



ESU Scotland Code of Conduct (as at October 2020)

1. Introduction

1.1 Purpose of the Code of Conduct

Throughout the year the English-Speaking Union Scotland runs a series of competitions and programmes. These may take place at a variety of locations including, but not limited to, the ESU Scotland premises and host schools. It is very important that all the participants in ESU Scotland events have a common understanding of the standards of behaviour expected of them in order to maintain a safe and enjoyable event for everyone involved. The purpose of this Code of Conduct is thus to help maintain a pleasant, safe and healthy environment for all participants in our events.

1.2 To whom does the Code of Conduct apply?

This Code of Conduct shall apply to the following participants in ESU Scotland events:

- (a) pupil participants, including pupil spectators
- (b) ESU Scotland staff and volunteers
- (c) school teachers and coaches
- (d) any external volunteer involved in administering an ESU Scotland event

1.3 All participants must agree to abide by this Code of Conduct

- (a) At the start of every school year or whenever an individual begins work with ESU Scotland, he/she will be required to sign the undertaking at the conclusion of this Code of Conduct to indicate that (s)he will abide by it for the remainder of the year.
- (b) No participant shall be allowed to be involved in an ESU Scotland event unless he/she has signed such an undertaking.
- (c) In the case of schools, the relevant teachers in charge of debating will be required to sign this undertaking on behalf of themselves and all participants they bring along to ESU Scotland events.

1.4 What do the terms in this Code of Conduct mean?

- (a) “**ESU Scotland event**” refers to any event, competition, workshop or programme run by the ESU Scotland. This includes ESU Scotland events taking place at host schools, as well as online events run by the ESU Scotland.
- (b) “**Participant**” refers to anyone defined by 1.2 (a)-(d).
- (c) “**Adult**” refers to any participant over the age of 18.
- (d) “**Sexual harassment**” means any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take on many different forms and may include physical contact, verbal comments, jokes, propositions, the display of offensive material or other behaviour which creates a sexually hostile environment. Examples of sexual harassment include but are not limited to uninvited touching, smutty jokes or comments, sex-based insults, repeated invitations to go out after prior refusal or persistent insinuations about a person’s private life.



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2.1 What participants must do

During ESU Scotland events, all participants must:

- (a) behave in a respectful and courteous manner towards other participants in the event and members of the public in attendance.
- (b) Abide by any rules imposed by their school or the school hosting the relevant ESU Scotland event.

2.2 What participants must not do

During ESU Scotland events, participants must not:

- (a) make insulting comments, jokes, insults, or insinuations about another person's culture, race, religion, gender or sexual orientation or which may be construed as being derogatory or as harassment, whether in the presence of that person or in any other forum in which the person may not be present.
- (b) stalk or physically harass another individual.
- (c) engage in any form of violence or threats of violence.
- (d) engage in any form of sexual harassment [as defined in paragraph 1.4 (d)].
- (e) take or use other people's property without permission.
- (f) intentionally cause damage to the property of other individuals or of any host venues.
- (h) consume or be under the influence of alcohol or drugs in a way which may bring the ESU Scotland into disrepute.

2.3 Behaviour during debates

- (a) Participants in ESU Scotland events, especially coaches and debaters, must not confront adjudicators in an aggressive manner before, during or after a debate.
- (b) Feedback between teams and adjudicators must be given and received in a constructive and non-confrontational manner.

2.4 Behaviour during online events

Participants in online ESU Scotland events must:

- (a) ensure they abide by all usual parts of this Code of Conduct.
- (b) remain appropriately dressed at all times.

Participants in online ESU Scotland events must not:

- (c) instigate or request private online contact with other participants.
- (d) engage in any form of sexual harassment [as defined in paragraph 1.4(d)].
- (e) require any participant to turn on their camera.
- (f) require any participant to give up personal contact information.

In addition, adult participants in online ESU Scotland events must not:

- (g) engage in any communication with participants in a forum without an ESU Scotland staff member present. This includes:
 - I. Private chat messages.
 - II. Interaction on private rooms.
 - III. Instigating private calls.
 - IV. Emailing feedback directly to a participant.



Enforcement of the Code of Conduct

3. What happens if a participant breaches the Code of Conduct?

3.1 Breaches can be reported to the ESU Scotland

If a participant believes that another participant has breached this Code of Conduct, s/he may report the breach to the ESU Scotland. Complaints can be emailed to the Programmes Director at jordan@esuscotland.org.uk. If the complaint involves the Programmes Director, it can be emailed to the Chair of Trustees – Dr Helen Wright – or the Deputy Chair, Wendy Bellars: helen@drhelenwright.com; wabellars@yahoo.co.uk.

3.2 Breaches will be dealt with by the ESU Scotland

The ESU Scotland will be responsible for:

- (a) investigating any breaches reported.
- (b) Supporting the complainant, including possibly referring him/her to other authorities when appropriate.

3.3 An update on all reports will be delivered to the individual who made the report within four weeks of the report being made.

3.4 ESU Scotland will never publicly reveal the identity of anyone reporting a breach of the Code of Conduct, but we may be required to share this information internally or with a relevant authority.

Undertaking

Undertaking required to be signed by all participating in ESU Scotland events.

If signing on behalf of school, put both your name and your school name in the name section.

I _____

undertake that:

- (a) I have read and understood the Code of Conduct above and
- (b) I will abide by the Code of Conduct for the duration of the ESU Scotland’s 2020/2021 events.

Signed

Dated