-planning of Pony Club activities using safe methods at all times.
- Consider the wellbeing and safety of members before the development of his/ her performance.
- Encourage and guide the member to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure that they feel valued. Have no favourites.
- Encourage all members to refrain from discrimination no matter on what grounds, particularly on the grounds of religious belief, race, gender, sexuality, social; class or lack of ability.
- Intervene and not to allow any rough or dangerous play, bullying, the use of bad language or any other inappropriate behaviour.
- Appreciate the efforts of all young people and not over train the members. Never exert undue influence over members to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the Pony Club at all times.
- Do not allow allegations of abuse of any kind, or of poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in line with the Pony Club's procedures and the parents / guardians must be informed if appropriate and if informing them is not likely to put the child in danger of significant harm.
- Never use sanctions that humiliate or harm a member, or put him / her in danger.
- Report accidents or allegations of abuse or poor practice to the District Commissioner / Centre Proprietor / Manager or the Safeguarding Officer as soon as possible, and certainly within the same day.
- Administer minor first aid in the presence of others and, where required, refer more serious incidents to the first aider on site.
- Ensure you have access to a telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of members within your care.
- Ensure the rights and responsibilities of members are enforced.
- Establish and address the additional needs of disabled members or other adults at risk.
- Do not abuse members sexually, physically or emotionally. This includes verbal abuse or abuse via social media.
- It is unacceptable, under possible assault, to photograph/ video an injured person.
- Do not engage in a sexual relationship with a member under the age of 18 even if s/he is over 16 years of age.
- Maintain confidentiality about sensitive information.
- Respect and listen to the views and opinions of members.
- Take time to explain to members to ensure that s/he clearly understands.

- Develop an appropriate working relationship with members based on mutual trust and respect.
- Be a role model displaying a consistently high standard of behaviour and appropriate appearance (disciplined, committed, time keeping, polite etc) to aid the members to learn by example.
- Refrain from smoking, drinking alcohol or taking any other inappropriate substance during Pony Club activities.
- Never condone rule violations, bullying, rough play or the use of prohibited substances.
- Do not spend excessive amounts of time alone with any child other than your own unless there are exceptional circumstances.
- Do not administer first aid which involves the removal of significant items of the member's clothing unless you are the first aider and are in the presence of at least one other person.
- Do hold appropriate and valid qualifications and insurance cover as required and necessary.
- Do help the members to have fun!

**Officials and volunteers have the right to:-**

- Access on-going training and information on all aspects of leading or managing activities for members, particularly with regard to Safeguarding children and adults at risk.
- Support in reporting suspected abuse or poor practice.
- Access to professional support services if necessary and appropriate.
- Fair and equitable treatment by the Pony Club.
- Be protected from abuse by members, parents / guardians or other adults.
- Not be left in vulnerable circumstances when working for the Pony Club.

Any minor misdemeanours and general misbehaviour should be dealt with immediately and reported verbally to the appropriate person, with the report followed up in writing. Serious or persistent breach of the code of conduct will result in disciplinary action and could lead to dismissal from the Pony Club, following the disciplinary procedure which can be found of on the Pony Club website. A dismissal could be appealed using the same procedures.