

**IKKA JERSEY
ROY MACDONALD'S KENPO CENTRE OF
EXCELLENCE**

CODES OF CONDUCT

Document approved: 11/08/2020
This review date: 13/12/2022

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INTRODUCTION

IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence (hereinafter referred to as the club) Codes of Conduct set out the club's standards of conduct coaches, volunteers and students registered and active within the club.

Every club member and anyone undertaking a relevant role must agree to abide by the codes of conduct either when they join a club as part of the club application process, or when they renew their club membership.

WHAT ARE THE CODES?

The purpose of a code is to clarify:

- what behaviours are acceptable and unacceptable
- the standards of practice expected
- the basis for challenging and improving practice.

The codes are therefore a guide for everyone to think about, and monitor, how they, and others, conduct themselves in their roles. The codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, students and parents/carers.

The codes are a tool for continuous improvement. They can be used prior to or during training sessions, at club or team meetings, and must form part of new member inductions, and at annual renewal of membership.

Within our club the codes are an important part of monitoring and improving the behaviour and practice of its members. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

1. CLUB SAFEGUARDING CODE OF CONDUCT

Our club has a responsibility to implement and communicate codes of conduct, as well as relevant policies and processes which link to the codes.

Safeguarding Policy

Note: The terms 'child' and 'young person' describe any person under the age of 18. Reference to 'parents' should be read as parents and carers inclusively.

Our Statement

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Jersey Safeguarding Partnership Board requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- ✓ have a positive and enjoyable experience of kenpo karate at Roy Macdonald's Kenpo Centre of Excellence in a safe and child centred environment.
- ✓ Are protected from abuse whilst participating in kenpo karate or outside of the activity.

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their welfare.

Our Policy

As part of our safeguarding policy we will:

- ✓ Promote and prioritise the safety and wellbeing of children and young people.
- ✓ Value, listen to and respect children.
- ✓ Ensure robust safeguarding arrangements and procedures are in operation.
- ✓ Adopt safeguarding best practice through our policies, procedures and code of conduct for coaches, senior students, children and young people, parents and carers.
- ✓ Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ✓ Provide effective management for coaches and volunteers through supervision, support, training and quality assurance measures so that all coaches and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently.
- ✓ Ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose concern
- ✓ Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- ✓ Record and store information securely, in line with data protection legislation and guidance (more information is available from the Jersey Office of Information Commissioner)
- ✓ Prevent the engagement of unsuitable individuals by selecting coaches and volunteers safely, ensuring all necessary checks are made.

- ✓ Appoint a nominated safeguarding lead for children and young people, a deputy and a lead member for safeguarding.
- ✓ Develop and implement an effective online safety policy and related procedures.
- ✓ Share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions.
- ✓ Make sure that children, young people and their parents know where to go for help if they have a concern.

The policy and procedures will be widely promoted and are mandatory for everyone involved in IKKA Jersey, Roy Macdonald’s Kenpo Centre of Excellence. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the club.

Monitoring

This policy will be reviewed every three years, or in the following circumstances:

- ✓ Changes in legislation and/or government guidance
- ✓ As required by the Safeguarding Partnership Board and Jersey Sport
- ✓ As a result of any significant change or event

This policy was last reviewed on 13/8/2022

Signed.....

Roy Macdonald

Head Instructor, Lead Member for Safeguarding

IKKA Jersey

Roy Macdonald’s Kenpo Centre of Excellence

Contact Details

Our Safeguarding/Welfare Officer

Name:

Telephone:

Email:

In a safeguarding emergency, where a young person is at immediate risk of harm, call 999

Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender ¹	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)

Child's account of the incident

Please provide any witness accounts of the incident

Name of witness (and date of birth, if a child)

Role within the sport or relationship to the child

Address

Contact number(s)

Email

Details of any person involved in this incident or alleged to have caused the incident / injury

Name (and date of birth, if a child)

Role within the sport or relationship to the child

Address

Contact number(s)

Email

Please provide details of action taken to date

Has the incident been reported to any external agencies?

No

Yes – please provide further details:

Name of organisation / agency

Contact person

Contact number(s)

Email

Agreed action or advice given

Declaration

Your signature

✕

Print name

Today's date

Contact your organisation's Designated Safeguarding Officer in line with [insert name of your organisation]'s reporting procedures

Safeguarding Officer's name

Date reported

Safe Practice Policy

Martial Arts are activities where safe practice is essential to help prevent injury. Children are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below.

