



Code of Conduct

Date policy agreed	June 2020
Date policy reviewed	October 2026
Date policy for review	October 2027
Produced by	Sam Barlow – Chief Officer
Reviewed by	
Club review dates	N/A

Contents

1	Background	3
2	Purpose.....	3
3	Scope	4
4	Fitmums and Friends Code of Conduct.....	4
4.1	Behaviour that is not acceptable.....	4
4.2	Safeguarding.....	5
4.3	Communication and social media.....	5
4.4	Confidentiality and information.....	5
4.5	Representing Fitmums and Friends	5
5	Additional Codes of Conduct for Specific Activities	5
5.1	England Athletics.....	6
5.1.1	Safeguarding.....	6
5.2	Other Governing Bodies and External Requirements	6
6	Roles and Responsibilities.....	6
7	Raising Concerns and Responding to Breaches	7
8	Consequences of Breaching the Fitmums and Friends Code of Conduct.....	7
9	Related Policies and Guidance	7
10	Additional Expectations for Employees	8
10.1	Compliance with Law and Policy	8
10.2	Respect and Inclusion	8
10.3	Professional Conduct	8
10.4	Protection of Charity Property and Resources	8
10.5	Professional Conduct	9
10.6	Gifts, Hospitality and Corruption	9
10.7	Attendance and Timekeeping	9
10.8	Communication and Social Media	9
10.9	Safeguarding Responsibilities.....	9
11	Code of Conduct Review	9
12	Detail of Code of Conduct Reviews	10

1 Background

Fitmums and Friends is committed to maintaining high standards of behaviour across all of its activities and to creating a safe, inclusive, welcoming and respectful environment for everyone involved with the charity.

This Code of Conduct sets out the standards of behaviour expected of everyone involved with Fitmums and Friends. It applies across the whole organisation and reflects our responsibilities as a charity, including our commitments to safeguarding, equality, inclusion, health and safety and the wellbeing of those who participate in, work for or support our activities.

The Fitmums and Friends Code of Conduct is the overarching standard of behaviour for everyone involved with the charity, regardless of their role or the activity in which they participate.

Some Fitmums and Friends activities also fall within the remit of a recognised governing body, such as England Athletics or another relevant sporting organisation. Where this applies, the governing body's relevant Codes of Conduct, policies, regulations and standards will also apply to those activities and individuals undertaking relevant roles. These requirements sit alongside the Fitmums and Friends Code of Conduct.

Everyone involved with Fitmums and Friends is therefore expected to comply with this Code of Conduct and, where applicable, any additional requirements of the relevant governing body. Fitmums and Friends defines the expectations and values outlined in this Code of Conduct.

2 Purpose

The purpose of this Code of Conduct is to:

- Define acceptable and unacceptable behaviour.
- Promote safe, inclusive and respectful environments.
- Outline the standards of conduct expected across all Fitmums and Friends activities.
- Protect the wellbeing of participants, volunteers, staff and the wider community.
- Support accountability and professionalism.
- Provide a framework for addressing concerns or misconduct.
- Encourage continuous improvement in practice and behaviour.

The Code of Conduct is intended to help everyone understand what they can expect from Fitmums and Friends, and what Fitmums and Friends expects from them in return.

The Code forms part of:

- Induction and onboarding processes.
- Volunteer and staff training.
- Membership registration and renewal.
- Safeguarding practice.
- Performance management and disciplinary procedures.

3 Scope

This policy applies to anyone involved in Fitmums and Friends, including but not limited to:

- Members.
- Participants.
- Volunteers.
- Coaches and activity leaders.
- Trustees.
- Employees.
- Freelancers and contractors.
- Officials and event staff.
- Parents and carers.
- Partner organisations working on behalf of the charity.

The policy applies to any situation where an individual is representing, working for, volunteering with, or participating in Fitmums and Friends activities, including activities delivered away from Fitmums and Friends' usual club locations.

4 Fitmums and Friends Code of Conduct

Everyone involved with Fitmums and Friends is expected to:

- Treat others with dignity, respect and kindness.
- Promote inclusion and equality.
- Behave in a way that reflects positively on the charity.
- Support a safe environment free from bullying, harassment, discrimination or abuse.
- Follow safeguarding, health and safety, equality and other relevant organisational policies and procedures.
- Respect confidentiality where appropriate.
- Communicate appropriately and respectfully, both in person and online.
- Act honestly, responsibly and with integrity.
- Respect diversity, lived experience and individual differences.
- Maintain appropriate boundaries in relationships with other participants, volunteers, staff, leaders and others involved with the charity.
- Raise concerns responsibly and through the appropriate channels.

