

## CODE OF CONDUCT

National Saturday Club is committed to ensuring its work and all activities are safe and inclusive for young people, staff and others who may be involved. We strive to make sure everyone who participates in our activities knows what is expected of them and feels safe, respected and valued.

This Code of Conduct applies to any young people taking part in face-to-face or virtual events, digital interactions (i.e social media or online meetings), or any other time you are representing the National Saturday Club.

We promote equal opportunities and fair treatment across our work and make sure that everyone taking part has seen, understood and agreed to follow the Code of Conduct, so it is clear that they are contributing to an open, inclusive and safe environment for everyone involved.

## BASIC PRINCIPLES

This code of conduct aims to:

- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to be aware of your behaviour and how it affects others
- help resolve conflicts and provide guidelines on further steps if necessary

## WHAT WE EXPECT FROM YOU:

You must always:

- be friendly and treat everyone with respect and dignity
- listen to others and help make sure everyone's opinion in the group is valued and listened to
- be comfortable enough to say what you think, and be critical when it's in the best interest of the group. Sharing of ideas, enthusiasm and new thinking are actively encouraged
- be aware that others may misunderstand your behaviour and actions, if this happens act quickly to resolve it
- act as a positive role model
- be tolerant and open minded, you may be misunderstanding someone's behaviour because they have a particular lived experience
- talk to the National Saturday Club team about anything that worries or concerns you
- respect other young people's right to privacy – for example, do not share photos and people's names on social media without their permission
- contribute to an environment that encourages everyone to feel comfortable and confident

You should never:

- be disrespectful to any other young people or staff in any way. This includes being threatening or offensive, actively discriminating against others or making them feel they are less valid because of their ethnicity, class, gender, sexual orientation, disability, political views or heritage.
- use inappropriate or demeaning language that purposefully puts people down
- bully or harass others, this type of behaviour is not tolerated we do not accept bullies into the group. The goal is for everyone to feel safe and comfortable
- behave in a way that could be intimidating
- be abusive towards anyone

## REPRESENTING THE NATIONAL SATURDAY CLUB

As a member of the Youth Board, we ask that you are publicly respectful about the National Saturday Club. This includes whilst attending events, during face-to-face and online meetings and on social media.

The National Saturday Club is a politically neutral organisation to ensure that all young people can engage with us and we ask you to do the same when representing the organisation publicly.

## WHAT HAPPENS IF I DECIDE NOT TO FOLLOW THE CODE OF CONDUCT?

This code of behaviour is part of our process for making sure everyone who takes part in our activities receives the support they need.

### Minor or first-time incident

If you behave in an unsuitable way that doesn't follow our Code of Conduct, our team will remind you about it and ask you to comply with it. They will give you an opportunity to positively change your behaviour with support from our team.

### Formal warning

If you continue not to follow the Code of Conduct, or your behaviour is more serious, a formal warning will be given by the person running your activity. They will also talk with you about what happened and agree what support you need in the future. A record about what happened will be taken.

### Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded.

## FOR YOUNG PEOPLE UP TO 17 YEARS OF AGE

### The role of parents and carers

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless it is not within your best interest.

For more information on our safeguarding and child protection procedures please read our [Safeguarding Children and Young People Policy](#)

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Thank you for following this Code of Conduct and contributing to our values of safety and inclusivity for everyone taking part in our activities.

If you have any questions at all about this Code of Conduct please contact: Kaya Brennan, Programme Producer at the National Saturday Club:  
[kaya@saturday-club.org](mailto:kaya@saturday-club.org)