

# Coach Code of Conduct

**Dragon Academy Ltd** (company number 16871720)

Version 1.0 · Approved by Dylan Powell, Director · Designated Safeguarding Lead: Dylan Powell · Next review: by 31 October 2027

Read this with the Safeguarding and Child Protection Policy (policy 01) and How to Report a Concern (policy 02). Breaking this code may lead to immediate suspension and the end of your agreement with Dragon Academy, and may be reported to the local authority, the police or the Disclosure and Barring Service (DBS).

In this code, "child" means anyone under 18. "Session" means any Dragon Academy activity: weekly sessions, trials, 1-to-1 coaching, Trophy Series events, holiday events and anything else run under the Dragon name.

## 1. Before you coach

1. You must not coach, help or be left with children at a Dragon session until Dragon has confirmed in writing that you have:
  - an enhanced DBS certificate with a check of the children's barred list, applied for through Dragon or checked by Dragon on the DBS Update Service;
  - shown Dragon your original ID and given two references;
  - completed a signed self-declaration;
  - completed the safeguarding training Dragon requires; and
  - signed your coach agreement and this code.
2. You must tell Dylan straight away, in writing, if you are arrested, charged, cautioned, convicted, or under investigation by the police, a local authority, another club or a governing body, for anything at all, or if you are barred or told you are being considered for barring. This applies whether or not it relates to Dragon. Telling us does not automatically end your agreement. Not telling us will.

## 2. Supervision and one-to-one contact

1. **No unsupervised one-to-one time with a child.** Never be alone with a child out of sight and hearing of other adults. If a situation leaves you alone with a child (for example, a late collection), stay in an open, visible area, with another coach or the venue staff in sight, and tell Dylan.
2. Every session has at least two adults who have been vetted by Dragon. If only one vetted adult is available, tell Dylan before the session starts. Do not run it alone.
3. **1-to-1 coaching:** a 1-to-1 session only goes ahead with the child's parent or carer present and watching throughout, at a venue Dragon has approved, and only when booked through Dragon.

Never arrange 1-to-1 sessions privately.

4. Never take a child to a private place, such as an empty room, a car or your home.
5. Toilets and changing: children use the venue toilets with their parent or carer where the child needs help. Coaches do not help with toileting or changing. If a child needs help urgently and no parent is present, two adults stay outside the door and Dylan is told.
6. Children leave only with their parent, carer or an adult the parent has named to Dragon. If no one has arrived by the end of the session, two coaches stay with the child in a visible area and contact the parent, then Dylan. Never take a child home or anywhere else yourself.

### 3. Contact outside sessions

1. **No direct messaging with children.** Do not text, call, email, direct-message or voice-note a child, on any platform, for any reason. This includes the Dragon Players app, WhatsApp, Snapchat, Instagram, TikTok, games consoles and gaming chats.
2. **No social media contact with children.** Do not follow, friend, accept requests from or interact with a child on social media or gaming platforms. If a child contacts you, do not reply. Tell Dylan the same day.
3. **App messages go to parents only.** When you use the Dragon Players app to message about a child, write to the parent or carer. Keep messages about football and Dragon business: sessions, attendance, progress, kit, events. Write as if Dylan and the parent will both read it, because they can.
4. **Contact parents only through Dragon's channels:** the Dragon Players app or a Dragon-run parent group. Do not set up your own groups with Dragon families. Do not move a conversation to your personal phone or social media.
5. **No lifts.** Never give a child a lift, even a short one, even if a parent asks. If a child is stranded, stay with them (with a second adult in sight) and contact the parent and Dylan.
6. Do not meet Dragon children outside Dragon sessions in a coaching role, and do not offer private coaching to Dragon families outside Dragon.
7. Do not give children personal gifts or money, or treat any child as a favourite. Awards and prizes come from Dragon and are given openly.

### 4. Photos and video

1. **Never take photos or video of children unless you are the designated photographer for that session.** Only the DSL, or the one coach the DSL has designated in writing to lead a session when the DSL is away, may take photos or video, and only of children whose parents have given consent. Policy 04 sets out the rules, including moving images to Dragon's storage and deleting them from your device within 7 days.
2. Do not post anything about Dragon children on your personal social media, including stories, reposts or tags.

## 5. Behaviour at sessions

1. Treat every child with respect, fairly and without favouritism. Put the child's welfare before winning or performance.
2. Never use physical punishment, threats, humiliation, sarcasm aimed at a child, shouting at a child, or exercise as a punishment. Physical punishment of children is unlawful in Wales.
3. Physical contact only when it is needed for coaching or safety (for example, showing a technique or first aid). Explain first, do it in the open, and stop if the child is uncomfortable. Never touch a child in a way that could be misread.
4. No sexual comments, jokes or innuendo, no swearing, and no discriminatory language or behaviour of any kind.
5. Never coach or attend a session under the influence of alcohol or drugs, and do not smoke or vape at a session.
6. Follow the venue's rules, the session plan and Dragon's first aid and incident arrangements. Record every injury or incident the same day.
7. Children with disabilities, additional needs or medical conditions: follow what the parent and Dragon have agreed. Ask Dylan if you are unsure.

## 6. Children's information

1. Use children's and parents' information only for Dragon coaching. Do not copy it, screenshot it, store it on your own devices or accounts, or share it with anyone outside Dragon.
2. Keep your Dragon Players app login to yourself. Never share it or let anyone else use it. Log out of shared devices.
3. If you are suspended, Dragon will remove your access. Stop using any Dragon information straight away, but do not delete anything until Dragon tells you to in writing, because it may be needed by the police or the local authority. When your agreement ends, Dragon will tell you in writing to delete any Dragon information or images you hold, and you must confirm to Dragon in writing that you have done so.

## 7. Raising concerns

1. If a child tells you something worrying, if you see signs that a child may be at risk, or if you are worried about the behaviour of another adult (including another coach or Dylan), follow policy 02. Tell the DSL the same day. If a child is in immediate danger, call 999 first.
2. Do not investigate, question the child in detail, or promise to keep a secret.
3. Write down what you saw or heard, in the child's words, with the date and time, and give it to the DSL. Do not discuss it with anyone else.
4. You can raise a concern about Dragon itself without fear of being treated unfairly. See the Whistleblowing Policy (policy 07).

## 8. Declaration

I have read and understood this Code of Conduct. I agree to follow it at all Dragon Academy activities. I understand that if I break it, Dragon Academy may suspend me or end my agreement immediately, and may report the matter to the local authority, the police or the DBS.

|                                |                   |
|--------------------------------|-------------------|
| Name                           |                   |
| Signature                      |                   |
| Date                           |                   |
| Received for Dragon Academy by | Dylan Powell, DSL |

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