

Codes of Conduct

-Parent/Carer

-Students

-Instructors

Master Kindred Martial Arts (MKMA Karate)

Written: 8th April 2021

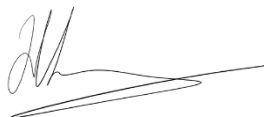
Review Date: April 2024

To Be Reviewed with Intervals No Greater Than 2 Years

Reviewed last: 21/04/2022

Reviewed By: J. Rowberry

Signature:

A handwritten signature in black ink, appearing to be 'J. Rowberry', with a long horizontal flourish extending to the right.



Parent/Carer Code of Conduct

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 parent of a child taking part in our club, we'd like you to:

The Essentials

- Make sure your child has the right kit for the session as well as enough food and drink.
- Try to ensure your child arrives to sessions on time (minimum 5 minutes before) and is picked up promptly.
- Let us know if you are running late or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Ensure your child's web access account is updated as required
- Ensure prompt payment of classes/events/memberships if requested
- Make sure your child's uniform is clean and well presented
- Maintain a good relationship with your child's Instructor
- Talk to us if you have any concerns about any part of your child's involvement - we want to hear from you.

Behaviour

- Try and learn about your child's club and what it means to them
- Take the time to talk to your child about what you both want to achieve through karate remember that children get a wide range of benefits from participating in karate, like making friends, getting exercise and developing skills
- Listen when your child says they don't want to do something
- If sitting in on a class, remain silent and do not engage with your child unless you gain approval from the instructor
- Think about how the way you react and behave effects not just your child but other children too
- Lead by example when it comes to positive behaviour
- Accept the official's judgment during competitions, do not argue
- Use social media responsibly when talking about what goes on at our club, by behaving in the same way online as you would in person
- Talk to your child about embracing good etiquette and sportsmanship
- Encourage your child to 'play by the rules'
- Ensure that your child understands their code conduct

As a parent, we understand you have the right to:

- Be assured that your child is safeguarded during their time with us
- See any of our policies and procedures at any time
- Know who the welfare officer responsible for your child is and have their contact details
- Be involved and contribute towards decisions within the club or activity
- Know what training and qualifications our staff have
- Be informed of problems or concerns relating to your child
- Know what happens if there's an accident or injury, be informed if your child is injured and see records of any accidents
- Have your consent sought for anything outside of our initial consent form, such as permission to go on trips or additional photography
- Have any concerns about any aspect of your child's welfare listened to and responded to

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

Persistent concerns or breaches may result in parents being asked not to attend classes if their attendance is considered a risk to the welfare and enjoyment of student.

Continued issues and repeated breaches of this code may result in us regrettably asking your Child to leave the club permanently, something we never want to do!



Student Code of Conduct

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 Student taking part in our club, we'd like you to:

The Essentials

- Keep yourself safe by listening to your Instructor, behaving responsibly and speak out when something isn't right
- When you're with us, stay in the places where you're supposed to, don't wander off or leave without telling a member of staff/Instructor
- Take care of our equipment and premises as if they were your own
- Make it to class or events on time (minimum 5 minutes before) and if you're running late, let your instructor know
- Wear your uniform with pride, ensure it is clean and looked after
- Wear the appropriate uniform for the event/class

Behaviour

- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability
- Report any incidents of bullying, including homophobia and transphobia to a member of staff/Instructor, even if you're just a witness
- Treat other students with respect and appreciate that everyone has different levels of skill and talent
- Make our club a welcoming and friendly place to be
- Support and encourage your fellow martial artists. Tell them when they've done well and be there for them when they're struggling
- Respect our staff/Instructors, and the staff and Students from other groups/clubs
- Be a good sport
- Follow the rules and maintain good manners
- Follow our online safety and internet use policies
- Get involved in your club

As a student taking part in our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you're safe
- Be told who you can talk to if something's not right
- Be listened to
- Be involved and contribute towards decisions within the club or activity
- Be respected by us and other students and be treated fairly
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Be encouraged and develop skills with our help
- Be looked after if there's an accident or injury and have your parents informed if needed

We expect all students to follow the behaviours and requests set out in this code. If any student behaves in a way which contradicts any of the points set out above, we'll address the problem straight away (with parent's involvement if necessary / under 18) and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the class, event or club permanently, for the welfare of other students and our staff/instructors. This is something we never want to do!

Staff/Instructor Code of Conduct



Note: Where we refer to 'Staff' we mean Instructors, MKMA adult team members such as administrators and any other adult support/volunteers

As a member of staff or a volunteer at our club, 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
- Listen to any concerns that parents or students 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 students.
- Keep all coaching and safeguarding training up to date
- Keep students in your sessions safe by supervising appropriately, using safe methods and techniques and by putting students' safety first considering the safe practice policy document.
- 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 all students trust and rights whilst being honest and open with them
- Champion everyone's right to take part and celebrate difference in our club by not discriminating against anyone, regardless of gender, race, sexual orientation or ability
- Stop class if an injury happens that cannot be dealt with easily, administer first aid and call for help when necessary
- Use constructive and positive methods of developing students 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 sport
- Develop positive relationships with parents and catch up with them regularly about their child's development
- Make our club a friendly and welcoming place to be

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
- Be listened to
- Be involved and contribute towards decisions within the club or activity
- Be respected and treated fairly by us and fellow instructors/students
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- Feel protected from physical or emotional abuse from students or parents and be supported to resolve conflicts

We expect all of 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 the Chief Instructor and ultimately your dismissal from the organisation.