



SAFEGUARDING · POLICY 02

Code of Conduct

The behaviour expected of every adult who works with children through CYEF, and the standards children agree to with each other.

Document	Code of Conduct for staff, coaches, volunteers, partners and visitors
Version	1.0
Owner	CYEF Safeguarding Focal Person, Safeguarding Lead
Approved by	CYEF Board of Directors
Date adopted	pending board adoption
Review cycle	Reviewed every two years
Signature	Signed by every person before they begin work with children. A signed copy is held on file

1. Why this code exists

Clear standards protect everyone. They protect children from harm. They also protect adults, because an adult who follows this code is far less likely to be placed in a situation where their conduct can be misread.

This code is not advisory. It is a condition of working with CYEF in any capacity, paid or unpaid. Signing it is a requirement before any contact with children.

2. Who this applies to

Directors and board members, employees, coaches, mentors, teachers, programme staff, volunteers, interns, contractors, photographers and media crews, partner personnel, sponsors, vendors and any visitor given access to children through CYEF.

The standards apply during CYEF activities and in any situation where a person is identifiable as acting for the Foundation, including travel, online contact and social media.

3. Core principles

- The welfare of the child comes before the convenience of the adult, the success of the team and the reputation of the Foundation
- Every child is treated with equal respect, whatever their sex, ability, background, religion, ethnicity or family circumstances
- Adults hold power over children. That power is never used for personal benefit
- Transparency is the default. Work where you can be seen
- Concerns are always raised, never weighed up privately and set aside

4. What you must always do

4.1 General conduct

- Treat children with respect, patience and consistency
- Work in open settings where other adults are present or can see you
- Listen when a child speaks, and take what they say seriously
- Set an example in language, punctuality, dress and behaviour
- Challenge discrimination, bullying and unacceptable behaviour when you see it
- Respect a child's right to privacy in changing areas and toilets
- Keep parents and guardians informed about activities their child takes part in

4.2 Coaching and physical contact

- Keep physical contact to what the activity genuinely requires, such as demonstrating a technique or administering first aid
- Explain what you are doing and why before making contact, and stop if the child is uncomfortable
- Do it in view of others
- Adapt training to the age, fitness and physical maturity of the child
- Take injury, exhaustion and illness seriously and never pressure a child to play through them
- Make selection decisions on transparent grounds and be able to explain them

4.3 Communication

- Use CYEF accounts and group channels, not personal ones
- Copy a parent, guardian or second adult into any individual communication with a child
- Keep communication to programme matters and to reasonable hours
- Save and hand over messages if a concern arises

5. What you must never do

Breach of any item in this section is treated as gross misconduct. It leads to immediate removal from contact with children, and where a criminal offence may have been committed, referral to the police.

- Engage in any sexual activity, relationship, contact or suggestive conversation with a child. A child cannot consent, and apparent agreement is no defence
- Hit, cane, shake, restrain roughly or use any form of physical punishment
- Humiliate, belittle, shout at, threaten or verbally abuse a child
- Spend time alone with a child out of sight or hearing of others
- Invite a child to your home, or visit a child at theirs without a second adult and the guardian's knowledge
- Transport a child alone in a vehicle, except in an emergency that is reported immediately afterwards
- Share sleeping accommodation, a bed or a changing facility with a child
- Give money, personal gifts or preferential treatment to an individual child
- Contact children privately through personal phone numbers, direct messages or personal social media accounts
- Take images of children on a personal device, or keep or share images after handover
- Consume alcohol, use tobacco, khat or any other substance while responsible for children or attend an activity under the influence

- Discriminate against, favour or exclude a child on grounds of sex, disability, ethnicity, religion, background or family circumstance
- Ask a child to keep a secret from their parent, guardian or the Safeguarding Focal Person
- Do things of a personal nature that a child can do for themselves
- Solicit or accept money, favours or sexual contact in exchange for selection, opportunity, equipment or support

6. Situations that need care

Some circumstances are unavoidable but carry risk. Where one arises, tell a second adult at the time and record it afterwards.

Situation	How to handle it
A child is injured and needs first aid	Treat in the presence of another adult where possible. Record what happened, what you did and who was present
A child needs the toilet or to change	Supervise at the entrance. Do not enter with the child. Younger children needing help are assisted by two adults, or by their guardian
You are the last adult with a child awaiting collection	Stay in an open, visible place. Call the guardian. Never take the child home yourself
A child becomes distressed and seeks comfort	Respond warmly but in view of others. Keep contact brief and appropriate
Overnight travel to a fixture	Adults and children sleep in separate rooms. Female participants have a female chaperone. Room lists are agreed in advance
A child discloses something serious to you	Listen, do not investigate, do not promise secrecy, record and report the same day
A child behaves in a way that needs correcting	Use calm, proportionate and consistent discipline. Never physical, never humiliating

7. Standards for children and young people

Children taking part in CYEF programmes are asked to agree to their own standards. They are written to be understood, not to intimidate.

- Treat teammates, opponents, coaches and officials with respect
- Play fairly and accept decisions without abuse
- Do not bully, tease, exclude or spread rumours about anyone
- Do not use violence, threats or discriminatory language

- Look after equipment, facilities and the environment around you
- Turn up on time, and tell someone if you cannot attend
- Speak up if something makes you uncomfortable, whether it happens to you or to someone else
- Never take or share photographs or videos of others without their agreement

Children are told who to speak to, and are supported rather than blamed when they raise something.

8. Expectations of parents and guardians

- Support your child's participation without pressuring them on performance
- Behave respectfully towards coaches, officials and other families at fixtures
- Deliver and collect your child punctually, and tell CYEF who is authorised to collect them
- Tell us about medical conditions, allergies and any circumstance affecting your child's safety
- Raise concerns through CYEF channels rather than on social media

9. Reporting a breach

Anyone who sees or suspects a breach of this code reports it to the Safeguarding Focal Person within one working day. Where a child may be at risk of harm, report immediately.

Reports can be made in confidence. Anyone reporting in good faith is protected under the Whistleblowing and Protected Disclosure Policy, and will not be penalised even if the concern turns out to be unfounded.

Route	Contact
Safeguarding Focal Person	CYEF Safeguarding Focal Person · info@chipukeezyfoundation.org
If the concern involves the Focal Person	CYEF Board Chair, or Childline Kenya on 116
Immediate danger	Police on 999 or 112

10. Consequences of breaching this code

Action is proportionate to the breach and follows the CYEF disciplinary process.

Level	Response
Minor first breach	Discussion, written reminder of expectations, additional training
Repeated or careless breach	Formal warning, supervision requirement, removal from specific duties
Serious breach	Suspension from contact with children pending assessment, then dismissal or termination of engagement
Breach involving harm or possible criminal conduct	Immediate removal, referral to police and to the Department of Children Services and notification to any partner organisation involved

Suspension pending assessment is a protective step, not a finding of guilt.

11. Declaration

To be completed by every person before beginning work with children through CYEF.

I confirm that I have read and understood the CYEF Code of Conduct and the Child Safeguarding and Child Protection Policy. I agree to work within them at all times. I understand that breaching them may lead to my removal and, where relevant, to referral to the authorities.

I confirm that there is no reason why I should be considered unsuitable to work with children, and that I will inform CYEF immediately if my circumstances change in a way that affects this.

Full name

Role at CYEF

Police Clearance Certificate number and date of issue

Signature

Date

Received on behalf of CYEF

Date

Read alongside the Child Safeguarding and Child Protection Policy, the Incident Reporting and Escalation Procedure and the Media, Photography and Image Use Guidance.