Warm Ups

All activities should first include a thorough warm up which is appropriate for the activity taking place. To help reduce the risk of injury, specific attention should be paid to those muscle groups that will be used during later activity.

1. Throwing, grappling and strangling

The Kenpo Karate syllabus covers techniques that include these types of attacks.

The risks include but are not limited to: falling on unsuitable surfaces; landing on the head; damage to the joints from locks; strangulation.

Safe practice should include, but is not limited to:

- (a) Checking the matted area for suitability, particularly where the mats have been joined.
- (b) Checking that there are no hard surfaces or sharp/hard objects around the matted area.
- (c) Having an experienced instructor who will ensure that children are not taught to use locks, throws or strangles which will cause injury.

2. Strikes, punches and kicks

The Kenpo Karate syllabus covers techniques that include these types of attacks.

(a) The risks include but are not limited to: concussion (brain injury) from heavy blows to the head; damage to internal organs and joints from heavy blows; injury from inappropriate stretching and other exercises.

1. No head contact for children.
2. Light contact and no follow through to head for adults.
3. Head guards and gum shields to be worn at all times.
4. No leg sweeps to be used with children.
5. Sparring should only take place on matted areas.
6. Sparring should be supervised by a qualified instructor.
7. In the event of any injuries please refer to a qualified first aider and complete the accident reporting form.

****The Martial Arts Safeguarding Group strongly recommend the complete removal of any head contact from training and competition for U16's.***

(b) Avoiding excessive stretching and exercises such as press-ups on the knuckles or hitting heavy bags; the joints of children are still developing and can be damaged by these exercises.

1. Only light bagwork and focus pad work is allowed
2. All students must wear appropriate gloves.
3. Gentle stretches and exercises to 'warm up' only

3. Martial Arts involving weapons

The Kenpo Karate syllabus covers techniques that include these types of attacks.

- (a) No live blades (sharp or otherwise) in the training hall when children are present
- (b) Safe protocols for the use of training weapons by children
- (c) Good supervision at all times by Instructors

Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning a Martial Art.

Accident reporting form

In the event of an accident, the following procedure should be followed by the club or organisation:

1. Fill in 2 copies of this form for **all** accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required.
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.

Contact information – responsible adult

Name of instructor in attendance	
Address	
Contact number(s)	
Email	

Injured person information – child / young person

Name				
Address				
Date of birth				
Gender ⁱⁱ	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Has the child / young person returned to the organisation following the accident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		

Accident information

Date of accident		Time of accident	
Date reported		Time reported	
Who reported the accident?			
Location of accident			
Details of injury			
How the accident happened			
Did anyone witness the accident?	No <input type="checkbox"/>	Yes – please give name(s) and details of witness(es) <input type="checkbox"/>	
Was first aid involved?	No <input type="checkbox"/>	Yes – please give details <input type="checkbox"/>	

Have parents / carers been notified?	No <input type="checkbox"/>	Yes – please state by whom and when <input type="checkbox"/>
Recommended action to be taken		
Referred to designated person(s)?	No <input type="checkbox"/>	Yes – please have them sign declaration at end <input type="checkbox"/>
Form completed by (print your name)		
Your signature	✕	
Declaration – designated person		
Signature of management representative	✕	
Print name		
Role within organisation		
Today's date		

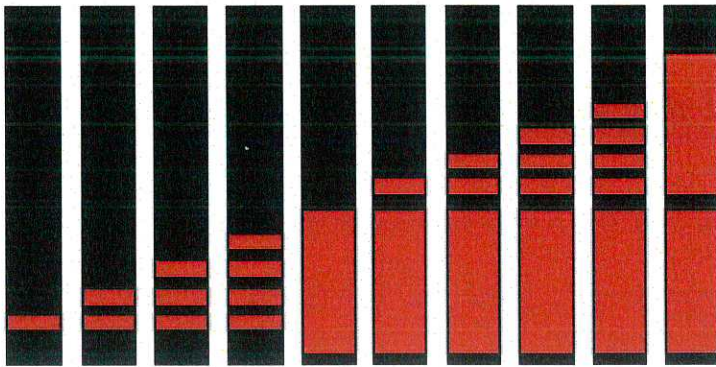
2. CODE OF CONDUCT: INSTRUCTORS

Coaches play a crucial role in the development of kenpo karate and in the lives of the students they coach. They have a unique position of trust in kenpo karate and the need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The code of conduct for coaches reflects the principles of good coaching practice.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to students, we follow the Kenpo Karate system guidelines which details the level of black belt to be achieved before being recognised as an instructor.



