

Code of Conduct for Volunteers

Introduction

- 1.1. The purpose of the Code of Conduct for Volunteers is to set out the standards of behaviour expected from volunteers of SOMERSET CRICKET FOUNDATION (Reg. Charity No. 1194363). All volunteers should ensure that they have read and will comply with this Code of Conduct.

2. Scope

- 2.1. This policy applies to all people volunteering for SOMERSET CRICKET FOUNDATION.
- 2.2. It does not apply to employees or workers who will follow our employment policies and procedures – for instance our disciplinary policy, harassment and bullying policy, equal opportunities policy and the express and implied terms of their contract of employment or worker agreement. However, employees and workers will be expected to behave within the standards set out in this code of conduct.

3. Responsibilities

- 3.1. The role of the Board of Trustees is to ensure that agreed policies and systems of infrastructure are in place and operating effectively to ensure that the legal requirements of the Company are met.
- 3.2. All other staff and volunteers, including SOMERSET CRICKET FOUNDATION Trustees, are expected to facilitate this process.

4. Our Standards

- 4.1. Volunteers should maintain the highest standards of behaviour in the performance of their duties by:
 - Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard;
 - Performing their volunteer role to the best of their ability in a safe, efficient and competent way;
 - Following the SOMERSET CRICKET FOUNDATION 's relevant policies and procedures as well as any instructions or directions reasonably given to them;
 - Acting honestly, responsibly and with integrity;
 - Treating others with fairness, equality, dignity and respect;

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- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer's role with SOMERSET CRICKET FOUNDATION in line with the SOMERSET CRICKET FOUNDATION Whistleblowing Policy;
- Meeting time and task commitments and providing sufficient notice when they will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the SOMERSET CRICKET FOUNDATION and that enhances the work of SOMERSET CRICKET FOUNDATION ;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Directing any questions regarding SOMERSET CRICKET FOUNDATION policies, procedures, support or supervision to the volunteer's supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with SOMERSET CRICKET FOUNDATION complaints procedures;
- Declaring any interests that may conflict with their role or the work of the SOMERSET CRICKET FOUNDATION (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, volunteers may seek guidance from the Managing Director.
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of their involvement with SOMERSET CRICKET FOUNDATION returning any such documents, material in their possession;
- Seeking authorisation before communicating externally on behalf of SOMERSET CRICKET FOUNDATION .
- Maintaining an appropriate standard of dress and personal hygiene;
- Where the voluntary role requires a DBS check, disclosing the fact that they have been charged with, or convicted of a criminal offence to SOMERSET CRICKET FOUNDATION 's Designated Safeguarding Lead.

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For the avoidance of doubt, volunteers are not required to disclose the fact or details of 'spent convictions' under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016 (as amended) to SOMERSET CRICKET FOUNDATION .

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975).

Volunteers are expected NOT to:

- Bring the SOMERSET CRICKET FOUNDATION into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of their role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of
 - age
 - race (which includes colour and ethnic/national origin)
 - disability
 - religion or belief
 - gender
 - gender reassignment
 - pregnancy or maternity
 - sexual orientation
 - marital or civil partner status.

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- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of SOMERSET CRICKET FOUNDATION, its volunteers, employees or SOMERSET CRICKET FOUNDATION Trustees;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.
- Improperly disclose, during or after their involvement with SOMERSET CRICKET FOUNDATION ends, confidential information gained in the course of their role with SOMERSET CRICKET FOUNDATION.

5. Taking Action

- 5.1. Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct, or any of SOMERSET CRICKET FOUNDATION'S other policies and procedures that apply to volunteers, this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that SOMERSET CRICKET FOUNDATION may terminate a volunteer's position without cause.
- 5.2. Volunteers acknowledge that no employment relationship is created in the context of their role with Somerset Cricket Foundation.

6. Review

- 6.1. The board of SOMERSET CRICKET FOUNDATION Trustees will review the Code of Conduct for Volunteers at yearly intervals or as appropriate.
- 6.2. Any changes to the Code of Conduct will be clearly communicated to all volunteers.

6.3. History of Changes

Date	Page	Details of the change	Agreed by
Aug 2021	All	New Policy	Board of Trustees