4.1 Behaviour that is not acceptable

Fitmums and Friends has a zero-tolerance approach to the following behaviours:

- Bullying or harassment.
- Discrimination.
- Abuse or intimidation.
- Victimisation.
- Hate speech.
- Unsafe behaviour.

- Sexual misconduct.
- Substance misuse during activities.
- Misuse of power or position.

Concerns about behaviour will be considered in line with the relevant Fitmums and Friends policy or procedure, taking account of the nature and seriousness of the concern.

4.2 Safeguarding

Everyone involved with Fitmums and Friends has a responsibility to contribute to a safe environment for children, young people and adults at risk.

- Follow Fitmums and Friends safeguarding procedures.
- Report safeguarding concerns promptly and appropriately.
- Maintain appropriate professional and personal boundaries.
- Act in the best interests of participants.

Where an activity is subject to additional safeguarding requirements from an external governing body or partner organisation, those requirements will also apply.

4.3 Communication and social media

Everyone representing or participating in Fitmums and Friends is expected to communicate respectfully and appropriately. This applies to face-to-face communication and to email, social media, messaging platforms and other online settings.

Individuals should not share confidential information, safeguarding information or personal information inappropriately, or communicate in a way that could undermine the safety, privacy, dignity or wellbeing of others or seriously damage the reputation of the charity.

4.4 Confidentiality and information

Individuals must respect confidential information obtained through their involvement with Fitmums and Friends. Information should only be shared where there is a legitimate reason and in accordance with relevant Fitmums and Friends policies and procedures.

4.5 Representing Fitmums and Friends

Anyone representing Fitmums and Friends is expected to behave in a way that reflects the charity's values and objectives. This includes being respectful, responsible and professional when interacting with members, participants, partners, venues, other organisations and the wider community.

5 Additional Codes of Conduct for Specific Activities

The Fitmums and Friends Code of Conduct applies to everyone across the charity. Some activities are also subject to the rules, policies and codes of conduct of an external governing body or organisation ("relevant external requirements").

In such instances, the relevant external requirements apply in addition to the Fitmums and Friends Code of Conduct. Individuals involved in those activities are expected to comply with both the Fitmums and Friends requirements and the relevant external requirements. Where an external requirement is specific to a particular role or activity, it does not automatically apply to other Fitmums and Friends activities that fall outside that governing body or organisation's remit.

5.1 England Athletics

Where Fitmums and Friends activities fall within the remit of England Athletics, the relevant England Athletics Codes of Conduct, policies and regulations apply to those activities and to the individuals undertaking relevant roles. These roles include but are not limited to:

- Coaches
- Volunteer
- Technical Official
- Welfare Officer
- Children and Young People
- Senior Athlete
- Parents

The England Athletics Codes of Conduct can be accessed here:

<https://www.englandathletics.org/clubhub/resource/codes-of-conduct/>

5.1.1 Safeguarding

Where an activity falls within the remit of England Athletics' safeguarding framework, the relevant England Athletics safeguarding policy and procedures also apply. These sit alongside Fitmums and Friends safeguarding policies and procedures. Relevant England Athletics safeguarding guidance will be shared through Fitmums and Friends induction, training, membership communications and charity policies and guidance, as appropriate.

The England Athletics Safeguarding Policy and Procedures can be accessed here:

[Safeguarding Policy and Procedures - England Athletics Club Hub](#)

5.2 Other Governing Bodies and External Requirements

Where a Fitmums and Friends activity is delivered under the rules policies and codes of conduct of another recognised governing body, partner organisation or external programme, the relevant requirements of that recognised governing body, partner organisation or external programme will also apply to those activities and to the individuals undertaking relevant roles.

6 Roles and Responsibilities

Everyone involved with Fitmums and Friends has a responsibility to understand and follow the standards set out in this Code of Conduct. Trustees, employees and those with leadership or management responsibilities also have a responsibility to support the implementation of the Code of Conduct, respond appropriately to concerns and ensure that

relevant policies, procedures and external requirements are communicated to those who need to follow them.