- 1st Black Junior Instructor
- 2nd Black Associate Instructor
- 3rd Black Head Instructor
- 4th Black Senior Instructor
- 5th Black Associate Professor
- 6th Black Professor
- 7th Black Senior Professor
- 8th Black Associate Master
- 9th Black Master of the Arts
- 10th Black Senior Master of the Arts

Responsibilities – Personal Standards

Instructors must demonstrate proper personal behaviour and conduct at all times.

Rights

Instructors must respect and champion the rights of every individual to participate in martial arts.

Relationships

Instructors must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

As a responsible instructor, I will:

- ✓ IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence Child Safeguarding Policy and Child Safeguarding Procedures
- ✓ keep my professional knowledge and skills up to date, be appropriately qualified for the activities I lead
- ✓ ensure I have obtained an acceptable criminal record check (DBS/Disclosure Scotland/Access NI) (permission to teach within the school will not be issued to anyone who does not have an acceptable criminal records certificate or who refuses to share the certificate with when required)
- ✓ ensure that activities I direct, or guide, are appropriate for the age, maturity, experience and ability of the individual student
- ✓ in circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete (never touch a student aged under 18 to demonstrate a technique without another adult being present)

2. RESPONSIBILITIES – PERSONAL STANDARDS

As a responsible kenpo karate instructor, I will:

- ✓ consistently promote positive aspects of the art (e.g., fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- ✓ follow the relevant guidance for instructors on social media use and not post on social media any content which is inappropriate or offensive
- ✓ be aware that my attitude and behaviour directly affects the behaviour of students under my supervision
- ✓ avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment, and physical and sexual abuse
- ✓ avoid destructive behaviour and leave martial arts venues as I find them
- ✓ not carry or consume alcohol or illegal substances while teaching or attending events directly linked to teaching.
- ✓ avoid carrying any items that could be dangerous to me or others, excluding kenpo karate equipment used in the of course of my martial arts activity
- ✓ challenge inappropriate behaviour and language by others and report any suspected misconduct by other instructors or other people involved in martial arts to the club Safeguarding Team as soon as possible
- ✓ act ethically, professionally and with integrity, and take responsibility for my actions.

3. RIGHTS

As a responsible kenpo karate instructor, I will:

- ✓ provide coaching services without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- ✓ respect the rights, dignity and worth of every student and treat everyone equally, regardless of background or ability
- ✓ make the student's health and welfare my primary and overriding concern
- ✓ report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and Club Welfare Officer as soon as possible
- ✓ never exert undue influence to obtain personal benefit or reward
- ✓ in no way undermine, put down or belittle other instructors or practitioners, or allow those behaviours to exist within the students and groups that I lead / manage – including those behaviours towards other students or groups of students.

4. RELATIONSHIPS

As a responsible kenpo karate instructor, I will:

- ✓ develop healthy and appropriate working relationships with students based on mutual trust and respect, especially with those students under 18 years or who are adults at risk
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a student under 18 years of age. A violation of this code may result the right to teach being withdrawn.
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a student who is an adult at risk coached by me or under my supervision. A violation of this code may result the right to teach being withdrawn.
- ✓ not use my position as an instructor to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with students I coach who are aged over 18 years. In certain circumstances a violation of this code may result the right to teach being withdrawn.
- ✓ avoid spending time alone with young students (under 18) unless clearly in the view of other adults
- ✓ never take young students (under 18) alone in my vehicle
- ✓ never invite a young student (under 18) alone into my home
- ✓ never share a bedroom with a young student (under 18).

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, I could be subject to disciplinary action and sanction by my club, and that as a consequence of such disciplinary action the following sanctions may be imposed – I may:

- ✓ receive a verbal warning
- ✓ receive a written warning
- ✓ be monitored by another instructor
- ✓ be required to attend supplementary training
- ✓ be suspended by the club
- ✓ be required to leave or be dismissed by the club
- ✓ **Print name**
- ✓ **Signature** **Date**

3. CODE OF CONDUCT: SENIOR STUDENTS

As a responsible student, I will:

