

Adult Workforce Code of Conduct

For instructors, adult assistant instructors and adult volunteers

Clubs covered: St Martins Junior Karate Club and St Martins Karate Carnforth

Safeguarding email:
safeguarding@stmartinsjuniorkarateclub.co.uk

Safeguarding leads: Paul Turner (DSL) and Chris Haggan (Deputy DSL)

Status: Compliance is a condition of holding this role

Role commitment: I will act professionally, maintain safe boundaries and take responsibility for safeguarding and safe practice within my authorised role.

- Place participant safety, welfare, dignity and inclusion before performance, convenience, grading outcomes or personal interests.
- Maintain professional boundaries and follow the Group safeguarding policies, safe-practice rules, risk assessments and reporting procedures.
- Work only within your authorised role, competence, qualifications, experience and agreed supervision arrangements.
- Ensure sessions and activities are age-, ability-, health- and development-appropriate, and stop or modify unsafe practice promptly.
- Keep coaching, demonstrations and any necessary physical contact appropriate, proportionate, explainable and observable.
- Avoid unnecessary one-to-one situations; keep individual coaching open and observable with other people nearby.
- Never use humiliating, punitive, aggressive, sexualised or secretive contact, language, exercise or behaviour.
- Use proportionate behaviour management. Never make anyone train through injury, illness, distress or exhaustion as punishment.
- Follow the Group rules for sparring, head contact, concussion, takedowns, grappling, weapons, protective equipment and first aid.
- Keep children and participants out of restricted venue areas and manage spectators, collection and venue boundaries appropriately.
- Do not supervise intimate care except under a documented emergency or agreed arrangement; follow changing and toilet safeguards.
- Use approved, professional communication channels. Do not privately message children through personal accounts or use disappearing messages.
- Follow consent and privacy rules for images; upload authorised club images promptly and delete them from personal devices when no longer required.
- Listen to concerns, do not investigate or promise secrecy, record facts accurately and report promptly to the DSL or Deputy DSL. Call 999 in immediate danger.
- Disclose any change, investigation, allegation, caution, conviction or other matter that may affect suitability, subject to lawful requirements.
- Cooperate with induction, safeguarding training, safer-recruitment and DBS requirements applicable to the actual role.
- Treat members, families, colleagues, officials and venue staff respectfully and never retaliate against anyone who raises a genuine concern.
- Report and record injuries, near misses, equipment defects, unsafe practice, boundary breaches and significant conduct concerns.

Agreement: I have read, understood and agree to follow this Code of Conduct and all related St Martins Karate Group policies and procedures.

Name:

Role:

Signature:

Date:
