



## **Code of conduct for staff and volunteers**

**Note:** When we refer to “parents” we mean parents and carers inclusively. Then 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.

### **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. Engaging in sexual behaviour of any sort with a child under the age of 16 is illegal.
- 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.**