

1.3 Code of Conduct

Volunteer Helpers are required to maintain a suitable level of personal conduct at all times when 'on-duty' with the Charity and at sailing sessions, but specifically this code of conduct relates to the behaviour of all members, disabled members and Volunteer Helpers.

The Code of Conduct relates to all interactions that members have when representing Poole Sailability with all members of the public including carers, staff from organisations that attend Sailability, boat yard staff, sailing school staff, and other Rockley site and pontoon users.

Unacceptable conduct includes;

- Violent, aggressive or abusive behaviour including behaviour which is perceived as intimidating, threatening to or bullying of another Member or Volunteer.
- Behaviour which discriminates against any of the membership on the basis of race, sexual orientation, sex, religious belief, or age.

Inappropriate conduct includes

- Persistent use of offensive words or offensive behaviour.
- Discussion topics and physical behaviour which may offend any of the membership.
- Inappropriate actions such as 'tom-foolery' that could pose a risk to safe sailing sessions.
- Uninvited written or verbal contact or messages to Members and Volunteers private homes, mobile phone or home phone or their eMail, Facebook or similar accounts that may upset or offend. Inappropriate comments on social networks including Twitter and other similar platforms referring to another Member or Volunteer that may upset or offend.
- Applying a disciplining approach or procedure to another Member or Volunteer that has not been approved by the Committee.

Volunteer Helpers must respect the abilities and disabilities of Members at all times.

Volunteer Helpers must always ask Members how they wish to be helped including helping them in and out of boats.

Members must not be 'man-handled' in or out of boats unless in emergency when they are being recovered from the water in the event of a capsized or similar incident.

Where anyone witnesses any incident involving Members and/or Volunteer Helpers which they believe is unacceptable or inappropriate then they must report it to the Charity's Welfare Officer or any other Committee member they trust to ensure the incident is effectively registered, investigated and resolved.

2.0 CONTACT INFORMATION

2.1 Protection of Privacy.

Unless a Member has agreed otherwise, Volunteer Helpers should not share any personal information (that they may have been made aware of by Poole Sailability to enable them to carry out their role) about a Member with anyone that does not need to know the information unless it necessary to ensure a safe sailing session or required in a health & safety emergency.

Members joining are required to provide information regarding their sailing skills and sailing qualifications and any disability they have that may affect their ability to participate in Active Sailing.

These Members are agreeing that this information may be stored by the Committee in a form that is suitable for its use and may be used by Committee members and Skippers that have a need to know for the purposes of determining boat crews and all matters necessary to ensure safe sailing sessions.