



STAFF, INSTRUCTOR & VOLUNTEER CODE OF CONDUCT

Approved by: Andrew Banks – CEO and Chief Instructor

Version: 2.0

Replaces: KRMA Staff, Instructor & Volunteer Code of Conduct 2025

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Related Policies and Procedures

This Code must be read alongside:

- Safeguarding and Child Protection Policy;
- Safeguarding Adults at Risk Policy;
- Safe Practice and Training Standards Policy;
- Safer Recruitment Policy;
- Trauma-Informed Coaching Policy;
- Special Educational Needs, Disabilities and Inclusion Policy;
- Anti-Bullying and Respect Policy;
- Behaviour Management Policy;
- Parent, Carer and Family Communication Policy;
- Online Safety and Social Media Policy;
- Photography and Video Policy;
- Travel, Transport and Residential Trips Policy;
- Missing Child and Unauthorised Absence Policy;
- Health and Safety Policy;
- First Aid and Medication Policy;
- Data Protection Policy;
- Whistleblowing Procedure;
- Complaints Policy; and
- relevant KRMA operating procedures.

1. Purpose

This Code establishes the minimum standards of conduct expected from every person working, volunteering or carrying responsibility on behalf of KRMA.

Its purpose is to:

- protect children, young people and adults at risk;
- maintain safe and professional boundaries;
- promote consistent standards of coaching and supervision;
- support respectful and inclusive practice;
- protect staff and volunteers from avoidable allegations or misunderstandings;
- ensure safeguarding concerns are recognised and reported promptly;
- uphold the reputation and values of KRMA; and
- provide a clear basis for addressing conduct concerns.

The wellbeing and safety of participants must always take priority over:

- performance;
- competition results;
- grading outcomes;
- financial considerations;
- convenience;
- personal relationships; or
- the reputation of any individual.

2. Scope

This Code applies to:

- the CEO and Chief Instructor;
- instructors;
- assistant instructors;
- trainee instructors;
- junior instructors;
- employees;
- volunteers;
- reception and administration staff;
- coaches;
- team managers;
- trip leaders;
- drivers acting for KRMA;
- contractors;
- visiting instructors; and
- anyone representing KRMA in an official capacity.

It applies during:

- classes;
- gradings;
- competitions;
- demonstrations;
- seminars;
- private lessons;
- trips;

- transport;
- residential activities;
- community programmes;
- online communication;
- social-media activity connected with KRMA;
- informal contact arising through a KRMA role; and
- any activity where a person may reasonably be identified as representing KRMA.

Conduct outside KRMA may be considered where it:

- affects a participant's safety or welfare;
- creates a safeguarding concern;
- damages professional trust;
- affects a person's suitability to work with children or adults at risk;
- involves harassment, bullying or discrimination;
- brings KRMA into serious disrepute; or
- undermines the safe operation of the organisation.

3. Status of This Code

Compliance with this Code is a condition of working or volunteering for KRMA.

Every staff member and volunteer is personally responsible for:

- reading the Code;
- understanding the standards expected;
- asking for clarification where unsure;
- completing required training;
- reporting concerns;
- informing KRMA of relevant changes affecting their role; and
- signing the declaration at the end of the document.

Failure to follow this Code may result in:

- guidance or retraining;
- increased supervision;
- formal warning;
- restriction of duties;
- suspension;
- removal from a role;
- disciplinary action;
- termination of employment or volunteering;
- safeguarding referral;
- referral to the Local Authority Designated Officer;
- referral to the Disclosure and Barring Service where applicable;
- police involvement; or
- another proportionate action.

Serious concerns may require immediate action without following a staged warning process.



4. Core Standards

All staff, instructors and volunteers must:

1. Put participant safety, welfare and dignity first.
2. Treat every person with courtesy, fairness and respect.
3. Promote KRMA's values through their behaviour and decisions.
4. Maintain professional boundaries at all times.
5. Provide activities suitable for the participant's age, ability, experience and needs.
6. Follow approved KRMA policies, procedures and risk assessments.
7. Act honestly and within the limits of their role, competence and qualifications.
8. Model safe, disciplined and respectful martial arts behaviour.
9. Challenge bullying, discrimination, harassment and unsafe conduct.
10. Support inclusion and reasonable adjustments.
11. Communicate calmly, clearly and professionally.
12. Report safeguarding, safety and conduct concerns promptly.
13. Maintain appropriate confidentiality.
14. Avoid favouritism, exploitation and misuse of authority.
15. Accept accountability for their actions.
16. Cooperate fully with authorised reviews and investigations.

5. Martial Arts Leadership and Traditional Standards

KRMA recognises the importance of:

- discipline;
- etiquette;
- rank;
- respect for seniority;
- loyalty;
- humility;
- responsibility; and
- traditional martial arts values.

Staff and senior grades should uphold these traditions in a way that promotes safe and positive development.

Rank, position or experience must never be used to:

- intimidate;
- humiliate;
- silence;
- exploit;
- threaten;
- demand personal loyalty;
- obtain personal benefit;
- discourage a safeguarding report;
- excuse unsafe behaviour; or
- place someone under inappropriate pressure.

Senior grades and instructors are expected to lead by example.

Greater rank creates greater responsibility; it does not provide greater permission to disregard boundaries or standards.

6. Safeguarding Responsibilities

Every adult working or volunteering for KRMA has a responsibility to safeguard children and adults at risk.

Staff must remain alert to signs of:

- abuse;
- neglect;
- bullying;
- harassment;
- exploitation;
- grooming;
- discrimination;
- coercive behaviour;
- unsafe relationships;
- self-harm;
- emotional distress;
- inappropriate online contact;
- unsafe family circumstances;
- radicalisation;
- trafficking;
- criminal exploitation; or
- another form of harm.

No staff member should assume that someone else will report a concern.

6.1 Reporting concerns

Any safeguarding concern must be passed promptly to:

Designated Safeguarding Lead: Kayleigh Humphreys

Safeguarding email: safeguarding@krma.co.uk

Telephone: 01652 653560

Where the DSL is unavailable, concerns should be passed to:

Deputy Designated Safeguarding Lead: Andrew Banks

A concern must not be delayed because:

- the available information is incomplete;
- the incident happened outside KRMA;
- the child asks the adult not to tell anyone;
- the alleged person is senior or respected;
- the concern involves a friend or colleague;
- the adult fears causing difficulty;
- the parent has not agreed; or
- the adult is unsure whether the concern reaches a formal threshold.

Where someone is in immediate danger, call **999**.

Staff do not need the DSL's permission to contact emergency services.

6.2 Responding to a disclosure

Where a child or adult discloses abuse, harm or a serious concern, staff must:

- remain calm;
- listen carefully;
- take the person seriously;
- allow them to speak in their own words;
- avoid expressing shock or disbelief;
- reassure them that they were right to speak;
- explain that information may need to be shared to keep them safe;
- ask only questions needed to clarify immediate safety;
- record the disclosure accurately;
- use the person's own words where possible; and

- report the concern promptly.

Staff must not:

- promise secrecy;
- interrogate the person;
- ask leading questions;
- conduct their own investigation;
- confront the alleged person;
- ask the child to repeat the account to several adults;
- contact witnesses independently;
- attempt mediation;
- delete or alter evidence;
- suggest what the person should say; or
- delay reporting while seeking proof.

6.3 Recording

Safeguarding records must be:

- factual;
- dated;
- timed;
- completed promptly;
- attributable to the person making the record;
- securely stored; and
- shared only with authorised people.

Records should distinguish between:

- confirmed fact;
- direct quotation;

- allegation;
- observation;
- opinion; and
- professional judgement.

Relevant emails, messages, photographs, footage or other material must be preserved.

6.4 Confidentiality

Staff must not promise complete confidentiality.

Safeguarding information may need to be shared with:

- the DSL;
- police;
- children's social care;
- adult safeguarding services;
- healthcare professionals;
- the Local Authority Designated Officer;
- another appropriate safeguarding body; or
- another person with a legitimate need to know.

Information must not be discussed:

- in public areas;
- in staff gossip;
- with uninvolved parents;
- through open messaging groups;
- on personal social media;
- with students who are not directly involved; or
- with anyone who does not need the information.

7. Professional Boundaries

Staff, instructors and volunteers must maintain relationships that are appropriate to their role.

A professional relationship must remain:

- focused on the participant's welfare and development;
- transparent;
- respectful;
- appropriate to age and need;
- free from exploitation;
- free from secrecy;
- and capable of withstanding appropriate scrutiny.

