

The Bushi Kempo Ju Jitsu Association

Code of conduct for instructors and helpers

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 an instructor or a helper at our club, we'd like you to:

- ✓ implement our safeguarding policy and procedures
- ✓ report any concerns about 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 to 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 any teaching 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 instructor 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 club or activities
- ✓ stop the class if an injury happens, administer minor first aid and call for help when necessary
- ✓ use constructive and positive methods of developing children's skills
- ✓ behave appropriately online when communicating on behalf of our club
- ✓ challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people
- ✓ promote healthy safe environments for our young participants. (For example smoking, vaping and drinking alcohol will not be permitted,)
- ✓ be a positive role model for our young participants and our helpers – you represent our club
- ✓ develop positive relationships with parents and catch up with them regularly about their child's development

As an instructor or helper, we understand you have the right to:

- ✓ enjoy the time you spend with us
- ✓ be supported in your role within our club
- ✓ 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 the club and the Bushi Kempo Ju Jitsu Association (BKJJA)
- ✓ feel welcomed and included
- ✓ be protected from physical or emotional abuse from children, parents , other instructors or helpers and be supported to resolve conflicts or concerns

We expect all of our instructors and helpers to follow the behaviours and requests set out in this code. If any staff member or helper 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 Bushi Kempo Ju Jitsu Association and ultimately your dismissal from the organisation

Name of instructor or helper:

Signature of instructor or helper:

Name of club owner:

Signature of club owner:

Date:

July 2026