

Code of Practice for Instructors and Volunteers

**The essence of good ethical conduct and practice is summarised below:
All Instructors and Volunteers must:**

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote positive aspects of the Martial Art (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rules violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just the results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Wherever possible, work in an open environment with children where they can be seen by others.
- Avoid unnecessary physical contact.
- Avoid taking a child or vulnerable adult alone in a car on journeys, however short.
- Avoid taking a child or vulnerable adult to the toilet, unless another adult is present or another adult is aware (this may be a parent, group leader or other responsible person).
- In a situation where you are alone with a child or vulnerable adult, make sure that others can clearly observe you.
- Ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- Avoid showing favouritism towards particular participants.

- Report incidents of alleged abuse to you designated senior person to ensure that any allegations are recorded.
- Report any concerns about poor practice to senior coaches.
- Report any accidents to the designated senior person for recording and investigation where required.
- Avoid personal relationships with a child or vulnerable adult.
- It is not appropriate for staff to have a physically or emotionally intimate relationship with a young person under the age of 18. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which created a new criminal offence of abuse of “a position of trust”.
- Staff, students and volunteers should remember that inappropriate behaviour can also occur over the telephone, email, social media or internet. Facebook, instant chat or similar functions should not be used to interact with children or vulnerable adults. Wherever possible, communication should only be public pages and avoid colloquial language/abbreviations which may be misinterpreted (e.g. LOL).
- Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted.
- Participate in training available to you in your work with children and vulnerable adults.
- First aid treatment should be given with more than one adult present, unless a delay would be life-threatening.
- Do not take children or vulnerable adults to your home.
- Maintain confidentiality about sensitive information.
- Where it is necessary for staff, students or volunteers to take photographs or video images of children or vulnerable adults, written consent must be obtained (from parents/guardians in the case of children) before these images are taken in order to comply with the Data Protection Act 1998. Personal details and photos which clearly identify an individual must only be published where he/she (or his/her parent/guardian) has given specific agreement. Subjects should be suitably dressed in photographs (e.g. when taking place in a sporting activity).

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