

Kojin-Kai Karate Club

Code of conduct for staff and volunteers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a member of staff or a volunteer at our club or activity, we'd like you to:

- ✓ implement our safeguarding policy and procedures
- ✓ report any concerns about or allegations of abuse, including lower-level concerns and poor practice to our welfare officer or safeguarding lead person
- ✓ listen to any concerns that parents or young people might have
- ✓ Not to engage in any behaviour that constitutes any form of abuse or bullying
- ✓ respect your position of trust and maintain appropriate boundaries and relationships with young people.
- ✓ Staff and volunteers are in a position of trust and must maintain appropriate professional boundaries at all times. Any sexual relationship with a person under 18 who they coach or supervise is prohibited and may be illegal under the Sexual Offences Act 2003.
- ✓ keep any coaching and safeguarding training up to date
- ✓ keep children in your sessions safe by supervising appropriately, using safe methods and techniques in line with your training
- ✓ make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ ensure equipment is fit for purpose, safe to use and accessible
- ✓ respect children's trust and rights whilst being honest and open with them
- ✓ champion everyone's right to take part and celebrate difference in our club or activity
- ✓ stop play if an injury happens, administer minor first aid and call for help when necessary
- ✓ use constructive and positive methods of developing children's skills
- ✓ behave appropriately online when communicating on behalf of our club or activity
- ✓ challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people
- ✓ promote healthy safe environments for our young participants – where smoking, vaping and drinking alcohol will not be permitted and will be challenged

- ✓ be a positive role model for our young participants and staff – you represent our club or activity
- ✓ develop positive relationships with parents and catch up with them regularly about their child's development

As a member of our staff, we understand you have the right to:

- ✓ enjoy the time you spend with us
- ✓ be supported in your role within our club or activity
- ✓ be informed of our safeguarding and reporting procedures and what you need to do if something isn't right
- ✓ have access to ongoing training in all aspects of your role
- ✓ be listened to and feel valued
- ✓ be involved and contribute towards decisions within the club or activity
- ✓ be respected and treated fairly by us and our governing body
- ✓ feel welcomed and included
- ✓ be protected from physical or emotional abuse from children, parents , other members of staff and be supported to resolve conflicts or concerns

We expect all of our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

Dojo Etiquette

1. Keep your gi and belt clean and properly worn at all times.
2. Hair must be tied back/up.
3. Bow when entering and exiting the dojo.
4. Bow when stepping on and off the mats.
5. If you need water or the loo, ask before leaving the mats.
6. Stand still in fudo dachi when watching a demonstration or listening to instructions.
7. Say “osu” to show understanding when given instructions.
8. Respect each other!

Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation

Name of staff member or volunteer:

Signature of staff member or volunteer:

Date:

April 2025