



BGC Wales & BGC Scotland – Code of Conduct Appendices (Role-Specific Acknowledgements)

Version: v1.4

Owner: Boys' and Girls' Clubs of Wales & Boys' and Girls' Clubs of Scotland (BGC W&S)

Approved by: Boards of Trustees – Wales & Scotland

Effective date: 1st March 2026

Review: Annual or following any significant incident or learning

These appendices sit alongside the Joint Master Code of Conduct and, where relevant, the Sport & Activity Annex.

Each individual must read and agree to the appendix that applies to their role before undertaking duties or participating in activities.

Appendix A – Board/Trustee Code of Conduct Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Act lawfully, ethically and in the best interests of BGC W&S.
- Provide strategic oversight and avoid operational interference.
- Maintain confidentiality and manage conflicts of interest appropriately.
- Promote equality, inclusion and safeguarding at all levels of the organisation.
- Model respectful and professional behaviour in all meetings and decision-making.
- Ensure the players/children are at the heart of every decision.

I understand that failure to comply with the Joint Code of Conduct may result in action under governance or disciplinary procedures (BGCW) or removal from post (BGCS)

Declaration	Signature
Name (Print)	
Role	
Organisation	
Date	

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales



Appendix B – Staff/Volunteer Code of Conduct Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Uphold the BGC W&S Master Code of Conduct and related policies.
- Maintain professional boundaries with children, young people and adults.
- Keep required vetting, training and qualifications up to date: DBS (Wales) / PVG (Scotland).
- Be fit to work and supervise safely at all times.
- Not consume alcohol or substances when responsible for young people or on duty.
- Report safeguarding concerns immediately in line with procedures.
- Act in a way that reflects BGC W&S values and standards.
- Follow instructions from designated staff, managers, panel leads or event organisers.
- Maintain appropriate boundaries and use approved communication channels.
- Respect safeguarding, supervision and safety arrangements.
- Challenge and report unsafe or inappropriate behaviour.

I understand that breaches may be managed under BGCW HR and Disciplinary Policies and/or removal from my volunteering duties (BGCS)

Declaration	Signature
Name (Print)	
Role	
Organisation	
Date	

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales



Appendix C – Sport Panel / Committee Member Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Act fairly, transparently and without conflicts of interest.
- Declare and manage any actual or perceived conflicts.
- Respect confidentiality and collective decision-making.
- Uphold representative standards of conduct and behaviour.
- Support safeguarding expectations within my role.

I understand that failure to comply may result in removal from the panel or committee.

Declaration	Signature
Name (Print)	
Role	
Organisation	
Date	

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales



Appendix D – Coach / Activity Leader Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Put the welfare and safety of participants first at all times.
- Use positive, inclusive and development-focused approaches.
- Maintain required qualifications, vetting and safeguarding training.
- Follow supervision, travel, residential and safety plans.
- Not consume alcohol or substances while responsible for young people or on duty.
- Challenge poor behaviour and report concerns immediately.

I understand that breaches may result in suspension or removal from my role.

Declaration	Signature
Name (Print)	
Role	
Organisation	
Date	

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales



Appendix E – Player / Participant Code of Conduct Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Treat others with respect and fairness.
- Follow instructions, rules and safety guidance.
- Behave responsibly during activities, travel and residential.
- Avoid bullying, harassment, discrimination, vandalism or unsafe behaviour.
- Follow digital conduct and social media expectations.

I understand that breaches may result in removal from activities, programmes or be deselected entirely from the event.

Declaration	Appendix E – Player / Participant	Signature
Name (Print)		
Organisation		
Date		

Appendix F – Parent / Guardian/Spectator Code of Conduct Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Support positive behaviour and respectful environments.
- Respect staff, volunteers, officials and other participants.
- Provide accurate consent, medical and emergency information.
- Behave responsibly at events, trips and residential.
- Understand that disruptive or unsafe behaviour may result in removal from activities or venues.
- Behave respectfully towards participants, officials, staff and volunteers.
- Follow venue rules and safety instructions.
- Avoid aggressive, discriminatory or disruptive behaviour.
- Use alcohol responsibly and never allow it to impact safety or conduct.
- Lead Parent/Guardian/Spectator - by signing is assuring acknowledgement and acceptance of this Code of Conduct on behalf of all additional members of the party.

I understand that disruptive or unsafe behaviour may result in removal from activities, venues or associated players being deselected entirely from the event.

Declaration	Appendix F – Parent / Guardian/Spectator	Signature
Name (Print)		
Organisation		
Date		

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales



Appendix G – Child Protection/Safeguarding Officer Acknowledgement

☐ I confirm that I have read and understood the Joint Code of Conduct between Boys and Girls Clubs of Wales and Boys and Girls Clubs of Scotland. I agree to uphold its principles and comply with its requirements whilst participating in any activity delivered under this partnership.

- Ensure DBS/PVG compliance for all staff and volunteers, updating training as required.
- Mandatory BDS/PVG approval prior to onboarding with the charity/organisation.
- Oversee safeguarding during travel, training and events.
- Provide briefings on supervision, curfews and safe behaviour.
- Record and escalate safeguarding concerns in line with procedures.
- Maintain required qualifications, vetting and safeguarding training.
- Be available at all times during events as the mandatory point of contact or nominate an appropriate delegate

Declaration		Signature
Name (Print)		
Role		
Organisation		
Date		

Key Contacts

David Rowan – Chairman, Boys' & Girls' Clubs of Scotland
Grant Poiner – Chief Executive Officer, Boys' & Girls' Clubs of Wales