

NPC Code of Conduct Instructors in teaching children, young people and vulnerable adults

To be read in conjunction with the safeguarding children policy

All adults working with children and/or vulnerable adults, either in a voluntary or paid capacity, have a duty of care to children and vulnerable adults, towards themselves and their co-workers. It is essential that they are able to create a safe and caring environment, understand vulnerability and provide patience, understanding and encouragement.

Children and vulnerable adults have a right of protection from discrimination, and risk of abuse regardless of age, gender, race, culture, religion, language, sexual orientation or disability.

It is the instructor's responsibility to ensure that children and vulnerable adults experience of NPC is of high quality, enjoyable and safe. The classes need to be designed to help participants to grow in terms of physical ability but also to allow personal, social and emotional development. Instructors will work with children to develop their confidence and self-esteem as well as self-control, self-discipline and self-respect. Skills such as team work, co-operation and leadership also will be furthered.

This code of conduct gives practical advice to instructors and assistant instructors on how to meet the above and to avoid any allegations of abuse or discrimination against themselves.

Listening to Children and Young People

It is important to seek feedback from children and young people and parents/carers what they like in the class, how they learn best and what could be improved.

Risk of Personal Injury

The risk of Personal Injury of children needs to be eliminated.

Physical contact between participants should be kept to a minimum.

Sparring between children should be light contact only.

Bullying

By boosting self-esteem and creating a positive and supporting environment we aim to eliminate bullying, preventing children from being bullied and from becoming bullies.

Poor behaviour

A child or vulnerable adult's challenging behaviours can be a sign that a child has suffered emotional distress, trauma or maltreatment. Child maltreatment can be perpetrated by parents, carers, relatives, professionals such as teachers, other young people and siblings. It can take place in the home and outside of the home. It is important to consider this possibility when addressing challenging behaviour and to do so in a respectful, supportive way, listening to what the child has to say and enquiring why they are behaving in that way.

Discipline

Children's discipline in the class should be enforced primarily through constructive communication and encouragement. Shouting should be avoided and the inflicting of physical pain or humiliation are never acceptable.

Potential allegations against instructors and other adults

In order to prevent allegations of inappropriate physical contact instructors need to ensure they are never the only adult in the room with a group of children or a single child.

Instructors shall not give private classes to children (anyone under the age of 18) or to vulnerable adults.

Physical contact between the instructor and the student should be kept to a minimum and verbal communication used to correct posture and technique. Where physical contact is required this should be done in full view of others and be limited to the lower limbs and shoulders.

Children should be taught how to tie their belt themselves. If they need help this should be done in full view of the parent and/or other adults.

First aid should be administered in the presence of others.

Instructors and assistant instructors are not to help children with any intimate care. If they are of an age or if their abilities are such that they require help with such care the parent or carer must be available during the class.

Any concerns about another instructor not following these rules must be addressed immediately. No child or vulnerable adult must be left alone with an instructor. If there is any suspicion of inappropriate behaviour from an instructor or another adult against a child or vulnerable adults, this must be reported to head office without delay.

Incident Recording

Any incidents during the class such as accidents, injuries and safeguarding concerns must be recorded straight after the class using the incident recording form clearly stating what action, if any was taken to address the issue and with whom information was shared.

Parents should always be informed of any injuries their children incurred.

For the avoidance of any doubt encourage all parents to stay and watch the class (where possible). Ensure to keep a record of emergency contact numbers.

If you have any questions please contact the system head office.