Where an activity falls within the remit of an external governing body, those responsible for delivering or overseeing the activity should ensure that relevant external codes of conduct and requirements are identified and communicated.

7 Raising Concerns and Responding to Breaches

Concerns about behaviour should be raised through the appropriate Fitmums and Friends reporting or safeguarding arrangements. Safeguarding concerns must be reported in accordance with the charity's safeguarding procedures.

Fitmums and Friends will consider alleged breaches of this Code of Conduct and will take appropriate action in line with the nature and seriousness of the concern and any relevant charity procedure.

Where a Fitmums and Friends activity is delivered under the rules, standards or governance of another recognised governing body or partner organisation, where necessary or appropriate, Fitmums and Friends may also refer or report concerns to that governing body or partner organisation in line with relevant policies and procedures.

8 Consequences of Breaching the Fitmums and Friends Code of Conduct

Failure to follow this Code of Conduct may result in action being taken. Depending on the seriousness and circumstances of the breach, action may include:

- Informal discussion.
- Additional training or supervision.
- Formal warning.
- Suspension from activities.
- Termination of membership, volunteering or employment.
- Referral to external agencies where appropriate.

Fitmums and Friends reserves the right to investigate any alleged breach of this Code of Conduct. Any action will be taken in accordance with the relevant Fitmums and Friends policies and procedures.

9 Related Policies and Guidance

This Code of Conduct should be read alongside other relevant Fitmums and Friends policies, procedures and guidance, including safeguarding, equality, health and safety, disciplinary, grievance, data protection and other relevant Charity policies. Where applicable, it should also be read alongside the relevant governing body's policies, regulations and Codes of Conduct.

10 Additional Expectations for Employees

Employees are expected to uphold the Fitmums and Friends Code of Conduct and the charity's values and to always act professionally. The following additional expectations apply to all employees, regardless of role, seniority or contract type.

10.1 Compliance with Law and Policy

Employees must comply with:

- Employment legislation.
- Health and safety legislation.
- Equality and safeguarding legislation.
- Data protection legislation.
- Charity governance obligations.
- Charity policies, procedures and Codes of Conduct.

Employees are expected to act ethically and responsibly in all areas of their work.

10.2 Respect and Inclusion

Fitmums and Friends is committed to creating an inclusive workplace and community. Employees must not engage in discrimination, harassment, bullying, victimisation or intimidation. All employees are expected to contribute to a respectful and collaborative culture.

10.3 Professional Conduct

Employees are expected to:

- Act with honesty and integrity.
- Maintain appropriate professional boundaries.
- Communicate respectfully.
- Work collaboratively.
- Deliver duties competently and responsibly.
- Represent the Charity positively.

10.4 Protection of Charity Property and Resources

Employees must use Charity resources responsibly and appropriately. Resources must not be misused or used for unauthorised purposes. This includes:

- Equipment.
- Facilities.
- Vehicles.
- IT systems.
- Branding and intellectual property.
- Confidential information.

10.5 Professional Conduct

Employees are expected to:

- Act with honesty and integrity.
- Maintain appropriate professional boundaries.
- Communicate respectfully.
- Work collaboratively.
- Deliver duties competently and responsibly.
- Represent the charity positively.

10.6 Gifts, Hospitality and Corruption

Fitmums and Friends prohibits bribery and corrupt behaviour. Employees must not accept gifts, hospitality or benefits that could improperly influence decision-making or create conflicts of interest. Any potential conflicts of interest or gifts must be declared to a line manager.

10.7 Attendance and Timekeeping

Employees are expected to be reliable and punctual, follow agreed working arrangements and communicate appropriately regarding absence. Reasonable flexibility will be considered where appropriate.

10.8 Communication and Social Media

Employees must communicate professionally and respectfully in all settings, including email, social media, messaging platforms and online meetings. Employees must not post content that could damage the reputation of the charity or compromise confidentiality or safeguarding.

10.9 Safeguarding Responsibilities

All employees share responsibility for safeguarding children, young people and adults at risk.

Employees must:

- Complete required safeguarding training.
- Report concerns promptly.
- Follow safeguarding procedures at all times.

11 Code of Conduct Review

This Code of Conduct will be reviewed annually, or sooner if there are significant changes to legislation, organisational practice, governing body requirements or other circumstances that affect the policy.

12 Detail of Code of Conduct Reviews

[illegible]