7.1 Misuse of authority

Staff must never use their role, grade, reputation or influence to:

- obtain money, gifts or personal advantage;
- pursue a romantic or sexual relationship;
- create emotional dependency;
- demand secrecy;
- seek inappropriate personal information;
- encourage a participant to reject trusted adults;
- obtain unpaid personal work or favours;
- promote an unrelated private business without approval;
- pressure participation in private activities;
- or gain influence over family decisions outside their role.

7.2 Favouritism and exclusive relationships

Staff must not create inappropriate exclusive relationships with particular students.

This includes:

- excessive private attention;
- secret communication;
- inappropriate gifts;
- regularly isolating one student;
- sharing personal confidences;
- treating one student as a personal friend;
- giving unexplained privileges;
- creating jealousy or dependency; or
- allowing personal preference to affect decisions.

Positive mentoring is permitted where it is:

- authorised;
- transparent;
- appropriately supervised;
- purposeful;
- and consistent with safeguarding standards.

7.3 Personal and Romantic Relationships

KRMA does not prohibit staff, instructors or volunteers from entering into lawful, consensual relationships with other adults in their private lives.

However, staff must not pursue or enter into any relationship that involves:

- a child under 18;
- grooming or conduct that began while the person was under 18;
- coercion, pressure or exploitation;
- misuse of professional authority;
- abuse of trust;
- compromised capacity to consent;

- inappropriate emotional dependency; or
- exploitation of an adult's care, support or safeguarding needs.

Where a consensual adult relationship involves:

- another member of staff;
- an adult student;
- a student's parent or carer;
- a volunteer;
- or another person connected with KRMA,

the individuals must maintain professional conduct and confidentially declare the relationship to senior management where it could reasonably create:

- a conflict of interest;
- direct supervisory responsibility;
- assessment or grading influence;
- competition or opportunity-selection influence;
- allegations of favouritism;
- safeguarding concerns;
- or operational difficulty.

KRMA may introduce proportionate arrangements to manage the conflict, such as:

- changing reporting lines;
- using a different instructor or assessor;
- removing one person from decisions affecting the other;
- or adjusting duties.

A consensual relationship between adults will not, by itself, be treated as misconduct.

7.4 Appropriate language

Staff must communicate in a manner that is:

- respectful;
- age-appropriate;
- non-discriminatory;
- constructive;
- and suitable for a professional martial arts setting.

Staff must not use:

- humiliating language;
- sexualised comments;
- discriminatory jokes;
- threats;
- degrading nicknames;
- comments about a participant's body that are not legitimately connected to safe coaching;
- aggressive sarcasm;
- public ridicule;
- or language designed to frighten or shame.

Coaching may be firm and disciplined without becoming abusive or degrading.

7.5 Personal information

Staff should not share unnecessary personal information with participants.

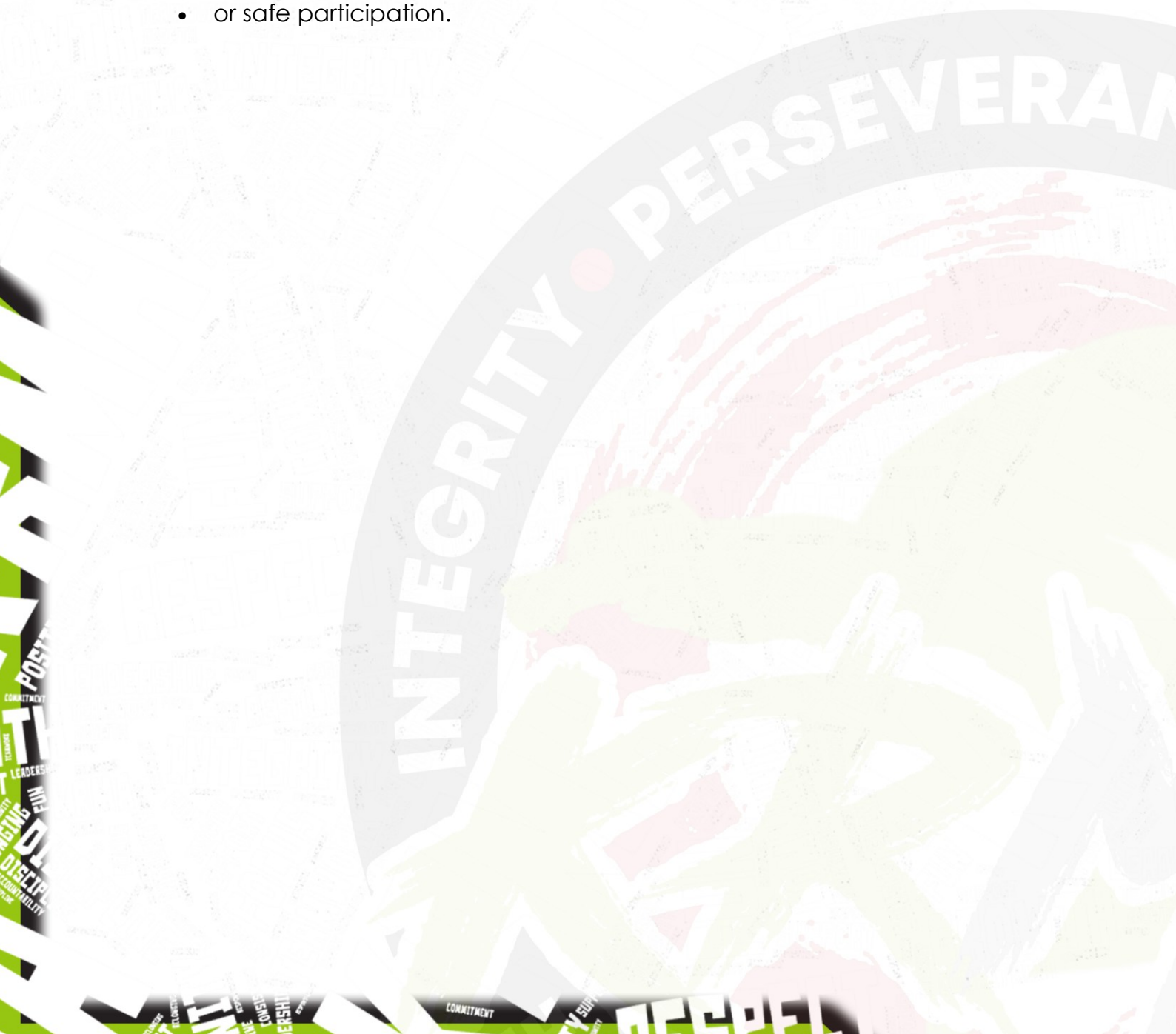
They must avoid discussing:

- intimate relationships;
- sexual matters;
- financial difficulties;
- adult disputes;
- personal grievances;

- alcohol or drug use;
- confidential staff matters;
- or other inappropriate adult information.

Staff should also avoid asking participants intrusive personal questions unless the information is genuinely relevant to:

- safeguarding;
- welfare;
- health;
- support;
- or safe participation.



8. Junior Instructors and Young Volunteers

Junior instructors and volunteers under 18 remain children for safeguarding purposes.

They may be given age-appropriate opportunities to:

- demonstrate techniques;
- assist with equipment;
- support younger students;
- help lead simple activities;
- develop leadership;
- and work towards recognised instructor-development goals.

They must not be given sole responsibility for:

- an entire class;
- safeguarding decisions;
- first-aid emergencies beyond their competence;
- missing-child incidents;
- transport;
- physical intervention;
- changing-room supervision;
- formal discipline;
- confidential safeguarding records;
- one-to-one private lessons;
- or responding to allegations.

Junior instructors must remain appropriately supervised by a responsible adult.

Any concern involving a junior instructor must be handled as a concern involving a child, even where they hold a senior grade or leadership position.

9. Safe Coaching, Physical Contact and Demonstrations

Physical contact can be a legitimate and necessary part of martial arts instruction. It must always be:

- appropriate;
- purposeful;
- proportionate;
- connected to coaching or safety;
- respectful of the participant's dignity;
- and capable of being openly explained.

9.1 Appropriate coaching contact

Physical contact may be appropriate when:

- demonstrating a technique;
- correcting body position;
- supporting balance;
- applying protective equipment;
- preventing an immediate injury;
- providing first aid;
- assisting with an agreed reasonable adjustment;
- or taking part in supervised partner training.

Where practicable, the instructor should:

- explain what they intend to do;
- seek the participant's agreement;
- use the minimum contact required;
- remain in an observable environment;
- and stop where the participant appears uncomfortable.

A participant may withdraw consent to non-emergency coaching contact.

Alternative teaching methods should be used where possible, including:

- verbal instruction;
- self-demonstration;
- demonstration with another instructor;
- visual prompts;
- mirrors;
- floor markings;
- training equipment;
- or asking the participant to adjust their own position.

