



Code of conduct for staff and volunteers

Note: When we refer to “parents” we mean parents and carers inclusively. The term “children” or “child” describes any person under the age of 18. Any reference to “club” or “clubs”, “organisation” shall mean the Shukokai Karate Academy.

Position of Trust

Someone in a position of trust is a person in a position of authority or responsibility over another person. Those in a position of trust have a considerable amount of power and influence on a young person's life.

Sexual offences legislation in the UK underlines that any sexual activity between adults and with children under the age of 16 is illegal and constitutes abuse. Furthermore, in defined circumstances, young people aged 16 and 17, despite reaching the age of consent for sexual activity, are vulnerable to sexual abuse and exploitation.

In England and Wales, the law now states that those in positions of trust within sports organisations cannot legally have a sexual relationship with young people aged 16-17 years old.

As a person in a position of trust, you have a responsibility to maintain a positive, healthy relationship with the younger people under your authority. You should maintain a relationship with all participants that is appropriate to your role and reflect positively on the SKA or club you are involved in. Relationships between those in positions of trust and young people in sport should be supportive, positive, and aimed at improving the young person's skills, and progress. As someone in a position of authority you should not seek to or engage in sexual activity or sexualised communication or image sharing, (including via social media), with 16–17-year-olds for whom you are responsible.

If you think that a young person's behaviour indicated that they are seeking to develop or engage in an inappropriate relationship with you, immediately bring this to the attention of the SKA's officer or designated safeguarding lead. Be careful not to respond to the participant in any way that could be interpreted as encouraging the young person concerned. Make a written record of your concerns and relevant details.

If you suspect that an abuse of a position of trust has occurred, is occurring or may occur, you should immediately report to the SKA's designated safeguarding lead and make a written record of your concerns and relevant details. If you are unable to contact the designated safeguarding lead, or if you think someone is at risk of immediate harm, you must report it to the police or children's social care. If you think your concern has not been dealt with appropriately, or there is no safeguarding lead, you can contact your local authority's children's social care department.

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 and concerns about or allegations of abuse or poor practice to our welfare officer.
- Listen to any concerns that parents or young people might have.
- Consider your behaviour – do not engage in any behaviour that constitutes or may constitute any form of abuse.
- Respect our position of trust and maintain appropriate boundaries and relationships with young people.
- Keep your coaching and safeguarding training up to date.
- Keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first.
- 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 by not discriminating against anyone, regardless of gender, race, sexual orientation or ability.
- Stop training if an injury happens, administer minor first aid and call for help when necessary.
- Use constructive and positive methods of developing children's skills, without humiliating or harming them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people.
- Lead by example when it comes to good sportsmanship, positive behaviour and commitment to sport and the martial arts.
- Develop positive relationships with parents and catch up with them regularly about their child's progress and development.
- Make all our clubs a friendly and welcoming place to be.

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

- Enjoy the time that you spend with us and be supported in your role.
- 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.
- Be involved and contribute towards decisions within the club or activity.
- Be respected and treated fairly by us and our governing body.
- Feel welcomed, valued and not judged by us on your race, gender, sexuality or ability.
- Be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts.

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

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 or exclusion from acting as a volunteer.

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