



Code of conduct for Instructors and Coaching Team

Pro Martial Arts Schools Coaches and volunteers involved in teaching martial arts to children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Instructors and Coaching Team are expected to:

- Hold the necessary documentation. Instructors: Instructors certificate, DBS document, First Aid certificate, Safeguarding certificate & Insurance. Coaching team: Coaching Team certificate & DBS document.
- Have the above documentations, or copies, available in class if asked for.
- Have carried out a risk assessment of the training venue.
- Have all members information stored securely but accessible to you in case of emergency.
- Have explained the fire safety procedure, meeting points etc.
- Have documented attendance for the session via written register and Nest attendance tracking.
- Show respect to all members and their families.
- Always be on time and in the unlikely event of being late, make arrangements for the class to start on time where possible.
- Ensure the safety of all children by providing effective and adequate supervision, proper documented class plans for coaching, using safe and appropriate methods for the class dynamics at all times.
- Consider the wellbeing, safety and ability of members of your club before further development of their performance.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Encourage and guide your members to accept responsibility for their own performance and ability.
- Treat all young people fairly, with no discrimination and ensure they feel valued. Have no favourites.
- Encourage children not to discriminate on the grounds of religious beliefs, race, gender, social class or ability.
- Accentuate the positives. Never over criticize.
- Not over-train children: appreciate the efforts of all children and never exert undue pressure on students to gain personal reward.
- Not allow any bullying, name calling, bad language or inappropriate behaviour.
- Be approachable. Be positive and confident in your coaching.
- Not allow any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Report any such issues to the clubs designated welfare officer in accordance with the Pro Martial Arts schools safeguarding policy.
- Never use sanctions that humiliate and harm children.
- Administer minor first aid when necessary and, if possible, in the presence of others. Refer more serious incidents to the clubs trained First Aider.

- Not remove any clothing whilst administering first aid to children unless absolutely necessary and only in the presence of others.
- Always keep a written record of any injuries sustained in class and inform the parent/carer if the injury is sustained by a child, young or vulnerable person.
- Have access to a phone in case emergency services are required.
- Ensure you have a plan in case of a serious emergency and be aware of the First Aid procedure. This includes: access to a fully stocked First Aid Kit, Phone, contact details for parent or ICE nominee and for emergency services.
- Establish and address the additional needs of disabled members or other vulnerable members.
- Not dismiss children's opinions: Listen.
- Maintain confidentiality about sensitive information regarding members of the club and Pro Martial Arts Schools business.
- Not post any derogatory posts on social media regarding the PMAS organisation or its members or act in a manner that would bring the club into disrepute.
- Ensure techniques are explained properly and break them down to make sure they are clearly understood.
- Be a role model, motivator and lead by example with high standards of behaviour and appearance: children learn by example.
- Not spend time alone with children unless in exceptional circumstances.
- Never take children to your home.
- Not pick up and drop off children from their home before and after class.
- Make the classes fun and enjoyable.

Staff and Volunteers have the right to:

- Access on-going training and information on all aspects of coaching for young people, particularly safeguarding.
- Support in the reporting of suspected abuse or poor practice.
- Access professional support services.
- Be protected from abuse by children/young people other adult members and parents.
- Not to be left in a situation, when working with a child, where it is deemed vulnerable.
- Report any concerns regarding Instructors or Coaching Team to the Chief Instructor in strict confidence without reprisal.

All Instructors and Coaching Team are expected to adhere to the code of conduct set out above.

Any minor breaches of the code will be dealt with immediately by the designated person.

Serious or persistent breach of the code will result in disciplinary action and could lead to you relinquishing your position of Instructor/coaching team and ultimately dismissal from the club.