9.2 Sensitive areas

Staff must avoid unnecessary contact with:

- the chest;
- breasts;
- buttocks;
- groin;
- inner thigh;
- or any other intimate area.

Where the mechanics of a legitimate martial arts technique involve proximity to a sensitive area, the instructor must:

- explain the technique clearly;
- use an appropriate partner;
- maintain professional positioning;
- avoid unnecessary repetition;
- consider the participant's age and comfort;
- and use alternative demonstration methods where appropriate.

Any accidental contact should be acknowledged promptly and professionally.

9.3 Consent, trauma and additional needs

Staff must consider that a participant may:

- dislike being touched;
- have a trauma history;
- experience sensory sensitivity;
- have communication differences;
- feel unable to refuse an instructor;
- or misunderstand the purpose of contact.

Silence must not automatically be treated as consent.

Where a participant becomes distressed, the instructor should:

- stop;
- provide space;
- explain what happened;
- check their welfare;
- adapt the coaching method;
- and report any safeguarding concern.

9.4 Prohibited physical contact

Staff must never:

- use physical contact for punishment;
- strike a participant in anger;
- use pain to establish authority;
- engage in sexualised contact;
- tickle, wrestle or engage in inappropriate horseplay;
- force physical affection;

- unnecessarily sit a child on their lap;
- massage a participant without an authorised therapeutic purpose;
- or continue contact after being asked to stop, unless immediate action is necessary to prevent harm.

9.5 Demonstrating techniques on children

Techniques demonstrated on children must be:

- age-appropriate;
- controlled;
- technically necessary;
- within the instructor's competence;
- and delivered at an appropriate level of force.

Children must not be used to demonstrate:

- dangerous techniques;
- unnecessary pain compliance;
- uncontrolled throws;
- unsafe joint locks;
- choking techniques outside approved practice;
- or any technique that creates an avoidable risk of injury or humiliation.

9.6 Injury and first aid

Where a participant is injured, staff must:

- stop the activity where necessary;
- assess immediate safety within their competence;
- call a qualified first aider;
- protect the participant's privacy;
- contact parents or emergency services where required;
- record the incident;

- and avoid diagnosing conditions outside their qualifications.

Physical examination should be limited to what is reasonably necessary for first aid or safety.



10. One-to-One Working and Private Lessons

One-to-one coaching is not automatically prohibited, but it must be planned and delivered transparently.

10.1 General safeguards

One-to-one work with a child should normally take place:

- with parental knowledge;
- through an official booking;
- at an approved venue;
- during agreed times;
- in an observable or accessible space;
- and where another responsible adult is present in the building or nearby where practicable.

The environment should avoid unnecessary isolation.

Suitable safeguards may include:

- an open door;
- an internal viewing window;
- an open training area;
- CCTV in public training areas;
- a parent remaining nearby;
- another class operating at the venue;
- or regular welfare checks.

CCTV must not replace appropriate staffing or supervision.

10.2 Private lessons

Private lessons must:

- be booked through approved arrangements;
- have a clear coaching purpose;

- be recorded appropriately;
- follow the same safeguarding and safe-practice standards as group classes;
- and finish within the agreed time.

An instructor must not arrange undeclared private coaching with a child through personal messages or informal cash arrangements.

10.3 Closed or isolated spaces

Staff should not conduct private work with a child:

- behind a locked door;
- in a private bedroom;
- in an isolated changing room;
- in a private home without authorisation;
- or in another location where the activity cannot reasonably be observed or interrupted.

Where an exceptional arrangement is necessary, it must be:

- authorised;
- risk assessed;
- known to the parent or carer;
- documented;
- and supported by additional safeguards.

10.4 Home visits and coaching in private homes

Staff must not visit a child's home in their KRMA role unless:

- the purpose is legitimate;
- senior management has authorised the arrangement;
- the parent or carer is aware;
- appropriate safeguarding arrangements are in place;
- and the activity is recorded.

A staff member should not invite a child to their own home for coaching, social contact or overnight accommodation without formal approval and an exceptional, clearly documented reason.

An unexpected one-to-one situation may arise because:

- other participants leave early;
- a parent is late;
- a class is cancelled;
- a child becomes distressed;
- or another adult is temporarily unavailable.

The adult should:

- remain in an open or visible area;
- inform another responsible person;
- contact the parent where appropriate;
- avoid unnecessary personal conversation;
- and record the circumstances where the situation was significant.



11. Changing Rooms, Toilets and Personal Care

Changing and toilet areas require particular care because participants are entitled to privacy and dignity.

11.1 Adult access

Staff should not enter a changing room or toilet area used by children unless:

- there is a safeguarding concern;
- there is an emergency;
- supervision is genuinely necessary;
- a child requires agreed assistance;
- or venue arrangements make brief access essential.

Where entry is necessary, staff should normally:

- announce themselves;
- allow time for participants to respond;
- take another adult where practicable;
- remain only as long as necessary;
- avoid unnecessary observation;
- and record any significant concern.

11.2 Changing alongside children

Adults working for KRMA must not routinely change clothing in the same open changing area as children.

Where shared facilities cannot be avoided, adults should use:

- a separate cubicle;
- a separate time;
- a separate area;
- or another appropriate arrangement.

This does not prevent a parent from supporting their own child where appropriate.

11.3 Phones and recording devices

Photography, filming, video calls and audio recording are prohibited in:

- changing rooms;
- toilets;
- shower areas;
- bedrooms used on residential trips;
- and personal-care areas.

Phones should remain stored away where possible.

11.4 Toileting and personal care

Staff must not provide intimate or personal care unless:

- it has been agreed as part of the participant's support arrangements;
- the staff member is suitable and competent;
- the parent or carer has provided appropriate information;
- privacy and dignity are protected;
- and suitable safeguards are in place.

Personal-care support should be documented where appropriate.

No child should be humiliated because of:

- an accident;
- continence needs;
- disability;
- menstruation;
- or another personal-care requirement.

12. Behaviour Management and Discipline

Discipline within martial arts should promote:

- self-control;
- responsibility;
- respect;
- safe participation;
- learning;
- and personal development.

It must not rely upon fear, degradation or abuse of authority.

12.1 Appropriate behaviour management

Staff may use:

- clear instructions;
- reminders;
- redirection;
- temporary changes of partner or position;
- a calm conversation;
- a brief supervised break;
- restorative approaches where safe;
- behaviour agreements;
- parent communication;
- or proportionate sanctions under KRMA procedures.

Expectations must be:

- clearly communicated;
- applied consistently;
- appropriate to age and understanding;

- and adjusted where disability, trauma or communication needs affect behaviour.

12.2 Prohibited disciplinary practices

Staff must never use:

- corporal punishment;
- humiliation;
- public ridicule;
- degrading language;
- threats of violence;
- excessive exercise as punishment;
- deliberate exposure to pain;
- forced sparring;
- withholding water;
- denying reasonable toilet access;
- unsafe isolation;
- collective punishment intended to shame a group;
- or techniques intended to frighten a participant into obedience.

Exercise may be used for training and physical development, but not as an abusive or excessive punishment.

12.3 Removal from an activity

A participant may be temporarily removed from an activity where necessary for:

- immediate safety;
- emotional regulation;
- preventing disruption;
- first aid;
- private support;

- or protecting others.

The person must remain appropriately supervised.

Removal must not become:

- prolonged isolation;
- humiliation;
- abandonment;
- or an opportunity for unsupervised one-to-one confrontation.

12.4 Physical intervention

Physical intervention must only be used where it is reasonably necessary to prevent immediate harm.

It must be:

- proportionate;
- the least restrictive option;
- used for the shortest time possible;
- stopped when the danger passes;
- and reported and recorded afterwards.

Physical intervention must never be used merely because a participant:

- refuses an instruction;
- uses disrespectful language;
- attempts to leave a non-dangerous area;
- or challenges an adult's authority.

13. Digital Communication and Social Media

Digital communication must meet the same professional standards as face-to-face conduct.

13.1 Official communication

Staff must use approved KRMA systems wherever practicable.

Communication with children must:

- have a legitimate KRMA purpose;
- use professional language;
- be transparent;
- occur at reasonable times;
- be retained where required;
- and normally include the parent or carer.

13.2 Prohibited digital conduct

Staff must not:

- create secret communication with a child;
- use disappearing-message functions;
- ask a child to delete messages;
- exchange sexualised content;
- send inappropriate images, jokes or material;
- engage in flirtatious communication;
- use private messaging to create emotional dependency;
- ask a child to conceal contact;
- or continue personal contact after being directed to stop.

13.3 Personal social-media accounts

Staff should not initiate or accept personal social-media connections with children they know through KRMA unless:

- a pre-existing family relationship exists;
- the connection is authorised for a clear operational reason;
- or another exceptional circumstance has been agreed.

