

# Black Paw Martial Arts Academy

## Code of Conduct

### For Instructors, Students, and Parents/Carers

#### 1. Purpose

This Code of Conduct outlines the expected standards of behaviour for all members of Black Paw Martial Arts Academy, including instructors, students, and parents/carers. It aims to foster a safe, inclusive, and respectful environment where everyone can enjoy and benefit from martial arts training.

#### 2. General Principles

- Respect, integrity, and courtesy are at the heart of our academy.
- All members must act in a manner that upholds the reputation and values of Black Paw Martial Arts Academy.
- Discrimination, bullying, harassment, or any form of abuse will not be tolerated.

#### 3. Code of Conduct for Instructors

##### Professionalism & Leadership

- Serve as positive role models at all times, demonstrating respect, patience, and fairness.
- Maintain professional boundaries with all students and parents/carers.
- Arrive on time, prepared, and appropriately dressed in clean academy uniform.
- Ensure classes are structured, safe, and inclusive for all participants.

##### Safety & Welfare

- Prioritise the safety and wellbeing of every student.
- Maintain appropriate instructor-to-student ratios and never leave students unsupervised.
- Conduct regular risk assessments and ensure all equipment is safe and well-maintained.
- Hold up-to-date DBS checks and first aid qualifications as required.

## Teaching & Communication

- Treat all students as individuals, with respect and without favouritism or prejudice.
- Give clear, constructive feedback and encourage effort, improvement, and teamwork.
- Use positive language and behaviour management strategies.
- Avoid unnecessary physical contact; if contact is required for instruction, always explain and seek consent.

## Boundaries & Relationships

- Never engage in inappropriate relationships or private communications with students under 18.
- Do not accept gifts or favours that could be seen as influencing professional judgement.
- Challenge and report any inappropriate behaviour or concerns about the welfare of students.

## Confidentiality & Integrity

- Respect the privacy of students and families; keep personal information confidential, sharing only when necessary for safeguarding.
- Report all safeguarding concerns promptly to the Designated Safeguarding Lead.

## 4. Code of Conduct for Students

### Respect & Attitude

- Show respect to instructors, fellow students, and academy visitors at all times.
- Listen carefully to instructions and try your best in all activities.
- Treat the training area, equipment, and facilities with care.

### Behaviour & Discipline

- Arrive on time, ready to train, and in clean academy uniform.
- No bullying, teasing, or disruptive behaviour—support and encourage your peers.
- Do not use martial arts techniques to harm others outside of the academy setting.
- Follow safety rules and report any injuries or concerns to an instructor immediately.

### Personal Conduct

- Maintain good personal hygiene and keep fingernails/toenails trimmed.

- Remove jewellery and accessories before training.
- Mobile phones and electronic devices should be switched off or on silent during class.

## Progress & Learning

- Be open to feedback and willing to learn from mistakes.
- Attend classes regularly and notify the academy if you are unable to attend.
- Strive to uphold the values of martial arts: discipline, humility, and perseverance.

## 5. Code of Conduct for Parents/Carers

### Support & Communication

- Encourage your child to follow the academy's values and rules.
- Communicate respectfully with instructors and staff; raise concerns privately and constructively.
- Provide the academy with up-to-date contact and medical information for your child.
- Inform instructors of any changes in your child's health, wellbeing, or circumstances that may affect their training.

### Attendance & Supervision

- Ensure your child arrives and is collected on time.
- For young children, remain on-site or arrange for a responsible adult to be present if required.
- Observe classes quietly and avoid distracting students or instructors.

### Positive Environment

- Support and applaud all students' efforts and achievements, not just your own child's.
- Do not coach or instruct your child or other students during class.
- Respect decisions made by instructors regarding class management, discipline, and progression.

### Safeguarding & Welfare

- Report any concerns about the welfare or safety of children or adults at the academy to the Designated Safeguarding Lead.
- Support academy policies on photography, social media, and safeguarding.

## 6. Breaches of the Code of Conduct

- Breaches will be taken seriously and may result in verbal or written warnings, suspension, or termination of membership.
- Serious misconduct, particularly relating to safeguarding, may be reported to external agencies and authorities.

## 7. Agreement

By participating in Black Paw Martial Arts Academy, all instructors, students, and parents/carers agree to uphold this Code of Conduct. The academy reserves the right to update this code as needed and will communicate changes to all members.