- ✓ abide by the IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence Child Safeguarding Policy and Child Safeguarding Procedures
- ✓ respect the rights of every student, instructor and others involved in kenpo karate and treat everyone equitably
- ✓ uphold the same sporting values away from sport as I do when I am engaged in kenpo karate
- ✓ participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow students.
- ✓ consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances
- ✓ anticipate and be responsible for my own needs, including being organised, having the appropriate equipment and being on time
- ✓ act with dignity and display courtesy and good manners towards others
- ✓ in no way undermine, put down or belittle other students, coaches or practitioners
- ✓ avoid swearing and abusive language whilst in kenpo karate venues, at club functions and events, or when as part of a team/squad
- ✓ never engage in any inappropriate or illegal behaviour
- ✓ challenge and report inappropriate behaviour and language by others
- ✓ not misuse or abuse sporting equipment and venues
- ✓ not carry or consume alcohol or illegal substances while training or competing in kenpo karate
- ✓ use safe transport or travel arrangements
- ✓ act ethically, professionally and with integrity, and take responsibility for my actions.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by my club and I may:

- ✓ be asked to apologise for my behaviour
- ✓ receive a verbal warning from my instructor
- ✓ receive a verbal or written warning from the club
- ✓ be suspended from attending club training sessions
- ✓ be suspended from the club
- ✓ be required to leave the club.

- ✓ **Print name**
- ✓ **Signature** **Date**

4. CODE OF CONDUCT: CHILDREN AND YOUNG PEOPLE(under 18 years)

As a child or young person under 18 years, I have the right to:

- ✓ be safe and protected
- ✓ be listened to, respected and treated fairly
- ✓ be believed
- ✓ ask for help
- ✓ As a young kenpoist, I will respect the code of conduct and I will:
- ✓ be friendly and supportive to other students
- ✓ keep myself safe
- ✓ tell my instructor if I am ill or injured
- ✓ report inappropriate behaviour or risky situations to an adult
- ✓ compete fairly and respect other students and officials
- ✓ respect the rules of my club
- ✓ behave and listen to all instructions from my coach and officials
- ✓ take care of equipment owned or provided by the club or training facility
- ✓ not use bad language or take part in inappropriate or illegal behaviour
- ✓ not bully anyone or pressure them to do things they do not want to, including online
- ✓ in no way undermine, put down or belittle other students, coaches or practitioners
- ✓ keep to agreed timings for all club activities
- ✓ tell my parents/carers where I am or if I'm going to be late
- ✓ not use my mobile phone during training, competitions or in changing rooms
- ✓ not carry or consume alcohol or illegal substances while training or competing in athletics
- ✓ use safe transport or travel arrangements.

✓ BREACH OF THE CODE OF CONDUCT

- ✓ I understand that if I do not follow the code, action can be taken by my club and I may:
- ✓ be asked to apologise for my behaviour
- ✓ receive a verbal warning from my instructor
- ✓ receive a verbal or written warning from the club
- ✓ be suspended from attending club training sessions
- ✓ be suspended or required to leave the club.
- ✓ Additionally, my club will always tell my parents/carers if I breach the code of conduct.

✓ **STUDENT:**

✓ Name Signature Date

✓ **PARENT/CARER:**

✓ Name Signature Date

5.CODE OF CONDUCT: PARENTS/CARERS

- ✓ As a responsible parent/carer of an STUDENT aged under 18, I will:
- ✓ abide by the IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence Child Safeguarding Policy and Child Safeguarding Procedures
- ✓ demonstrate respectful behaviour at all times
- ✓ set a good example and encourage my child to learn the rules of the sport and compete within them at all times
- ✓ help my child to recognise good performance and not just results
- ✓ make kenpo karate fun
- ✓ never force my child to take part in sport if they do not want to
- ✓ never punish or belittle my child for losing or making mistakes
- ✓ use correct and appropriate language at all times
- ✓ know exactly where my child will be and who they will be with at all times
- ✓ assume responsibility for safe transportation of my child to and from training and competition
- ✓ provide any necessary medical information and medication that my child needs for training
- ✓ report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer. (This does not affect your right to contact your local Social Services or the Police if you feel it is necessary)
- ✓ in no way undermine, put down or belittle students, coaches or practitioners.

GOOD SPECTATOR BEHAVIOUR

I understand that inappropriate pressure on children and poor behaviour of adult spectators can sometimes make children drop out of kenpo karate. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials, action will be taken.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal or written warning from the club committee/HCAF
- be suspended from attending club training sessions and events
- be suspended from the club
- be required to leave the club.

Print name

.....

Signature Date

.....

6. CODE OF CONDUCT: TECHNICAL OFFICIALS

Officials play a vital role in the preparation and delivery of safe and high-quality kenpo karate events.

