



# **CSNSW Sport**

# **Code of Conduct for Officials, Appointed Staff and Volunteers**

## **1. Purpose**

This Code of Conduct applies to officials, appointed staff, and volunteers representing CSNSW Sport. It outlines the expected standards of behaviour to ensure a safe, respectful, and inclusive sporting environment for students, staff, and broader community.

This Code should be read in conjunction with the CSNSW Child Safe Policy and Code of Conduct.

## **2. General Conduct**

You must:

- Demonstrate honesty, fairness, and respect in all interactions.
- Be a positive role model for students, colleagues, and the wider community.
- Adhere to all CSNSW Sport policies, procedures, and relevant legislation.
- Stay informed about compliance requirements and professional standards.
- Treat all individuals with dignity and respect, regardless of gender, ability, cultural background, or religion.
- Foster an environment where everyone feels safe, valued, and included.

- Encourage and model good sportsmanship, teamwork, and ethical behaviour.
- Support a culture of fairness, respect, and enjoyment in sport.
- Maintain professional and ethical behaviour at all times.
- Represent CSNSW Sport with pride and integrity in all settings.

### **3. Induction and Training Requirements**

You must complete the CSNSW Sport induction and any mandatory training within the required timeframes. This includes, but is not limited to, child protection training, Code of Conduct acknowledgment, and any role-specific compliance modules. Timely completion of induction and training is essential to ensure a safe, respectful, and compliant sporting environment. Failure to meet these requirements may result in removal from duties or other actions in line with CSNSW Sport policies.

### **4. Child Safety and Welfare**

You must:

- Comply with CSNSW Child Safe Policies.
- Complete all required child protection training.
- Maintain professional boundaries with students at all times.
- Report any concerns or breaches related to child safety to the Child Protection Officer.
- Avoid any behaviour that could be perceived as grooming, favouritism, or inappropriate relationships.

### **5. Duty of Care and Supervision**

Officials, appointed staff, and volunteers have a duty of care to actively supervise students during all CSNSW Sport activities. This includes being vigilant, responsive to risks, and ensuring that students are safe, supported, and accounted for at all times.

### **6. Social Media Policy**

You must:

- Act respectfully, professionally, and responsibly at all times.
- Not share confidential or identifying information about students, staff, or school communities.
- Not engage in inappropriate communication with students.
- Not “friend,” follow, or message students on personal accounts.
- Not post discriminatory, offensive, defamatory, or harmful content.
- Ensure all online interactions reflect positively on CSNSW Sport.
- Adhere to CSNSW and relevant diocesan social media policies.
- Seek guidance from the Director of Sport Services if unsure about appropriate conduct.

## 7. Examples of Prohibited Conduct

- Sharing personal opinions that could harm the reputation of CSNSW Sport.
- Using social media to criticise referees, players, staff, or officials. All communication should reflect sportsmanship, respect, and professionalism.
- Engaging in private or inappropriate communication with students.
- Disclosing confidential or sensitive information. This includes student records, staff matters, or internal decisions.

## 8. Communication Guidelines

- Engage with students, parents, colleagues, and external stakeholders respectfully and professionally at all times.
- Use clear, courteous, and constructive language in all forms of communication.
- Promote a supportive and inclusive culture by using language that is positive, affirming, and encouraging.
- Avoid sarcasm, criticism, or language that may be perceived as dismissive or harmful.
- Do not discuss personal matters or express personal views on sensitive topics.
- Keep conversations focused on educational, sporting, or organisational matters.
- Ensure all communications related to CSNSW Sport activities are transparent, accurate, and aligned with CSNSW Sport policies.
- Document and report any concerns or incidents through appropriate channels and if unsure seek guidance from the Director of Sport Services.

## 9. Protecting Confidential Information

- CSNSW is committed to the safety and wellbeing of children and young people.
- Respect the privacy of students, families, and colleagues.
- Only disclose personal or sensitive information to individuals who have a legitimate need to know.
- Store and handle personal data securely in accordance with privacy laws.
- Avoid discussing confidential matters in public or informal settings.

## 10. Bullying

- Bullying of any kind is strictly prohibited. This includes repeated, intentional behaviour that causes physical, emotional, or psychological harm to another person.
- Bullying may take the form of verbal abuse, exclusion, intimidation, or misuse of power, whether in person or online.
- All officials, appointed staff, and volunteers must actively contribute to a culture of respect and inclusion, where students and colleagues feel safe and supported.
- Any incidents of bullying must be reported promptly to the Director of Sport Services and will be addressed in accordance with CSNSW Sport policies.

## 11. Harassment

- Harassment is any unwelcome behaviour that offends, humiliates, or intimidates another person. It can be based on personal characteristics such as gender, race, religion, disability, or other protected attributes, and may occur through words, actions, or visual displays.
- Harassment undermines the integrity of the sporting environment and will not be tolerated under any circumstances. All individuals representing CSNSW Sport are expected to treat others with dignity and professionalism at all times.
- Reports of harassment will be taken seriously and managed in line with CSNSW's commitment to a safe and inclusive environment.

## 12. Discrimination

- CSNSW Sport is committed to providing a safe and welcoming environment for all participants.
- Discrimination involves treating someone unfairly or unfavourably because of personal characteristics such as race, gender, disability, religion, or cultural background.
- All officials, appointed staff, and volunteers must actively promote equity and inclusion, and avoid any behaviour, intentional or otherwise, that could be perceived as discriminatory.

## 13. Improper Use of CSNSW Information

- All CSNSW information is for official purposes only.
- Do not use information for personal gain or external benefit.
- Do not access, extract, or share information outside your professional duties.
- Misuse or unauthorised disclosure may result in disciplinary or legal action.

## 14. Use of Vehicles

- CSNSW may reimburse you for approved use of your private vehicle for CSNSW Sport purposes or hire a vehicle for your use for CSNSW Sport purposes.
- You are required to ensure that the vehicle has current third party and full comprehensive insurance policies in place.

- While driving on behalf of the CSNSW, you are required to:
  - carry a valid driver's licence;
  - know and comply with the terms of your driver's licence;
  - observe all road and traffic regulations and exercise road courtesy;
  - comply with your obligations on the road, in particular not driving under the influence of alcohol, drugs or other proscribed substances (including medication); and,
  - maintain appropriate third party and comprehensive insurances as necessary.
- You are responsible for parking fines or other infringement notices which you incur in the course of using a vehicle for work purposes.
- If you do not comply with this policy, any financial consequences will be to your cost.

## **15. Alcohol, Drugs, and Illegal Behaviour**

- All CSNSW officials must:
  - strictly refrain from smoking, consuming alcohol, or using illegal substances during CSNSW Sport events.
  - avoid any behaviour that could compromise the safety or wellbeing of students or staff.

## **16. Conflict of Interest and Professional Boundaries**

- All CSNSW officials must:
  - Declare any conflicts of interest to the Director of Sport Services.
  - Maintain clear professional boundaries with students and avoid favouritism or special treatment.

## **17. Breaches and Reporting**

- Any breach of this Code of Conduct may result in disciplinary action, including removal from duties.
- All staff are encouraged to report concerns or breaches to the Director of Sport Services.

## **18. Acknowledgement**

- All officials and appointed staff must sign an acknowledgment form confirming they have read, understood, and agree to abide by this Code of Conduct.