



Code of Conduct for Instructors and Volunteers

As an Instructor or Volunteer with

FOCUS TAEKWON-DO, please:

- ✓ Implement our safeguarding policy and procedures;
- ✓ Report any concerns about, or allegations of abuse or poor practice to our Welfare and Child Protection Officer. The FOCUS WCPO is Mrs K. Todd-Ojukwu – contact number 07960360792 Email katrina@earthmatters.gb.com;
- ✓ Listen to any concerns that students or parents may 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;
- ✓ Demonstrate and uphold the tenets of Courtesy, Integrity, Perseverance, Self-control and Indomitable Spirit;
- ✓ Keep any coaching, safeguarding and First Aid training up to date;
- ✓ Ensure the appropriate legal clearance and insurance is in place;
- ✓ Ensure understanding of relevant legislation;
- ✓ Ensure that licences are renewed on time;
- ✓ Keep students in your sessions safe by supervising appropriately, using safe methods and techniques, and by putting students' safety first;
- ✓ Be aware of training methods and techniques that are unsuitable for young people, and adapt accordingly;
- ✓ Be sensitive to the needs and concerns of students when supervising paired or group exercises;
- ✓ Make sure you have appropriate ratios of Instructors/Assistant Instructors to participants before the session begins;
- ✓ Ensure equipment is fit for purpose, safe to use and accessible;
- ✓ Respect students' trust and rights whilst being honest and open with them;
- ✓ Champion everyone's right to take part and celebrate difference in our group by not discriminating against anyone, regardless of gender, race, age, sexual orientation or ability;
- ✓ Stop play if an injury happens, administer minor first aid and call for help when necessary - ensure that all injuries are recorded in the accident book;
- ✓ Use constructive and positive methods of developing students' skills, without humiliating or harming them;
- ✓ Behave appropriately online in accordance with positively representing Hollingsworth Taekwon-Do;
- ✓ Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst all students;
- ✓ Lead by example when it comes to good sportsmanship, etiquette, positive behaviour and commitment to martial arts;
- ✓ Develop positive relationships with parents/carers, and update them regularly about their child's development;
- ✓ Make Hollingsworth Taekwon-Do a friendly and welcoming place to be.

As an Instructor or Volunteer, you have the right to:

- ✓ Enjoy the time you spend with the group 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 on going training in all aspects of your role;
- ✓ Be listened to, be involved and contribute towards decisions within the group;
- ✓ Be respected and treated fairly;
- ✓ Feel welcomed, valued and not judged based on your race, gender, age, sexuality or ability;
- ✓ Be protected from physical or emotional abuse from students or parents, and be supported to resolve conflicts.