The code of conduct for officials reflects the required standards of personal and professional conduct in that role.

Responsibilities – Professional Standards

To maximise the benefits and minimise the risks to participants, officials must attain an appropriate level of competence through gradings, and a commitment to ongoing training to ensure safe and correct practice.

Responsibilities – Personal Standards

Officials must demonstrate proper personal behaviour and conduct at all times.

Rights

Officials must respect and champion the rights of every individual to participate safely in sport and physical activity.

Relationships

Officials must develop positive relationships with participants (and others) based on openness, honesty, mutual trust and respect.

1. RESPONSIBILITIES – PROFESSIONAL STANDARDS

As a responsible technical official, I will:

- ✓ abide by the IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence and/or the events Child Safeguarding Policy and Child Safeguarding Procedures
- ✓ keep my professional knowledge and skills up to date
- ✓ work in a spirit of cooperation with other officials and not interfere with their responsibilities
- ✓ offer guidance and support to less experienced officials whenever appropriate
- ✓ report any accidental injury, distress, misunderstanding or misinterpretation to the parents/ carers and IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence and/or the events Safeguarding Officer as soon as possible
- ✓ challenge and report any inappropriate behaviour or suspected misconduct by other technical officials, coaches or other people involved in kenpo karate to a club (where relevant), or event organisers Welfare/Safeguarding Officer as soon as possible.

2. RESPONSIBILITIES – PERSONAL STANDARDS

As a responsible technical official, I will:

- ✓ never smoke or consume alcohol whilst involved on officiating duties
- ✓ be fully prepared for the officiating task that is assigned to me
- ✓ dress appropriately and to the standard and nature of the competition, as outlined by the relevant officials' committee
- ✓ arrive in good time for the competition and report to the official in charge

- ✓ consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- ✓ avoid swearing and critical, abusive language or irresponsible behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- ✓ avoid destructive behaviour and leave venues as I find them
- ✓ avoid carrying any items that could be dangerous to me or others, excluding kenpo karate equipment used in the course of my kenpo karate activity
- ✓ always explain why and ask for consent before touching a student
- ✓ work in same-sex pairs if supervising changing areas.

3. RIGHTS

As a responsible technical official, I will:

- ✓ respect the rights, dignity and worth of every student and others involved in kenpo karate and treat everyone equally
- ✓ officiate without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- ✓ act with dignity and display courtesy and good manners towards others
- ✓ in no way undermine, put down or belittle other officials, students, coaches or practitioners
- ✓ ensure the welfare and safety of the students under my supervision
- ✓ not exert undue influence to obtain personal benefit or reward
- ✓ conduct the event in accordance with the rules and with due respect to the rights and welfare of the students.

4. RELATIONSHIPS

As a responsible technical official, I will:

- ✓ clarify with students (and where appropriate, with parents or carers) exactly what it is that is expected of them and what athletes are entitled to expect from me as a technical official
- ✓ encourage and guide students to accept responsibility for their own performance and behaviour
- ✓ cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches and representatives of the governing body in the provision of fair and equitable conditions for the conduct of kenpo karate events under the relevant rules of competition
- ✓ act in a decisive, objective but friendly manner in my interaction with other officials, students, coaches and spectators, and carry out my duties in an efficient and non-abrasive manner
- ✓ develop healthy and appropriate working relationships with students based on mutual trust and respect, especially with those athletes under 18 years or who are adults at risk
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a student under 18 years of age.
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with a student who is an adult at risk.

- ✓ not use my position as a technical official to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or nonverbal communication) with students who are aged over 18 years.
- ✓ avoid spending time alone with young students (under 18) unless clearly in the view of other adults
- ✓ never take young students (under 18) alone in my vehicle
- ✓ never invite a young student (under 18) alone into my home
- ✓ never share a bedroom with a young student (under 18).

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, the following sanctions may be taken by the club or organisers of any event

I may:

- receive a verbal warning
- receive a written warning
- be required to attend supplementary safeguarding training
- be suspended by a club
- be required to leave or be dismissed by a club

Print name

Signature **Date**

7. CODE OF CONDUCT: VOLUNTEERS

(EXCLUDING COACHES AND TECHNICAL OFFICIALS)

Volunteers are the lifeblood of kenpo karate and they play a crucial role in clubs and at events. Some volunteers will be more involved in a club or event than others and responsibilities will vary, but regardless of the role, there is a need for all volunteers to recognise and understand that there are shared standards of behaviour to which they must comply, and which are in place to protect all participants and promote participation for fun and enjoyment.