Even where a connection is permitted, the adult remains responsible for maintaining professional boundaries.

Staff must not use personal accounts to bypass:

- parental oversight;
- safeguarding arrangements;
- official records;
- or KRMA communication controls.

13.4 Group chats

Official group chats should:

- have a clear purpose;
- be appropriately moderated;
- include parents where suitable;
- avoid unnecessary personal information;
- and be used for relevant KRMA communication.

Where under-18 participants are included, at least two authorised adults should normally have access to the group where practicable.

Safeguarding concerns must not be debated in open group chats.

13.5 Older teenagers and junior instructors

Older teenagers and junior instructors may require direct operational communication about:

- rotas;
- competitions;
- instructor development;
- demonstrations;

- or training.

This communication must still be:

- official;
- professional;
- limited to legitimate purposes;
- known to parents where appropriate;
- and free from secrecy or dependency.

13.6 Personal content and online reputation

Staff must consider whether their public online activity could:

- undermine safeguarding trust;
- identify confidential information;
- bully or harass another person;
- promote discrimination;
- glorify illegal or dangerous conduct;
- or seriously damage KRMA's reputation.

KRMA does not seek to control lawful private opinions or adult social lives. However, conduct may be addressed where it directly affects role suitability, professional trust or participant welfare.

14. Photography, Video and Recording

Photographs and recordings must be taken and used only for legitimate and authorised purposes.

14.1 Consent and authorisation

Before photographing or filming participants, staff must follow KRMA's:

- consent arrangements;
- Photography and Video Policy;
- event rules;
- and data-protection procedures.

The absence of an objection must not automatically be treated as consent where formal consent is required.

14.2 Official devices and storage

Where possible, staff should use:

- an authorised KRMA device;
- an approved account;
- or a managed storage system.

Images must not be retained indefinitely on personal devices.

Where a personal device is exceptionally used for an authorised purpose, the material must be:

- transferred promptly;
- stored securely;
- deleted from the personal device and cloud backups where practicable;
- and not used for any personal purpose.

14.3 Prohibited images

Staff must never create or retain:

- sexualised images;

- images of children changing;
- images from toilets or showers;
- humiliating images;
- covert recordings;
- images taken for personal gratification;
- or images that unnecessarily expose a participant's medical or personal information.

14.4 Live streaming and video calls

Live streaming must be:

- authorised;
- supervised;
- communicated to participants;
- and limited to appropriate activity areas.

Staff must check that broadcasts do not reveal:

- children who lack the required permission;
- confidential documents;
- changing areas;
- private conversations;
- home addresses;
- or other identifying information unnecessarily.

15. Travel, Lifts and Off-Site Activities

Staff involved in travel must follow the **Travel, Transport and Residential Trips Policy**.

15.1 Official transport

Staff must not provide official KRMA transport unless:

- the journey is authorised;
- the parent or carer is informed;
- the driver is appropriately licensed and insured;
- the vehicle is suitable;
- required restraints are available;
- and safeguarding arrangements are clear.

15.2 One-to-one transport

Unnecessary one-adult/one-child transport should be avoided.

Where it is necessary, it must be:

- transparent;
- authorised where practicable;
- known to the parent or carer;
- by an appropriate route;
- professionally conducted;
- and recorded where significant.

The child should normally sit in the rear where appropriate.

Staff must not:

- make unnecessary detours;
- visit private locations;
- use the journey for inappropriate personal discussion;
- ask the child to keep the lift secret;

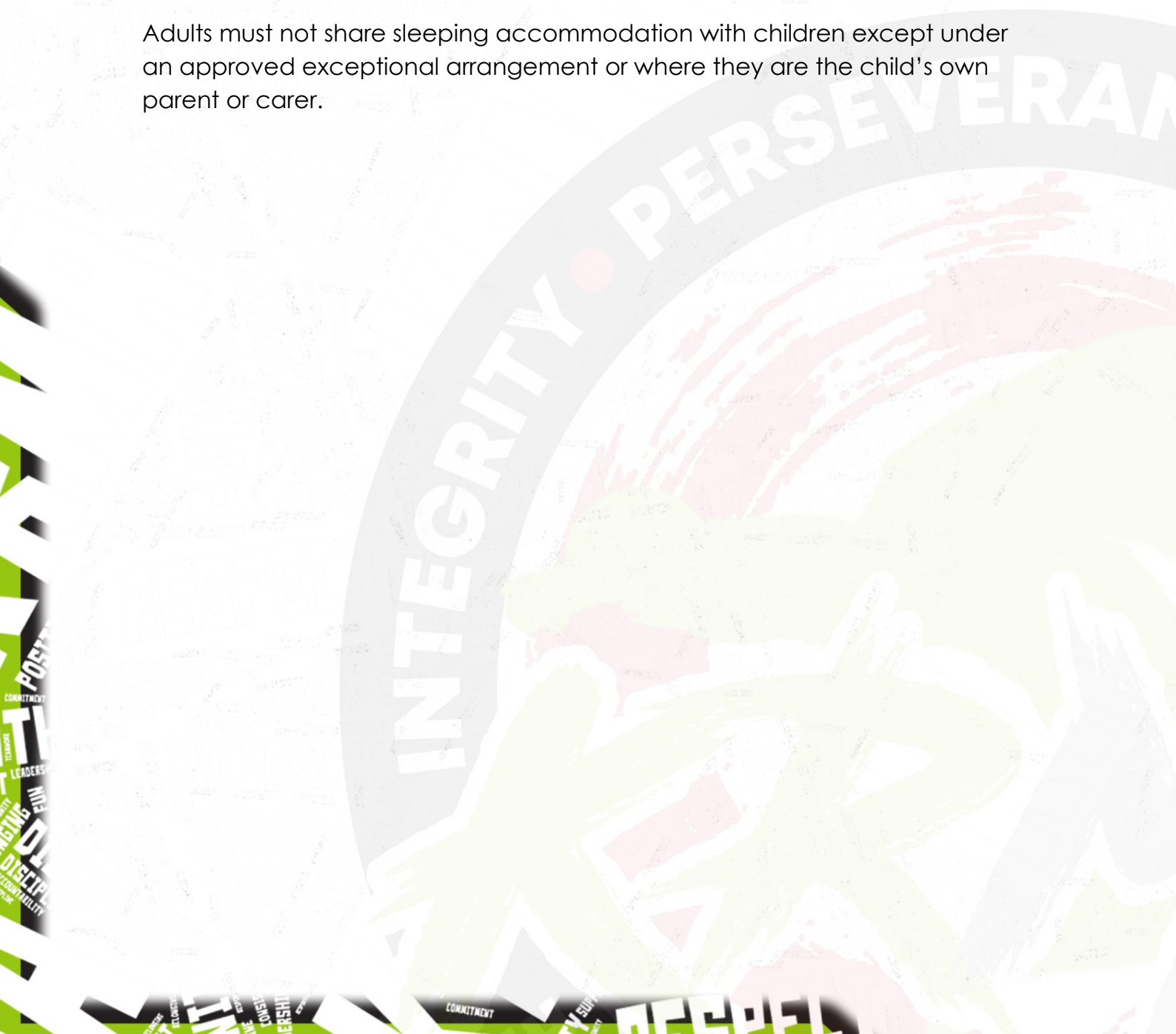
- or use transport to create private access to a child.

15.3 Trips and residential activities

During trips, staff must:

- maintain registers and head counts;
- follow rooming and supervision plans;
- maintain professional boundaries;
- remain fit to supervise;
- comply with medication and emergency arrangements;
- and report safeguarding concerns immediately.

Adults must not share sleeping accommodation with children except under an approved exceptional arrangement or where they are the child's own parent or carer.



16. Gifts, Money and Personal Benefit

Staff must not use their role to obtain personal financial or material benefit.

16.1 Gifts

Small, ordinary tokens of appreciation may be accepted where they do not create:

- an obligation;
- favouritism;
- secrecy;
- or a conflict of interest.

Significant, repeated or unusually personal gifts must be declared to senior management.

Staff should not give an individual child an expensive or secret gift.

16.2 Money and loans

Staff must not:

- borrow money from children;
- lend money privately to children;
- ask children to purchase personal items;
- involve participants in personal debts;
- or use a child's account, bank card or payment details.

Necessary emergency expenditure should be recorded and managed through approved arrangements.

16.3 Private business and paid services

Staff must not use access gained through KRMA to pressure students or families into buying:

- personal services;
- unrelated products;
- private coaching;

- investments;
- fundraising;
- or other commercial opportunities.

