

Shiranamikai

Code of Conduct for Instructors & 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 at our club or activity, we'd like you to:

- Implement our safeguarding policy and procedures
- Report any concerns or allegations of abuse, including lower-level concerns and poor practice, to our safeguarding lead person
- Listen to any concerns that parents or young people might have
- Not engage in any behaviour that constitutes any form of abuse or bullying
- 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
- Keep your coaching and safeguarding training up to date
- Keep children in your sessions safe by supervising appropriately, using safe methods and techniques in line with your training
- Make sure you've got appropriate staffing ratios of adult to participant before the session begins
- Make sure any additional equipment used is fit for purpose, safe and accessible
- Respect children's trust and rights while being honest and open with them
- Champion everyone's right to take part and celebrate difference in our club or activity
- Stop play if an injury happens, call for first aid and call for additional help when necessary
- Use constructive and positive methods of developing children's skills
- Behave appropriately online when communicating on behalf of our club or activity
- Challenge and address any instances of poor, negative, aggressive or bullying behaviour amongst young people

- Promote healthy, safe, environments for our young participants – where smoking, vaping and drinking alcohol will not be permitted and will be challenged
- Be a positive role model for our young participants and staff – you represent our club or activity
- Develop positive relationships with parents and catch up with them regularly about their child's development

As a member of our staff, or as a volunteer, we understand you have the right to:

- Enjoy the time you spend with us
- Be supported in your role within our club or activity
- 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 and feel valued
- Be involved and contribute towards decisions within the club or activity
- Be respected and treated fairly by us and our governing body
- Feel welcomed and included
- Be protected from physical or emotional abuse from children, parents, other members of staff and be supported to resolve any possible conflicts or concerns

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 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 or could lead to your dismissal from the organisation if deemed necessary as part of this action.