



EXTERNAL SPEAKER CODE OF CONDUCT

Scope

The Norwich City Community Sports Foundation (“Foundation”) External Speakers’ Code of Conduct outlines the behaviour expected from people visiting and speaking at the Norwich City Community Sports Foundation. All individuals have a responsibility to act according to the highest standards of integrity, and to ensure the reputation of CSF is beyond reproach.

External speakers visiting and speaking at the Norwich City Community Sports Foundation have a responsibility for maintaining the standards set within this Code of Conduct, making sure there is equal access and opportunity for all, and that fairness and respect is upheld. This Code allows Norwich City Community Sports Foundation to uphold its values of trust, integrity, responsibility and partnership working and allows us to deal with any breaches with a consistent approach.

Norwich City Community Sports Foundation expects all involved with Norwich City Community Sports Foundation activities to sign up to the Code of Conduct and breaches of this code may be dealt with external organisations.

Procedure Statement

Individuals involved with Norwich City Community Sports Foundation, both adults and children must treat everyone equally and sensitively regardless of age, disability, gender, race, ethnic origin, culture or social background, sexual orientation, religious belief, political affiliation or any other personal characteristic/feature. Norwich City Community Sports Foundation is opposed to any form of violent, abusive, offensive or discriminatory behaviour and will act accordingly to individuals who do not abide by this Code of Conduct.

Everyone involved with Norwich City Community Sports Foundation, both adults and children have a responsibility to treat everyone with dignity, respect, sensitivity and fairness. In particular, individuals should be aware of the special needs of children and adults at risk, and recognise that some face additional barriers.

Every child or adult at risk involved in Norwich City Community Sports Foundation activities should be able to participate in an enjoyable and safe environment and be protected from abuse.

The Code of Conduct applies to everyone who is visiting and speaking at Norwich City Community Sports Foundation.

Code of Conduct

The Foundation expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

If the Foundation reasonably considers there may be a breach of the code of conduct or of any legal obligation, they reserve the right to:

- Not permit an external speaker to speak at or attend an event
- Refuse to permit an event going ahead and/or
- Halt an event at any time



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During the course of an event at which the speaker participates / attends, they will not:

- Use inappropriate language, gestures or symbols
- Act in breach of the criminal law
- Incite hatred or violence or any breach of the criminal law
- Encourage or promote any acts of terrorism / extremism or promote individuals, groups or organisations that support terrorism / extremism
- Spread hatred or intolerance
- Discriminate against or harass any person or group on the ground of sex, gender reassignment, race, nationality or ethnicity, disability, religious or other similar belief, sexual orientation, marriage or civil partnership, pregnancy or maternity or age
- Defame any person or organisation
- Raise or gather funds for any external organisation or cause without express permission of the Foundation

During the course of an event at which the speaker participates / attends, they will:

- Respect the rights, dignity and worth of others
- Present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question
- Follow the Foundation's policy and instruction relating to Health and Safety
- Follow the Foundation's policy and instruction relating to Safeguarding
- Follow the Foundation's policy and instruction relating to Data Protection
- Follow the Foundation's policy and instruction relating to Prevent

The Foundation reserve the right to have the event organiser or another suitable designated person in attendance during the entirety of all talks.

The Foundation reserve the right to review and update this code of conduct.

Date of event:	
External speaker print name:	
External speaker signature:	
Date:	
Event organiser print name:	
Event organiser signature:	
Date:	
CSF Designated Safeguarding Officer Signature:	
Date:	