

Reading Canoe Club

The Warren, Caversham, Berkshire, RG4 7TH
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www.reading-canoe.org.uk



Committee Code of Conduct

1. Each year, every committee member must confirm they have read this document and that they understand their obligations and agree to comply with the code. This will be formally minuted.
2. Committee members must behave with integrity and be respectful of others at all times. Constructive debate and challenge is welcome and to ensure maximum participation everyone needs to feel safe and able to speak up.
3. Committee members are expected to lead by example, and be positive role models, promoting club values and expected safe and inclusive behaviours at all times.
4. Being a committee member brings with it a commitment to carry out necessary roles and duties, including, on occasion making difficult decisions for the good of the club.
5. Some matters discussed at committee meetings, or shared electronically are confidential. This will be made clear at the point of sharing, and must be respected. This means it should not be shared with others by any means without prior agreement of the committee/initial source.
6. Committee members are required to hold a current DBS check and complete regular safeguarding training whilst in office. They need to have a good understanding of safeguarding policies and procedures, guidance and practise at the club and use this knowledge to promote awareness of good safeguarding to all members of the club
7. Committee members to actively engage in decisions and discussions around safety, safeguarding, welfare and wellbeing at every committee meeting (pinned agenda item). They have the right :
 - to ask questions about and be kept informed of specific cases/incidents and the actions taken by the CWO's in response to them where relevant.
 - to be informed of information relevant to them, provided the golden rules of safeguarding information sharing are followed
 - to be confident club procedure and policy has been followed.
8. Committee members are to respect the decisions made by CWO's and support them in their roles when dealing with safeguarding cases, incidents and issues. This includes any actions taken, decisions made around information sharing and

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confidentiality, risk assessments, management agreements and recommendations to the committee. If a committee member(s) expresses concern about a decision it will be recorded in a way that does not breach confidentiality.

9. The Committee calendar of meetings will be scheduled for the next 12 months following the AGM.
10. Members should aim to attend the majority of meetings and have completed any pre-reading of documents circulated prior to the meeting to facilitate informed and timely decision making.
11. Committee business is progressed on-line between meetings and members are expected to engage and participate.
12. Committee members will be asked to identify and support the Club Secretary in maintaining a Register of Interests so any potential conflicts are transparent and can be managed effectively, whether commercial, or organisational.

NB Ordinary club members can attend committee meetings by prior notification to the Secretary

	<i>Drafted for comment</i>	<i>Committee Approved</i>
<i>Zoe Neville</i>	<i>July 2023</i>	
<i>Seumas Munro</i>	<i>Sept 2023 following discussions with BC</i>	<i>25th Sept 2023</i>

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