

NZRRP and ActiveCV

Code of Ethical Practice for Recreation Professionals

Section 1: Introduction

1.1 The purpose of this Code is to promote voluntary standards of professional behaviour for those practicing as recreation professionals in New Zealand and portraying themselves as such to the public through the NZRRP and ActiveCV websites. The Governance Group of NZRRP wishes to promote good practice and requires users of the NZRRP and ActiveCV sites to discharge responsibilities in a manner which represents high standards of conduct professionally, ethically and morally.

1.2 The compilation, revision, updating and policing of the Code shall be the responsibility of the Governance Group of NZRRP.

1.3 The Code is set out as principles under the following sections:

- Professional Integrity
- Professional Relationships and Responsibilities
- Professional Standards
- Relationship with Clients and Public
- Commitment to Positive Values in Environmental Issues
- Interpretation and Enforcement

1.4 For the remaining sections of this code, those wanting to register and use the NZRRP and ActiveCV websites as recreation professionals will be referred to as members.

Section 2: Professional Integrity

2.1 Personal Integrity

Members are expected to demonstrate high standards of personal integrity through all of their interactions with the public and other members. This will be demonstrated through the qualities of fairness, honesty, consistency, truthfulness and discretion.

2.2 Personal Gain

Members should not accept favours, gifts or hospitality in situations which could bring the member or the profession into disrepute.

2.3 Advertising

The NZRRP and ActiveCV logos should not be used for advertising purposes without prior permission. However, where membership is quoted to clients or potential clients, then such mention should be clear, honest and contain no falsehoods or misrepresentations.

Section 3: Professional Relationships and Responsibilities

3.1 Professional Demeanour

Members should conduct themselves in a manner befitting professionals. When dealing with other members, agencies, or the general public, members should present themselves as responsible persons and in a manner which inspires confidence and trust.

3.2 Working Relationships

1. Members should respect the needs, traditions, practices, special competencies and responsibilities of other institutions, associations, professions and agencies that share a common working environment.
2. Members must manage the operations for which they are responsible with due regard to staff welfare, complying with all legal requirements, Health and Safety requirements, safeguards for Child Protection Requirements and with due regard for Equal Opportunity and Ethnic Minority issues.

Section 4: Professional Standards

4.1 Working Competence

1. Members must work within the limits of their competence, taking all reasonable steps to ensure that the services they provide or manage are based on justifiable working practices that place proper emphasis on training, qualifications and experience.
2. Where a member delegates responsibilities, then such a member must be satisfied that the person to whom these are delegated is competent to carry them out, and in the knowledge that the ultimate responsibility for the delegate's decisions remain with the member as if those decisions were their own.

4.2 Professional Development

1. Members acknowledge their responsibility to remain active in maintaining and developing their personal professional competence.
2. There is a clear expectation that members will strive to improve and update their own knowledge and skills. Members should also endeavour to share their professional expertise with other members in order to upskill the whole profession.

Section 5: Relationships with Clients and Public

5.1 Respecting the Rights and Needs of Clients and Public

1. Members accept their responsibility to promote and protect the dignity, privacy and safety of all those using their services.
2. Members must manage the operations for which they are responsible with due regard for customer care, Health & Safety issues, Child Protection requirements, Equal Opportunities issues and participants' welfare.
3. Members must manage their operations in compliance with all legal requirements.
4. Members must run any services in accordance the requirements of Codes of Practice or Safety Guidelines of the representative Governing Bodies or Peak Body of the particular activity where these are applicable and appropriate. Any variation to these COPs or SGs must be able to be justified in terms of safety.

5.2 Maintenance of Service to Clients and Public

Members have a duty of care to Clients whom they accept on and are engaged in any programme of activity and members of the public who they may interact with. Where staff shortages, financial restriction or other factors might inhibit the delivery of the services/programmes, then members must take all reasonable steps to establish priorities and balance the needs of the users with the competence, knowledge, training and experience of the staff available. On no account must the safety of Clients or the Public be compromised.

5.3 Personal Relationships

Members should both define and respect the boundaries between personal and working environments.

5.4 Physical and Mental Well-being

Members should exercise a duty of care which safeguards both the physical and mental well-being of their clients.

5.5 Confidentiality

Members are under a duty to safeguard confidential information relating to Clients. This requirement is without prejudice to the need to share essential information with professional colleagues.

Section 6: Commitment to Positive Values in Environmental Issues

6.1 Minimum Impact/Sustainable Use

Members should actively promote positive values concerning conservation and enhancement of the environment, endorsing the principle of “sustainable use” and “minimum impact”.

6.2 Community Sensitivity

Members should be sensitive to the impact of their operation on the local community in which they work; taking all reasonable steps to minimise any adverse impact.

6.3 Shared Use Sensitivity

Members should ensure that the operations for which they are responsible give reasonable consideration to the needs of other operational users who may wish to share the same working venues.

Section 7: Interpretation and Enforcement

Where there is uncertainty or dispute as to the interpretation or application of the Code, such matters shall be referred to the NZRRP Governance Group.

If the NZRRP Governance Group receive a complaint about a member, that complaint will be investigated using processes of natural justice:

- The member will be given details of the complaint and be asked to respond.
- The NZRRP Governance Group will form a subcommittee to investigate the complaint and response and will forward a recommendation to the NZRRP Governance Group

The outcomes of the above meetings may include:

- No action required
- Written guidance or advice
- Written warning
- Temporary suspension of membership
- Withdrawal of membership
- There is a right of appeal to the next quorate meeting of the NZRRP Governance Group whose decision will be final.