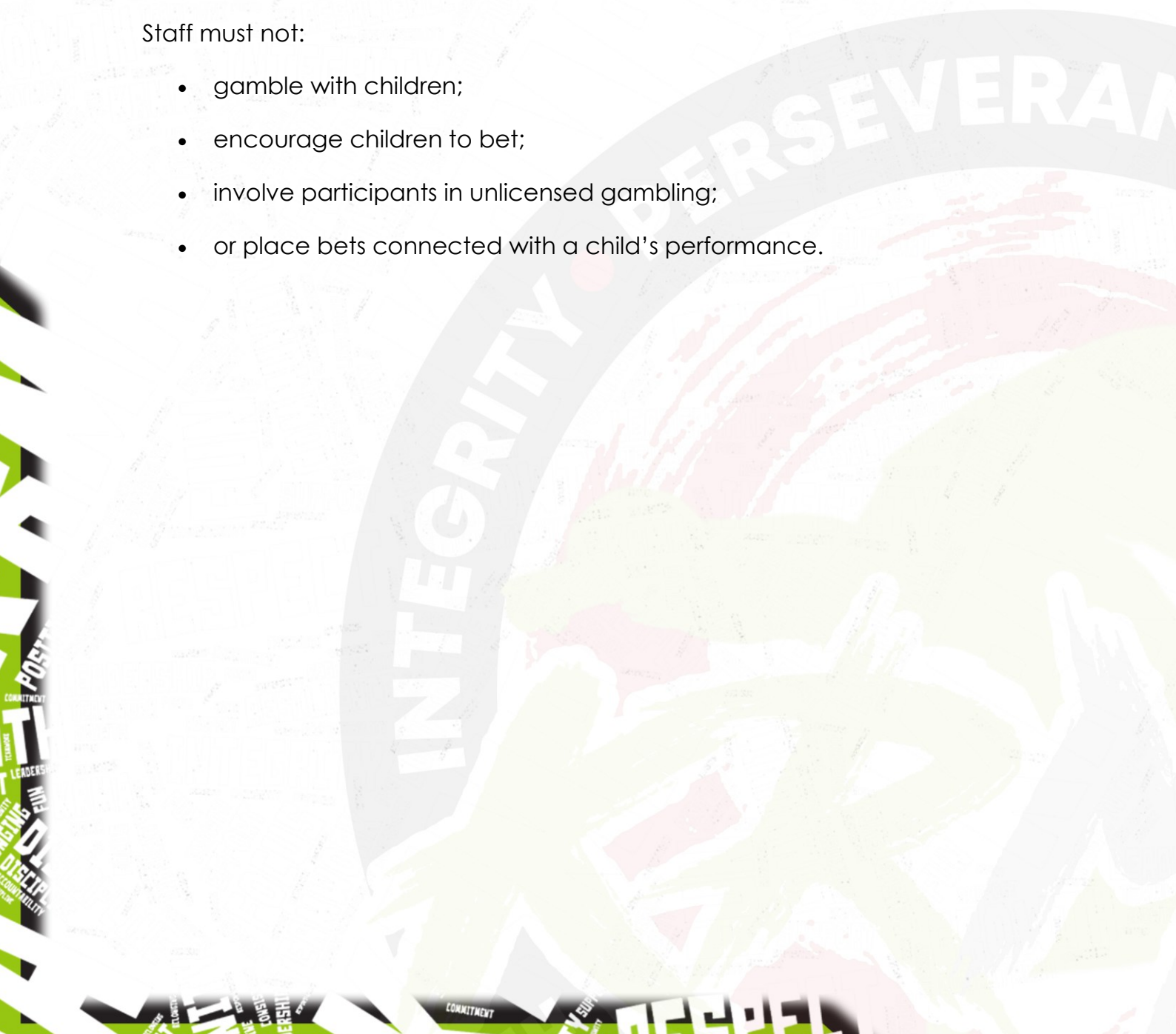
Any approved private service connected with KRMA must be:

- transparent;
- appropriately authorised;
- safely delivered;
- and free from coercion.

16.4 Betting and gambling

Staff must not:

- gamble with children;
- encourage children to bet;
- involve participants in unlicensed gambling;
- or place bets connected with a child's performance.



17. Confidentiality, Data Protection and Records

Staff may have access to confidential information because of their role.

That access must never be misused.

17.1 Appropriate access

Staff must only access records required for their duties.

They must not search for information about:

- friends;
- family members;
- other students;
- staff disputes;
- medical records;
- financial information;
- or safeguarding cases

out of curiosity or personal interest.

17.2 Secure handling

Staff must:

- use secure systems;
- protect passwords;
- lock devices;
- store paperwork safely;
- avoid leaving registers or medical information visible;
- verify recipients before sending information;
- and report data breaches promptly.

Confidential documents must not be:

- photographed unnecessarily;

- downloaded to unapproved devices;
- forwarded to personal accounts;
- discussed in public;
- or placed in open messaging groups.

17.3 Record integrity

Staff must not:

- falsify records;
- knowingly omit important information;
- alter a record to hide an error;
- destroy relevant evidence;
- create misleading attendance records;
- or sign a document they know to be inaccurate.

Where an error is made, it should be corrected transparently while preserving the original record where necessary.

17.4 Confidentiality after leaving KRMA

Confidentiality obligations continue after a person:

- resigns;
- is dismissed;
- stops volunteering;
- changes role;
- or leaves KRMA for another reason.

Former staff must return or securely delete KRMA information as directed.

18. Personal Conduct Outside KRMA

KRMA respects the lawful private lives of staff, instructors and volunteers.

A person is not expected to remain on duty at all times or avoid lawful adult relationships and activities merely because they work for KRMA.

However, private conduct may become relevant where it:

- affects safeguarding suitability;
- creates a conflict of interest;
- damages professional trust;
- involves a participant or family connected with KRMA;
- affects the person's fitness to work;
- constitutes harassment, discrimination or criminal conduct;
- or seriously undermines KRMA's safe operation.

18.1 Consensual adult relationships

KRMA does not prohibit lawful, consensual relationships between adults.

Where a relationship involves:

- another employee;
- an adult student;
- a volunteer;
- a student's parent or carer;
- or another person closely connected with KRMA,

the relationship should be confidentially declared where it may create:

- direct supervision;
- grading or assessment influence;
- selection influence;
- financial decision-making;
- favouritism;

- a safeguarding concern;
- or another conflict of interest.

KRMA may adjust duties or reporting arrangements to manage the conflict.

A consensual adult relationship will not, by itself, be treated as misconduct.

18.2 Relationships involving children or abuse of trust

Staff must never pursue a sexual or romantic relationship with a child.

They must also not exploit:

- a relationship that began while the person was under 18;
- an adult's care or support needs;
- reduced capacity;
- emotional dependency;
- financial vulnerability;
- or professional authority.

18.3 Criminal matters and suitability changes

Staff must promptly inform an appropriate senior manager where they:

- are arrested, charged or convicted of an offence that may affect their role;
- become subject to a safeguarding investigation;
- receive a relevant driving disqualification;
- become barred from regulated activity;
- are subject to a professional restriction;
- or experience another change that may affect their suitability.

Disclosure does not automatically mean removal from the role. KRMA will assess the circumstances fairly and according to risk.

