



**BRITISH KENDO
ASSOCIATION**

CHILD PROTECTION

SECTION 2 – CODES OF CONDUCT

OCTOBER 2024

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Code of Conduct for Staff and Volunteers

British Kendo Association ("BKA") coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Keep accurate and up-to-date attendance records.
- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times.
- Consider the well-being and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Never taking children to their home.
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the BKA.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Disciplinary action

- Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the club/sport.
- Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Emergency action and first aid

- All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.
- This will include:
 - Access to First Aid equipment
 - Telephone contact if the participant is a minor
 - Telephone contact to the Emergency Services

Codes of Conduct for Parents and Carers

As parents you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return any Registration, Medical and Consent Forms pertaining to your child's participation with the BKA.
- Deliver and collect your child punctually before and after sessions/ events.
- Ensure your child has clothing and kit appropriate to the weather conditions.
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/event staff prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly at events; do not embarrass your child.
- Show appreciation and support the coach/event staff..
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink.
- Accept officials' judgements and do not enter the field of play.
- Promote your child's participation in playing sport for fun.

As a parents/carers you have the right to:

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Disciplinary action

- Any breaches of this code of conduct will be dealt with immediately by a BKA official. Persistent concerns or breaches may result in you being asked not to attend events if your attendance is considered detrimental to the welfare of young participants.
- The ultimate action should a parent/guardian continue to breach the code of behaviour may be the BKA officials regrettably asking your child to leave the session, event or club.

Code of Conduct for Children and Young People

The British Kendo Association ("BKA") is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the organisation with the Child Protection Officer.

Sports clubs should offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of the BKA you are expected to abide by the following junior code of practice.

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a fun place to be.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit; insert a list compulsory items – for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Children / Young People have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.

- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Disciplinary action

- Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the dojo leader. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.
- Junior members can also use the Grievance Procedure (see BKA constitution).