



Codes of Conduct

Code of Conduct for Children and Young People

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 young person taking part in our club, we'd like you to:

The essentials:

- Keep yourself safe by listening to your instructor, behaving responsibly and speak out when something isn't right
- When you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff
- Take care of any club equipment and premises as if they were your own
- Make it to class on time and if you're running late, let a member of staff know
- Bring the right kit and wear appropriate clothing
- Not smoke or consume alcohol on club premises, before or during classes, competitions, courses or when representing the club.

Behaviour:

- Respect and celebrate difference in our club and not discriminate against anyone else on grounds of gender, race, sexual orientation or ability
- Report any incidents of bullying, including homophobia and transphobia to a member of the staff, even if you're just a witness
- Treat other young people with respect and appreciate that everyone has different levels of skill and talent
- Make our club a welcoming and friendly place to be
- Support and encourage your team mates. Tell them when they've done well and be there for them when they're struggling
- Respect all club staff, and the staff and members of other clubs
- Be a good sport, celebrate when we win and be gracious when we lose
- Play by the rules and have fun
- Follow all club policies

As a young person taking part in our club, we understand that you have the right to:

- Enjoy the time you spend with us and know that you're safe
- Be told who you can talk to if something's not right
- Be listened to
- Be involved and contribute towards decisions within the club
- Be respected by us and other clubs' members and be treated fairly
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be encouraged and develop skills with our help
- Be looked after if there's an accident or injury and have your parents informed if needed

We expect all young people to follow the behaviours and requests set out in this code. If any young person behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with parent's involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the club permanently, for the welfare of other young people and our staff. This is something we never want to do.

Code of Conduct Parents and Carers

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 parent of a child taking part in our club, we'd like you to:

The essentials:

- Make sure that your child has the right kit for the class as well as enough food and drink
- Try to make sure your child arrives to class on time and is picked up promptly; or let us know if you're running late or if your child is going home with someone else
- Complete all consent, contract and medical forms and update us straight away if anything changes
- Make sure your child wears appropriate protective equipment
- Maintain a good relationship with your child's instructor and catch up with them as much as you can about your child's development
- Do not take any video or photos of children within the class, only members of our safeguarding and welfare team are allowed to do this
- Talk to us if you have any concerns about any part of your child's involvement – we want to hear from you

Behaviour:

- Try and learn about your child's development in Karate and what it means to them
- Take time to talk to your child about what you both want to achieve through attending Karate sessions
- Remember that children get a wide range of benefits from participating in Karate, like making friends, getting exercise and developing skills. It's not all about wins, losses and the next belt
- Don't shout out to, talk to, your child whilst they are in a training session as it is a distraction
- Remember to give your child positive encouragement after a session, say things such as "Well done" or "Great effort" and let your children know you're proud of what they're doing
- Think about how the way you react and behave effects not just your child but other children too
- Lead by example when it comes to positive behaviour on the side-lines; or let other parents take their cues from you, as well as us
- Use social media responsibly when talking about what goes on at our club, by behaving in the same way online as you would in person
- Talk to your child about embracing good etiquette and sportsmanship
- Encourage your child to play by the rules
- Ensure that your child understands their own code of conduct

As a parent, we understand you have the right to:

- Be assured that your child is safeguarded during their time with us
- See any of our policies and procedure at any time
- Know who the members of our safeguarding and welfare team are
- Be involved and contribute towards decision within the club
- Know what training and qualifications our staff have
- Be informed of problems or concerns relating to your child

- Know what happens if there's an accident or injury, be informed if your child is injured and see records of any accidents relating to your child
- Have your consent sought for permission to use photography
- Have any concerns about any aspect of your child's welfare listened to and responded to

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

Persistent concerns or breaches may result in parents being asked not to attend sessions if their attendance is considered a risk to the welfare and enjoyment of young participants

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the club permanently, something we never want to do.

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, we'd like you to:

- Implement our safeguarding policy and procedures
- Report any concerns about or allegations of abuse or poor practice to a member of our safeguarding and welfare team
- Listen to any concerns that parents or young people might have
- Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships with young people. Engaging in sexual behaviour with any child under the age of 16 is illegal
- Keep coaching and safeguarding training up to date
- Keep children in your class safe by supervising appropriately, using safe methods and techniques and by putting the children's safety first
- Ensure that 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 rights to take part and celebrate difference in our club or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- 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, 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 the sport
- Develop positive relationships with parents and catch up with the regularly about their child's development
- Make our club a friendly and welcoming place to be

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

- Enjoy the time 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
- Be respected and treated fairly by us and our governing body
- Feel welcomed, valued and not judged based 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 staff member or volunteer behaved 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.

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 club.