18.4 Alcohol, drugs and fitness for duty

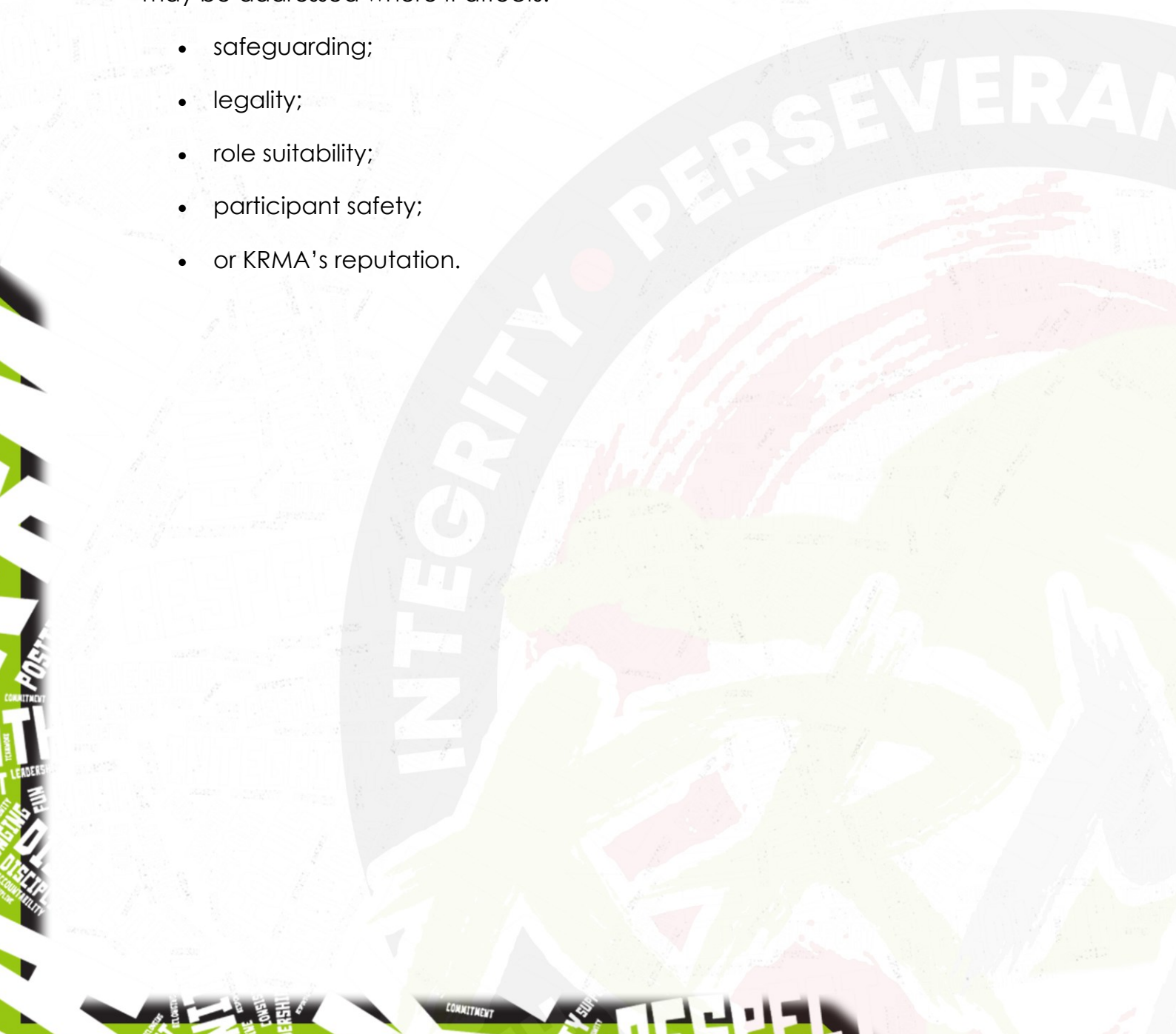
Staff must not work or volunteer while impaired by:

- alcohol;
- illegal drugs;
- medication;
- fatigue;
- illness;
- or another condition that makes them unsafe.

Staff responsible for children during trips or residential activities must remain capable of responding appropriately throughout their period of responsibility.

Illegal drug use, substance misuse or conduct involving prohibited substances may be addressed where it affects:

- safeguarding;
- legality;
- role suitability;
- participant safety;
- or KRMA's reputation.



19. Allegations, Complaints and Low-Level Concerns About Adults

Any concern about the conduct of a staff member, instructor, volunteer, contractor or other adult working with children must be reported promptly.

The concern does not need to amount to an allegation of abuse before it is reported.

19.1 Allegations against adults

An allegation may arise where an adult has:

- harmed or may have harmed a child;
- possibly committed a criminal offence involving a child;
- behaved towards a child in a way indicating they may pose a risk;
- behaved in a way that may indicate they are unsuitable to work with children;
- breached professional boundaries seriously;
- engaged in grooming, exploitation or sexualised conduct;
- used unnecessary or excessive force;
- communicated inappropriately with a child;
- or failed to protect a child from foreseeable harm.

The person receiving the concern must:

1. Ensure immediate safety.
2. Listen without investigating.
3. Record the information accurately.
4. Preserve relevant evidence.
5. Report the concern immediately to the DSL or another appropriate senior person.
6. Contact emergency services where immediate danger exists.

19.2 Low-level concerns

A low-level concern is any concern that an adult's conduct may be inconsistent with this Code, even where it does not appear serious enough to meet the threshold for a formal safeguarding allegation.

“Low-level” describes the apparent threshold, not the importance of reporting it.

Examples may include:

- unnecessary one-to-one contact;
- over-familiar behaviour;
- favouritism;
- inappropriate joking;
- blurred social-media boundaries;
- giving unexplained gifts;
- communicating at inappropriate times;
- unnecessary physical contact;
- humiliating or intimidating language;
- bypassing official communication systems;
- transporting a child without proper arrangements;
- regularly isolating a particular student;
- sharing excessive personal information;
- or conduct that causes discomfort but is difficult to categorise.

Low-level concerns must be recorded and reviewed because a pattern of apparently minor incidents may indicate a more serious problem.

19.3 Self-reporting

Staff are encouraged to report situations where:

- they believe they may have accidentally breached a boundary;
- an interaction could be misunderstood;
- they acted differently because of an emergency;

- they were unexpectedly left alone with a child;
- accidental physical contact occurred;
- a child contacted them privately;
- or they are unsure whether their conduct was appropriate.

Prompt and honest self-reporting allows KRMA to:

- protect everyone involved;
- provide guidance;
- maintain accurate records;
- identify training needs;
- and prevent misunderstandings.

Self-reporting does not automatically mean that disciplinary action will follow.

19.4 Who to report to

Concerns should normally be reported to:

Designated Safeguarding Lead: Kayleigh Humphreys

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

Where the concern relates to the DSL, it should be reported to:

Deputy Designated Safeguarding Lead: Andrew Banks

Where the concern relates to Andrew Banks, it should be reported to the DSL or another appropriate safeguarding authority.

Where the concern involves both safeguarding leads, or there is reason to believe KRMA cannot manage the matter impartially, the concern should be reported directly to an appropriate external authority, which may include:

- the police;
- children's social care;
- the Local Authority Designated Officer;
- the Disclosure and Barring Service where applicable;

- or KRMA's recognised safeguarding or governing body.

Immediate danger requires a **999** call.

19.5 Response to an allegation

KRMA may take precautionary steps while a concern is assessed.

These may include:

- changing duties;
- removing unsupervised contact;
- increasing supervision;
- restricting communication;
- temporary redeployment;
- suspension;
- or another safeguarding measure.

A precautionary measure does not represent a finding of guilt.

The purpose is to:

- protect children;
- protect the integrity of the process;
- reduce further risk;
- and support fair consideration of the concern.

19.6 Conduct of the person involved

A person who is the subject of an allegation or concern must not:

- contact the child privately;
- confront the person who reported it;
- attempt to identify anonymous reporters;
- question potential witnesses;
- ask anyone to withdraw their statement;

- delete messages or records;
- publish information online;
- retaliate;
- or conduct their own investigation.

They must cooperate with lawful and authorised safeguarding procedures.



20. Whistleblowing and Speaking Up

Every member of staff and every volunteer has a responsibility to speak up where they believe:

- unsafe practice is occurring;
- safeguarding procedures are being ignored;
- misconduct is being concealed;
- records are being falsified;
- an allegation is being mishandled;
- a senior person is abusing their authority;
- a child or adult at risk remains in danger;
- or reporting routes are not being taken seriously.

A person raising a genuine concern in good faith must not be subjected to:

- bullying;
- intimidation;
- dismissal from duties as punishment;
- threats;
- isolation;
- loss of opportunities;
- reputational attacks;
- or another form of retaliation.

A concern does not have to be proven before it is raised.

Staff should provide:

- what they observed;
- when and where it occurred;
- who was involved;
- any immediate risk;

- and any relevant evidence.

Knowingly making a false or malicious allegation may itself be misconduct. An allegation that cannot be substantiated is not automatically malicious.

Where internal reporting is inappropriate, unsafe or ineffective, staff may contact an appropriate external safeguarding or statutory authority.



21. Equality, Inclusion, Anti-Bullying and Respect

Staff must promote an environment in which every participant is treated with dignity.

They must not discriminate unlawfully or unfairly because of:

- age;
- disability;
- gender reassignment;
- marriage or civil partnership where relevant;
- pregnancy or maternity;
- race;
- religion or belief;
- sex;
- sexual orientation;
- social or economic background;
- appearance;
- ability;
- health;
- family circumstances;
- or another personal characteristic.

21.1 Inclusive coaching

Staff should:

- make reasonable adjustments where appropriate;
- use accessible communication;
- avoid stereotypes;
- recognise different learning needs;
- challenge discriminatory language;

- support dignified participation;
- and seek advice where they are unsure how to include someone safely.

A diagnosis is not always required before practical support can be considered.