As a responsible volunteer, I will:

- ✓ abide by the IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence Child Safeguarding Policy and Child Safeguarding Procedures
- ✓ ensure that where my role requires, I have obtained an acceptable criminal record check (DBS/ Disclosure Scotland/Access NI) (Access to particular roles will be denied to anyone who does not have an acceptable criminal record check or who refuses to share the certificate with IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence when required)
- ✓ ensure that activities I arrange or support are appropriate for the age, maturity, experience and ability of the individuals involved
- ✓ cooperate fully with others involved in the sport such as coaches, technical officials, and representatives of the governing body
- ✓ in no way undermine, put down or belittle other officials, students, coaches or practitioners
- ✓ consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques
- ✓ follow the relevant guidance on social media use and not post on social media any content which is inappropriate or offensive
- ✓ avoid swearing, abusive language and irresponsible or illegal behaviour, including behaviour that is dangerous to me or others, acts of violence, bullying, harassment and physical and sexual abuse
- ✓ avoid destructive behaviour and leave venues as I find them
- ✓ not carry or consume alcohol or illegal substances while volunteering in kenpo karate
- ✓ avoid carrying any items that could be dangerous to me or others, excluding kenpo karate equipment used in the course of my kenpo karate activity
- ✓ challenge inappropriate behaviour and language by others and report any suspected misconduct by other coaches or other people involved in athletics to IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence or event organisers Safeguarding Team as soon as possible
- ✓ volunteer my time without discrimination on grounds of age, gender, sexual, cultural, ethnic, disability or religious preference
- ✓ respect the rights, dignity and worth of every person and treat everyone equally, regardless of background or ability
- ✓ report any accidental injury, distress, misunderstanding or misinterpretation to the Club Welfare Officer as soon as possible
- ✓ never exert undue influence to obtain personal benefit or reward

- ✓ develop healthy and appropriate working relationships with athletes and other volunteers based on mutual trust and respect, especially with anyone under 18 years or who are adults at risk
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with anyone under 18 years of age
- ✓ never incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with an athlete who is an adult at risk coached by me or under my supervision
- ✓ not use my position as a volunteer to incite or engage in sexual activity, inappropriate touching or communication (in person or social media or any other form of verbal or non-verbal communication) with athletes under my supervision who are aged over 18 years
- ✓ avoid spending time alone with young athletes (under 18) unless clearly in the view of other adults
- ✓ never take young students (under 18) alone in my vehicle
- ✓ never invite a young student (under 18) alone into my home
- ✓ never share a bedroom with a young student (under 18).

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, I may be subject to disciplinary action and sanction by IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence.

I may:

- receive a verbal warning
- receive a written warning
- be required to attend training
- be suspended by the club
- be required to leave or be dismissed by the club

• **Print name**

.....

Signature **Date**

.....

8. CLUB WELFARE OFFICER: ROLES AND RESPONSIBILITIES

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date
- promote safeguarding at the club and encourage good practice
- respond appropriately to safeguarding concerns
- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- maintain records of safeguarding training attended by club members
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of how to contact the CWO
- distribute the codes of conduct for working with children/adults at risk
- respond to safeguarding concerns
- deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- attend the relevant safeguarding courses for the role of CWO
- complete a criminal record check through the relevant Home Country procedures
- maintain confidential records of reported safeguarding concerns and action taken
- liaise with the statutory agencies if/when required.

PERSON SPECIFICATION

It is desirable for a Club Welfare Officer to:

- have an interest in safeguarding and welfare matters
 - be friendly and approachable with the ability to communicate well with adults and children
 - be willing to challenge opinion, where necessary, and to drive the safeguarding agenda
 - have strong listening skills and the ability to deal with sensitive situations with empathy and integrity
 - have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk
 - have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support.
-

Complaints Procedure

IKKA Jersey, Roy Macdonald's Kenpo Centre of Excellence are committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact us with the details. We have 28 days to consider your complaint.

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care partner who will review your matter file and speak to the member of staff who acted for you.
3. We will then invite you to a meeting to discuss and hopefully resolve your complaint. They will do this within 14 days of sending you the acknowledgement letter.
4. Within three days of the meeting, we will write to you to confirm what took place and any solutions s/he has agreed with you.
5. If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including his/her suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange for someone unconnected with the matter.
7. We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

