**Code of Conduct for Staff and Volunteers**

Whilst supporting our members at clubs and groups we expect staff and volunteers to:

* Protect the rights and promote the interests of our members;
* Respect their right to make decisions for themselves;
* Be honest and trustworthy, being a positive role model in their lives;
* Be reliable and dependable – ensuring that any arrangements made are honoured but in the event that this is not possible, to explain why;
* Adhere to the policies and procedures of Ability Shetland;
* Staff and volunteers will not smoke, use alcohol or illicit drugs whilst they are working with Ability Shetland;
* Ensure that they protect the confidentiality of our club members, other staff and volunteers within the requirements of the Ability Shetland’s confidentiality policy;
* Ensure that when they are taking part in activities with Ability Shetland that risk assessment policies are followed and raising with Club Leaders any additional risks identified;
* Ensure that they do not abuse, neglect or harm the club members;
* Ensure that they do not exploit club members in any way;
* Ensure that they do not lend money or give gifts to the club members or borrow money or accept gifts from them;
* Avoid developing an intimate or inappropriate relationship with club members;
* Report to Club Leaders any accidents or incidents that occur at clubs;
* Report immediately to their club leader any concerns regarding anything that might compromise their ability to carry out their role in a competent and safe manner;
* Take part in regular support and supervision sessions.

Everyone has to be accountable for the roles that people have within Ability Shetland and for promoting the best support possible.

Failure to comply with the approach outlined in this document may result in action being taken.

Ability Shetland wishes to develop a positive and supportive relationship with all those involved and will value the input and views of staff and volunteers working with us.

As staff and volunteers have regular contact with those we support and their families, they are in a unique position to recommend changes in the way that our clubs, groups and other support provides the best possible opportunities for the participants and staff / volunteers alike. At Ability Shetland we will value staff and volunteer’s views on any aspect of the support we provide and wish to promote an open and accessible service to all.