

## Code of Conduct

Date of last review	April 2025	Reviewed by	Head of Foundation
Date of next review	April 2026	To be reviewed by	Head of Foundation

Cambridge United Foundation (CUF) is the charitable arm of Cambridge United Football Club and all members (Trustees, staff, volunteers and beneficiaries) will be expected to give their best in whichever role taken in the Foundation. CUF mission is to **harness the power of sport to make positive impact on the community we serve**, and the responsibility lies with all members to embody the foundation's values (below) to ensure we are all driving towards this mission.

### ***Our Values***

#### Be Aspirational

We strive to be role models in our community.

We have high aims for the change that we can make in people's lives.

We aim to be engaging and motivated to make every contact count.

#### Be Honest

We endeavour to be true to our word: when we say we're going to do something, we do it.

We display integrity in every aspect of our work.

We aim to be consistently professional in our behaviour & presentation.

#### Be Resilient

We continually strive for success, no matter the challenges or setbacks.

We don't give up on people: other staff or participants.

We aim to be proactive in seeking support and feedback.

#### Be Inclusive

We understand, and our work is informed by, the diversity of our board, staff, volunteers and participants.

We strive to be approachable: forming meaningful relationships with all we meet.

We are passionate about equality and fairness.

CUF's vision is to **enhance the lives** of individuals across Cambridge. This can only be achieved if all members of our community take care of themselves, as well as look out for others. We expect members to aspire to live a happy, healthy life and to do this we must all consider:

- Our **physical and mental health** needs, recognising when and how we may need to ask for support
- **Safeguarding** being everybody's responsibility. Whether that is our trustees, who have overall responsibility, to staff, volunteers and participants being aware of how to ensure we keep ourselves safe as well as look out for others.
- Being proactive when implementing or following **health and safety** practises. Projects that are delivered in the community are planned and risk assessed, however it is again everyone's responsibility to follow the guidance.

It is important for the above considerations to be reviewed regularly by trustees and staff, however CUF endeavour's to work with our volunteers and participants to share their views both through formal channels and informal interactions. If any member has a problem, suggestion, or honest feedback, please share this through the appropriate channels (see below).

There are a number of ways members can share feedback or concerns with the foundation, which will be followed up timely and professionally:

- Speaking to staff at sessions
- Emailing our central address [foundation@cambridgeunited.com](mailto:foundation@cambridgeunited.com)
- Joining the participant champions group, or speaking to a representative from the group
- Reaching out to the Designated Safeguarding Officer (DSO)

- Speaking to the Head of Foundation (Senior Safeguarding Manager) or a known trustee if this level of communication is required.

Safeguarding is always Cambridge United Foundation's primary concern and we are committed to giving equal priority to keeping everyone safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. However, if you are unhappy with how a suggestion or concern has been handled, you can follow our whistleblowing policy and contact The FA Safeguarding Team on 0844 980 8200 ext. 4787. Please remember **if it is an emergency, or you believe you or someone is at immediate risk, please phone 999.**

*\*If you have any further safeguarding questions, please see our policies or contact a member of staff (all details can be found on our website).*

CUF is a community within a community, therefore to ensure the sessions, activities and events that are provided are best enjoyed safely by following the below steps:

- Inform us of any medical issues and medication, ensure this is with you if required.
- Provide and maintain up to date contact details
- Prioritise time keeping, whether this is to meetings, events or sessions.
- Dress appropriately for whatever you are taking part in, whether this be an interview, a football session or a fundraising event.
- Bring along any drinks or refreshments you may need, as staff, volunteers and trustees can join in to sessions they may attend.
- Report any damaged or unsafe equipment or resources that are not fit for purpose.
- Follow the advice given in line with CUF's policies and procedures, but always advise any concerns you may have before taking any risks.
- Report any injury or illness you wish to share with the lead staff member or line manager and ensure this is recorded.
- Where appropriate, ensure you do not leave the meeting, event or session until the designated person arrives for a hand over from your immediate manager
- Be respectful of the places and spaces around you, including in the office, at events or sessions, making sure the environment is positive for all to enjoy and is left in a condition suitable to be first found.

### Confirmation

Please sign and return a copy of this Code of Conduct to confirm your understanding of CUF's expectations from you, particularly in terms of safeguarding children, young people and vulnerable adults and to confirm that you have read and understood the club's Safeguarding Children and Adults at Risk Policies.

Please also keep a copy for your records.

Breaches of the Code of Conduct are taken very seriously and may result in further action that may result in your membership being removed.

Print Name	
Position	
Signed	
Date	

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, sex, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.