### Lea Valley Karate Academy – Code of Conduct for Instructors, Coaches and Volunteers

As an instructor, Coach or Volunteer within Lea Valley Karate Academy we expect you to:

* Implement our Safeguarding policy and procedures
* Report accidents or incidents of alleged abuse or poor practice to the designated person.
* Listen to any concerns that parents or young people have and relay them, without delay, to either the Chief Instructor or club welfare officer.
* Maintain confidentiality about sensitive situations. Please note the reporting of information relating to safeguarding a young person through the organisations reporting procedures would not be a breach of confidentiality.
* Ensure the safety of all children and young people by careful supervision, proper pre-planning of coaching sessions, using safe methods at all times.
* Take time to explain coaching techniques to ensure they are clearly understood.
* Encourage and guide participants to accept responsibility for their own performance and behaviour.
* Ensure equipment is fit for purpose, safe to use and accessible.
* Consider your own behaviour – treat all young people equally and ensure they feel valued. Have no favourites. Never engage in behaviour that constitutes any form of bullying or abuse.
* Respect your position of trust and maintain appropriate boundaries and relationships with students.
* Keep any coaching and safeguarding training up to date.
* Champion everyone’s right to take part. Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
* Challenge and address instances or poor, negative, aggressive or bullying behaviour. Not allow any dangerous play or use of bad language.
* Use constructive and positive methods of developing student’s skills, without humiliating or harming them.
* Lead by example when it comes to good sportsmanship, positive behaviour and commitment to the sport.
* Appreciate the efforts of all young people and not over-train the young people.
* Administer minor first aid in the presence of others and where required refer more serious incidents to the club ‘first aider’.
* Have access to telephone for immediate contact to emergency services if required.
* Develop positive relationships with parents/carers and catch up with regularly about their child’s progress.
* Make Lea Valley Karate academy a friendly and welcoming place to be.

Coaches / Volunteers have a right to:

* Access on-going training and information on all aspects of leading/managing activities for young people, particularly on Safeguarding.
* Support in the reporting of suspected abuse.
* Be protected from abuse by children, young people, other adult members and parents.
* Not to be left vulnerable when working with children

We expect our Instructors, Coaches and Volunteers to follow this code of conduct. Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. We will address the problem straight away and aim to resolve the issue or take appropriate action.