

# Trafford Aikido's - Code of conduct for volunteers

## As a volunteer at Trafford Aikido, we'd like you to:

- be professional in what you do.
- make our club a safe, friendly and welcoming place to be.
  - be aware of the risk assessments undertaken and be vigilant for new risks appearing and bring them to the attention of the Coach promptly.
  - be an excellent role model by leading by example when it comes to positive behaviour and commitment to Aikido
  - do not engage in any behaviour that constitutes any form of abuse or bullying nor allow others to.
  - listen to any concerns that parents or young people might have.
  - report any concerns about or allegations of abuse or poor practice to our Welfare Officer or Coach.
- as an Aikidoka follow our Safe Practice Policy.
- if an injury happens, administer first aid (if qualified) and seek help when necessary.
- use social media responsibly following our guidelines (Club website – 'How We Work'. Consider privacy and the impact before you post don't be abusive or cause offence online
- follow adopted policies:
  - Safeguarding policies and procedures for children, young people and vulnerable adults.
  - Safety guidelines and Codes of Conduct / Practice etc detailed on the Club website.
  - Equity policies by championing everyone's right to take part by not discriminating against anyone, regardless of gender, race, sexual orientation or ability.
  - behave appropriately online by following BAB's Safeguarding supplementary document "Electronic Communication" policy and the Club's policy that there should be no contact or reference to those under 18yrs. Under 18's practicing on the Senior mat may be sent emails that are also being sent at the same time to seniors.
  - Follow BAB's Safeguarding supplementary document "Photographic & Recorded Images of Children" and the Club's policy that no one may take photographs and videos to prevent intrusive and inappropriate images being obtained excepting the Club from time to time who will use the material to promote Aikido and the Club without using personal information.
- if your role necessitates it:
  - undertake DBS checking
  - have current insurance
  - keep any qualifications up to date such as "Permission to teach", Coaching, First Aid and Safeguarding training
- if your role is a Coach or Helper:
  - keep all in your sessions safe by supervising appropriately, using safe methods and techniques.
  - follow the BAB's Safeguarding supplementary documents particularly – "Safeguarding - The Coach code of Conduct and Responsibility within their Relationship of Trust" and follow "Coaching Practice" in our Booklet for Volunteers, Helpers and Coaches.

- Coaches are now included within the definition of holding a position of trust which makes it illegal to enter into a relationship with a 16 or 17 year in their care.
- make sure you've got appropriate ratios of Coach / Helpers to participants before a session begins.
- respect children's trust and rights whilst being honest and open with them.

**As a Volunteer at Trafford Aikido you have the right to:**

- Enjoy the time you spend with us and be supported in your role.
- Have a job description.
- Be informed of our safeguarding and reporting procedures and what you need to do if something isn't right.
- Have access to guidance / procedure documents that are relevant to your responsibilities and to ongoing training in all aspects of your role.
- Be listened to.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by us, our Association - the Lancashire Aikikai - and our governing body, the British Aikido Board.
- Feel welcomed, valued and not judged based on your race, gender, sexuality or ability.
- Be protected from physical or emotional abuse from children or parents and be supported to resolve conflicts.

Receive a copy of Trafford Aikido's booklet – "Volunteers, Helpers and Coaches" - which covers our aspirations and is a key guide.

We expect all our and volunteers to follow the behaviours and requests set out in this code. If any volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem and aim to resolve the issue promptly.

You need to be aware that disciplinary procedures exist and is set out in our Constitution.

**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.

All the policies, guidance and rules of the British Aikido Board (National Governing Body) and the Lancashire Aikikai (our Association) automatically apply to all in Trafford Aikido, as well as its own policies, guidance etc.