21.2 Bullying and harassment

Staff must challenge:

- physical bullying;
- verbal abuse;
- intimidation;
- humiliation;
- exclusion;
- discriminatory conduct;
- sexual harassment;
- online bullying;
- rumours;
- coercion;
- misuse of rank;
- and retaliation against someone who reports a concern.

Staff must not dismiss harmful conduct as:

- banter;
- tradition;
- discipline;
- character building;
- or normal martial arts behaviour.

21.3 Traditional respect and rank

KRMA maintains traditional respect for:

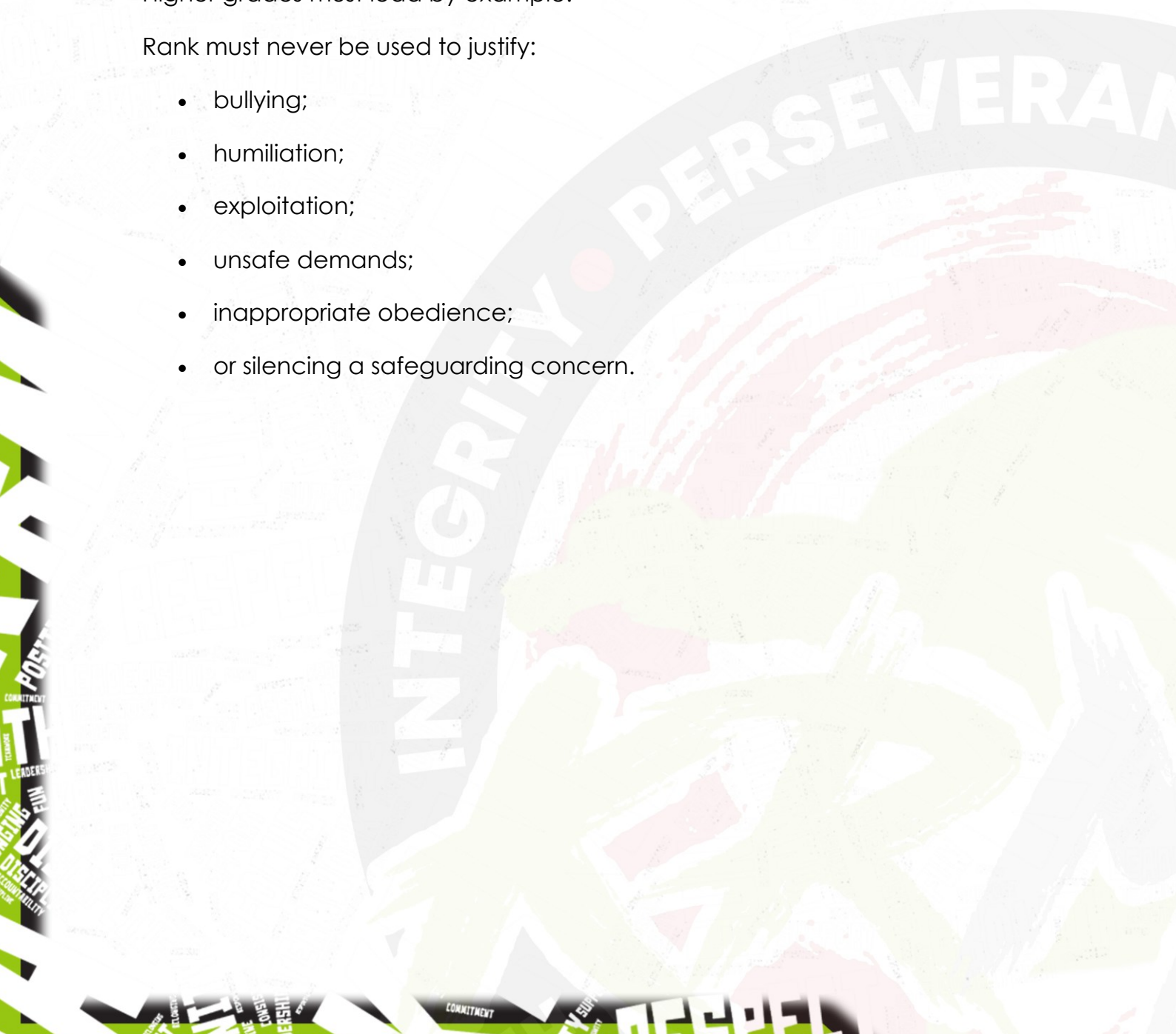
- instructors;
- senior students;
- higher grades;
- experience;
- and the martial arts hierarchy.

Staff must teach students to treat everyone with courtesy and dignity while showing appropriate additional respect to senior grades in recognition of their experience, commitment and responsibilities.

Higher grades must lead by example.

Rank must never be used to justify:

- bullying;
- humiliation;
- exploitation;
- unsafe demands;
- inappropriate obedience;
- or silencing a safeguarding concern.



22. Conflicts of Interest and Impartial Decision-Making

Staff must declare any personal interest that could influence, or reasonably appear to influence, their professional decisions.

Possible conflicts include:

- family relationships;
- romantic relationships;
- close friendships;
- financial relationships;
- business interests;
- disputes;
- competition rivalries;
- private coaching arrangements;
- scholarships;
- grading decisions;
- employment decisions;
- or involvement in a complaint.

22.1 Declaring conflicts

A relevant conflict should be declared confidentially to senior management as soon as it becomes apparent.

Declaring a conflict does not automatically mean that the person has done anything wrong.

KRMA may manage it by:

- using another assessor;
- changing reporting lines;
- excluding the person from a particular decision;
- reallocating supervision;
- appointing an independent reviewer;

- or recording the reason why continued involvement is acceptable.

22.2 Assessments and grading

Staff must assess participants honestly and according to approved criteria.

They must not:

- pass or fail someone for personal reasons;
- reward loyalty rather than performance;
- favour relatives, friends or partners;
- retaliate because of a complaint;
- accept payment or gifts in exchange for progression;
- or manipulate results to benefit themselves or another person.

22.3 Competition and opportunity selection

Selection for:

- teams;
- competitions;
- demonstrations;
- leadership opportunities;
- scholarships;
- special training;
- and other benefits

must be based on appropriate and transparent considerations.

Personal relationships must not unfairly influence selection.

23. Competence, Qualifications and Role Limits

Staff must work only within the limits of their:

- qualifications;
- training;
- experience;
- competence;
- authorisation;
- insurance;
- and assigned role.

23.1 Required checks and training

Depending upon the role, staff may be required to maintain:

- appropriate instructor qualifications;
- safeguarding training;
- first-aid certification;
- Disclosure and Barring Service checks;
- insurance;
- technical qualifications;
- coaching awards;
- licence or membership requirements;
- driver approval;
- and ongoing professional development.

Requirements will vary according to the duties performed.

Staff must inform KRMA promptly where a relevant qualification, certificate, licence, check or insurance arrangement:

- expires;
- is suspended;

- is withdrawn;
- becomes restricted;
- or is otherwise no longer valid.

23.2 Working outside competence

Staff must not:

- teach techniques they cannot control safely;
- diagnose medical conditions;
- provide counselling beyond their competence;
- administer medication without appropriate arrangements;
- conduct safeguarding investigations;
- provide legal advice as a KRMA representative;
- drive a vehicle they are not licensed to drive;
- or accept responsibility they are not trained or authorised to manage.

Seeking help is a professional action, not a failure.

23.3 Continuing professional development

Staff should remain willing to:

- receive feedback;
- update their skills;
- attend required training;
- reflect on incidents;
- adapt outdated practice;
- improve inclusive coaching;
- and develop their technical and safeguarding competence.

Seniority does not remove the need for continuing development.

24. Health, Safety, First Aid and Emergency Conduct

Staff must take reasonable care of:

- their own health and safety;
- participants;
- colleagues;
- visitors;
- and anyone affected by KRMA activities.

24.1 Safe activities

Before and during activities, staff must consider:

- venue condition;
- equipment;
- class size;
- participant ability;
- protective equipment;
- available supervision;
- medical information;
- environmental temperature;
- hydration;
- fatigue;
- contact level;
- and emergency access.

Unsafe activities must be:

- stopped;
- adapted;
- delayed;

- relocated;
- or cancelled.

24.2 Injuries and illness

Staff must:

- respond promptly;
- obtain first-aid support;
- call emergency services where required;
- inform parents where appropriate;
- record significant incidents;
- preserve relevant evidence;
- and follow return-to-training restrictions.

A participant must not be pressured to continue because of:

- grading;
- competition;
- demonstration;
- team expectations;
- or fear of disappointing an instructor.

24.3 Protective equipment

Staff must enforce required protective equipment and safe-contact rules.

They must not knowingly permit:

- unsafe sparring;
- unsuitable jewellery;
- defective equipment;
- prohibited techniques;
- excessive contact;

- or training that clearly exceeds the participant's ability.

