



# Hombu Dojo Karate International Great Britain

## Code of Conduct for Staff and Volunteers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

**As a member of staff or a volunteer within HDKI GB, affiliated clubs or associated activities, we'd like you to:**

- ✓ implement our safeguarding policy and procedures
- ✓ report any concerns about or allegations of abuse or poor practice to our welfare officer/senior safeguarding officer
- ✓ listen to any concerns that parents or young people might 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. Engaging in sexual behaviour with any child under the age of 16 is illegal and under 18 when is a position of trust
- ✓ keep any coaching and safeguarding training up to date
- ✓ keep children in your sessions safe by supervising appropriately, using safe methods and techniques and by putting children's safety first
- ✓ make sure you've got appropriate staffing ratios of adult to participant before the session begins
- ✓ ensure equipment is fit for purpose, safe to use and accessible
- ✓ respect children's trust and rights whilst being honest and open with them
- ✓ champion everyone's right to take part and celebrate difference in our clubs or by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- ✓ stop training/activity if an injury happens, administer minor first aid and call for help when necessary
- ✓ use constructive and positive methods of developing children's skills, without humiliating or harming them
- ✓ behave appropriately online in accordance with our online safety and acceptable use policy
- ✓ challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people



- ✓ lead by example when it comes to good sportsmanship, positive behaviour and commitment to the art of karate-do
- ✓ develop positive relationships with parents and catch up with them regularly about their child's development
- ✓ make HDKI GB a friendly and welcoming organisation to be a part of

**As a member of our staff, we understand you have the right to:**

- ✓ enjoy the time you spend with us 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 ongoing training in all aspects of your role and to be listened to
- ✓ be involved and contribute towards decisions within HDKI GB, affiliated club or activity
- ✓ be respected and treated fairly by us and our governing body
- ✓ feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- ✓ be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts

We expect all our staff and volunteers to follow the behaviours and requests set out in this code. If any staff member or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue.

**Continued issues and repeated breaches of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.**

**Name of staff member or volunteer:**

**Signature of staff member or volunteer:**

**Name of line manager:**

**Signature of line manager:**

**Date:**