

# Sleaford

## Korean Martial Arts

### Employee Appointment Policy

#### Types of volunteers

Sleaford Korean Martial Arts is operated by the Chief Instructor and School Owner, JIKJN Keith Slack, and supported by the Assistant Chief Instructor and Deputy School Owner, JKN Jackie Slack.

Sleaford Korean Martial Arts is supported by volunteer instructors, as outlined below:

- Assistant Instructors – those over 18 years of age.
- Youth Assistant Instructors – those under 18 years of age.

#### Criteria

Before an Assistant Instructor or Youth Assistant Instructor are able to volunteer at the club and assist in classes, the following essential criteria must be met:

##### Assistant Instructors:

- Identity confirmed.
- Enhanced DBS checked and certified. Must be in date within 3 years.
- Insured.
- Read and agree to the club's policies every 3 years.
- Read and agree to the Code of Conduct for Volunteers every 3 years.
- Read and understood the latest copy of the club Risk Assessment every year.
- Completed relevant Safeguarding Training, available at the NSPCC website, and renew every 3 years.

##### Youth Assistant Instructors:

- Identity confirmed.
- Read and agree to the Code of Conduct for Volunteers.
- Read and understood the latest copy of the club Risk Assessment.

All certifications and qualifications will be independently verified by the Chief Instructor. Each volunteer will have a certification and training record maintained by the club.

#### Ability

Before an Assistant Instructor or Youth Assistant Instructor are able to volunteer at the club and assist in classes, the Chief Instructor must personally agree that the volunteer has the required ability to instruct and

has passed all certification standards for Dahn Bo Nim belt as a minimum, or black belt. It will be down to the assessment of the Chief Instructor as to whether the individual possesses the required standard of martial art ability and knowledge to instruct others.

## Training

Following completion of these essential requirements, the volunteer will be appointed either an Assistant Instructor or a Youth Assistant Instructor. They will then be inducted into the club through a series of briefings and training sessions to teach them how to be an instructor. These sessions will be led by the Chief Instructor and the Assistant Chief Instructor.

Each instructor will be taught how to provide tuition for each of the elements of martial art training, such as forms, techniques, warm up, kicking, sparring and weapons. Each of these elements has specific safety requirements that every instructor must understand and follow during the course of the instruction. As the instructor develops in competence and confidence, they will move on from one element to another until all areas are covered. Throughout this process, the Chief Instructor, Assistant Chief Instructor and other more senior instructors will monitor more junior instructors and provide guidance and mentoring as may be required.

Each instructor will be allocated a training record sheet in the club's Instructor Assurance log to make sure that they periodically checked and their style, content and ability to instruct is monitored. Where there are deficiencies, detail will be captured in the assurance log and further training will be provided.

## Complaint Procedure

If a complaint is received about the standard of one of the club's volunteers from a student or a parent, the pertinent detail will be captured via a report and investigated by the Chief Instructor or Assistant Instructor. The outcome may be a period of re-training to ensure the volunteer is able to resume their activity to the right level. If the complaint is serious, a period of suspension may follow, or dismissal.

If the complaint is a safeguarding concern, the appropriate safeguarding reporting process will be followed.

## Grievance Procedure

If a volunteer raises a grievance against the club's instructors, the pertinent detail will be captured via a report and investigated by the Chief Instructor or Assistant Instructor. The club will follow the industry standard via the [Code of Practice on disciplinary and grievance procedures | Acas](#)