



Team Tutsham Charitable Trust

Code of Conduct and Ethics

The **Team Tutsham Charitable Trust** is committed to promoting safe, respectful, and ethical equestrian and farm-based activities. Our work is built on the principles of **integrity, fairness, equality, respect for others (including animals), and a clear sense of what is right.**

These ethical principles are fundamental to everything we do and apply to all participants, volunteers, staff, and coaches involved with Team Tutsham activities.

This Code of Conduct provides guidance for good practice and must be followed by **all coaches, instructors, staff, volunteers, and helpers working with or representing Team Tutsham Charitable Trust.**

Those delivering sessions have a crucial role in the development and wellbeing of participants and have a responsibility to uphold high standards of behaviour, appearance, and professionalism while protecting the reputation and values of the charity.

Core Values

Team Tutsham Charitable Trust expects all staff, coaches, and volunteers to demonstrate the following values:

Performance

We strive to deliver high-quality sessions and meaningful experiences for participants in every activity, workshop, lesson, or event.

Partnership

No individual has all the answers. We encourage collaboration, shared learning, open communication, and honesty when addressing challenges.

Professionalism

We act with integrity, fairness, and objectivity at all times and treat everyone with respect and dignity.

Passion

We are committed to the wellbeing of both people and animals and work with enthusiasm and dedication to benefit participants and horses.

Responsibilities of Coaches, Staff and Volunteers

Safety

All staff, coaches, and volunteers must:

- Share responsibility for the safety of riders, participants, and horses.
- Ensure that, as far as reasonably possible, a safe environment is maintained for helpers, volunteers, and visitors.
- Ensure all activities take account of the **age, maturity, experience, and ability** of both the participant and the horse.
- Place the **wellbeing and safety of both horse and rider above performance or progression**.
- Recognise their duty of care to protect **children, young people, and vulnerable adults** from harm or abuse.
- Follow safeguarding procedures and report any concerns immediately.
- Ensure appropriate **insurance cover** is in place where required.
- Work collaboratively with relevant professionals where necessary, such as vets, specialists, or other coaches.
- Ensure adequate supervision of all participants, particularly younger or more vulnerable individuals.

Competence

All coaches, instructors, and leaders should:

- Hold relevant and recognised equestrian or coaching qualifications where appropriate.
- Work only within areas where they have the necessary training, knowledge, and competence.
- Maintain and develop their skills through ongoing **training and professional development**.
- Plan and prepare sessions so that participants follow **safe, appropriate, and progressive activities**.

Personal Standards

All representatives of Team Tutsham must:

- Maintain high personal standards and represent equestrian activity in a positive manner.
- Present a professional image through appropriate behaviour and dress.
- Act as positive role models for participants, particularly young people.
- Demonstrate respectful and responsible behaviour at all times.

Confidentiality

Staff and volunteers may become aware of personal information about participants.

They must:

- Respect confidentiality at all times.
- Handle personal information in accordance with **data protection legislation**.
- Ensure that information collected is used only for appropriate purposes and shared only where necessary and with consent.

Integrity

All staff, coaches, and volunteers must:

- Never promote or encourage practices that compromise the welfare of riders or horses.
- Treat all individuals involved in activities with respect, including participants, parents, carers, volunteers, and other professionals.
- Avoid behaviour that could damage the reputation of Team Tutsham Charitable Trust or its members.
- Encourage participants to respond to both success and failure with dignity and respect.
- Promote positive values and discourage inappropriate behaviour.
- Communicate openly and honestly and share knowledge where appropriate.
- Never engage in, encourage, or tolerate **bullying or abusive behaviour**.

Humanity and Respect

All individuals involved with Team Tutsham must:

- Treat everyone with courtesy and respect regardless of **age, disability, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation**.
- Recognise the importance of **enjoyment, confidence, and positive experiences**, especially for young participants.
- Promote fair play and ethical behaviour in all activities.
- Ensure that recruitment and working conditions are fair, transparent, and compliant with legal requirements.
- Understand that failure to comply with this Code of Conduct may result in **disciplinary action**.

Safeguarding

Team Tutsham Charitable Trust is fully committed to safeguarding children, young people, and adults at risk.

All staff and volunteers must:

- Follow the **Team Tutsham Safeguarding Policies and Procedures**.
- Never engage in any form of **sexual or inappropriate relationship or communication with anyone under the age of 18**.
- Avoid inappropriate behaviour including sexual innuendo, suggestive comments, or

communication via social media, text, or email.

- Ensure that participants under 18 **do not consume alcohol** during activities or events under their supervision.
- Report any safeguarding concerns about a participant or adult immediately through the appropriate safeguarding procedures.
- Ensure that **parents and carers are involved and informed**, and that consent is obtained for all activities involving participants under 18.

Equality and Equal Opportunities

Team Tutsham Charitable Trust is committed to providing **equal opportunities** for all individuals.

The charity aims to ensure that:

- Everyone has the opportunity to participate regardless of **background, ability, gender, ethnicity, or social status**.
- All recruitment and volunteer selection processes are **fair, transparent, and lawful**.
- Staff and volunteers actively support an inclusive and welcoming environment.

Review

This Code of Conduct will be reviewed **every three years**, or sooner if required due to:

- Changes in legislation or government guidance
- Organisational changes
- Significant incidents or events requiring policy updates