24.4 Emergency procedures

Staff must understand relevant procedures for:

- fire;
- evacuation;
- lockdown;
- medical emergency;
- missing child;
- severe weather;
- heat;
- transport incident;
- safeguarding emergency;
- and venue closure.

During an emergency, staff must:

- remain calm;
- follow authorised instructions;
- account for participants;
- protect vulnerable individuals;
- contact emergency services where necessary;
- and record significant actions afterwards.

25. Missing Children, Handover and Attendance

Staff must follow the **Missing Child and Unauthorised Absence Policy**.

They must:

- record actual attendance accurately;
- monitor late arrivals;
- record early departures;
- know who is authorised to collect children;
- maintain safe handovers;
- complete head counts during trips and transitions;
- report discrepancies immediately;
- and never assume that another adult has responsibility without confirmation.

25.1 A child leaving without permission

Where a child leaves or attempts to leave:

- alert the lead instructor;
- protect the remaining group;
- assess immediate danger;
- maintain visual contact where safe;
- call emergency services according to risk;
- contact the parent;
- and record the incident.

There is no fixed waiting period before reporting a missing child.

Staff must not:

- undertake an unsafe pursuit;
- abandon the remaining children;
- use unnecessary physical force;

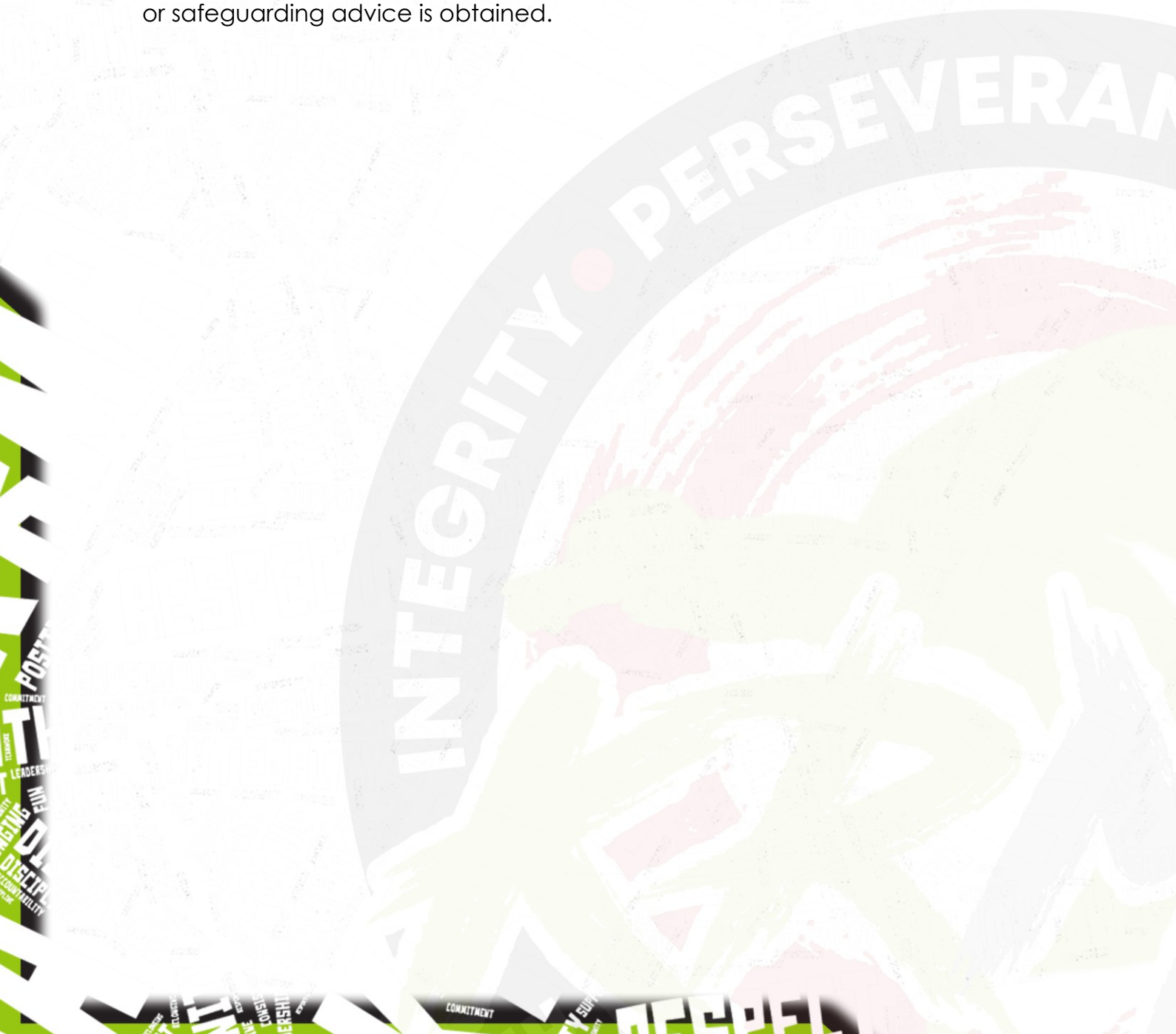
- threaten punishment;
- or delay emergency action while waiting for senior approval.

25.2 Collection

A child must not be released to:

- an unauthorised person;
- an adult whose identity cannot reasonably be verified;
- a person prohibited by a known legal arrangement;
- or someone who appears unable to care safely for the child.

Where uncertainty exists, the child must remain supervised while clarification or safeguarding advice is obtained.



26. Appearance, Identification and Representation of KRMA

Staff should maintain a standard of appearance suitable for:

- safe martial arts practice;
- their role;
- the activity;
- and a professional environment.

26.1 Clothing and uniform

Where a KRMA uniform or role-specific clothing is required, it should be:

- clean;
- safe;
- appropriate;
- and worn correctly.

Clothing must not display:

- discriminatory material;
- offensive slogans;
- sexually explicit imagery;
- unlawful content;
- or branding likely to undermine KRMA's values.

Reasonable adjustments may be made for:

- disability;
- medical needs;
- religion;
- pregnancy;
- sensory needs;
- or another legitimate requirement.

26.2 Identification and authority

Staff must not:

- misrepresent their qualifications;
- claim grades or titles they do not hold;
- imply authority they have not been given;
- use KRMA branding without approval;
- or speak publicly on behalf of KRMA without authorisation.

26.3 Media and public statements

Only authorised people may make official statements on behalf of KRMA.

Staff must not publish confidential information concerning:

- students;
- families;
- safeguarding cases;
- complaints;
- disciplinary matters;
- staff records;
- financial information;
- or organisational disputes.

Personal opinions should not be presented as official KRMA positions.

27. Cooperation With Reviews and Investigations

Staff must cooperate honestly with authorised:

- safeguarding enquiries;
- disciplinary investigations;
- complaints;
- accident investigations;
- data-protection reviews;
- insurance enquiries;
- police investigations;
- and regulatory processes.

They must:

- provide truthful information;
- preserve records;
- attend meetings where reasonably required;
- follow confidentiality instructions;
- declare conflicts of interest;
- and avoid influencing witnesses.

Staff must not:

- fabricate evidence;
- coordinate false accounts;
- destroy records;
- pressure another person;
- retaliate;
- publish confidential details;
- or obstruct an investigation.

An instruction from a senior person does not justify concealing abuse, falsifying information or failing to protect someone from harm.



28. Breaches of the Code

Any alleged breach will be considered according to:

- seriousness;
- immediate risk;
- intent;
- actual or potential harm;
- safeguarding implications;
- previous concerns;
- role and responsibility;
- openness and cooperation;
- training received;
- and relevant personal circumstances.

28.1 Possible informal responses

Where appropriate, minor or unintentional concerns may be addressed through:

- guidance;
- reflective discussion;
- additional training;
- mentoring;
- closer supervision;
- clarification of expectations;
- or an improvement plan.

28.2 Formal responses

More serious, repeated or deliberate breaches may result in:

- formal warning;
- restriction of responsibilities;

- removal from particular duties;
- suspension;
- disciplinary proceedings;
- termination of employment;
- termination of volunteering;
- removal from instructor status;
- ending contractual arrangements;
- referral to safeguarding agencies;
- referral to the Local Authority Designated Officer;
- referral to the Disclosure and Barring Service where applicable;
- reporting to police;
- or another proportionate action.

28.3 Immediate action

KRMA may take immediate protective action where:

- a child may be at risk;
- serious misconduct is alleged;
- evidence may be compromised;
- the person's continued presence may disrupt an investigation;
- or another urgent safety concern exists.

Immediate action does not determine the final outcome.

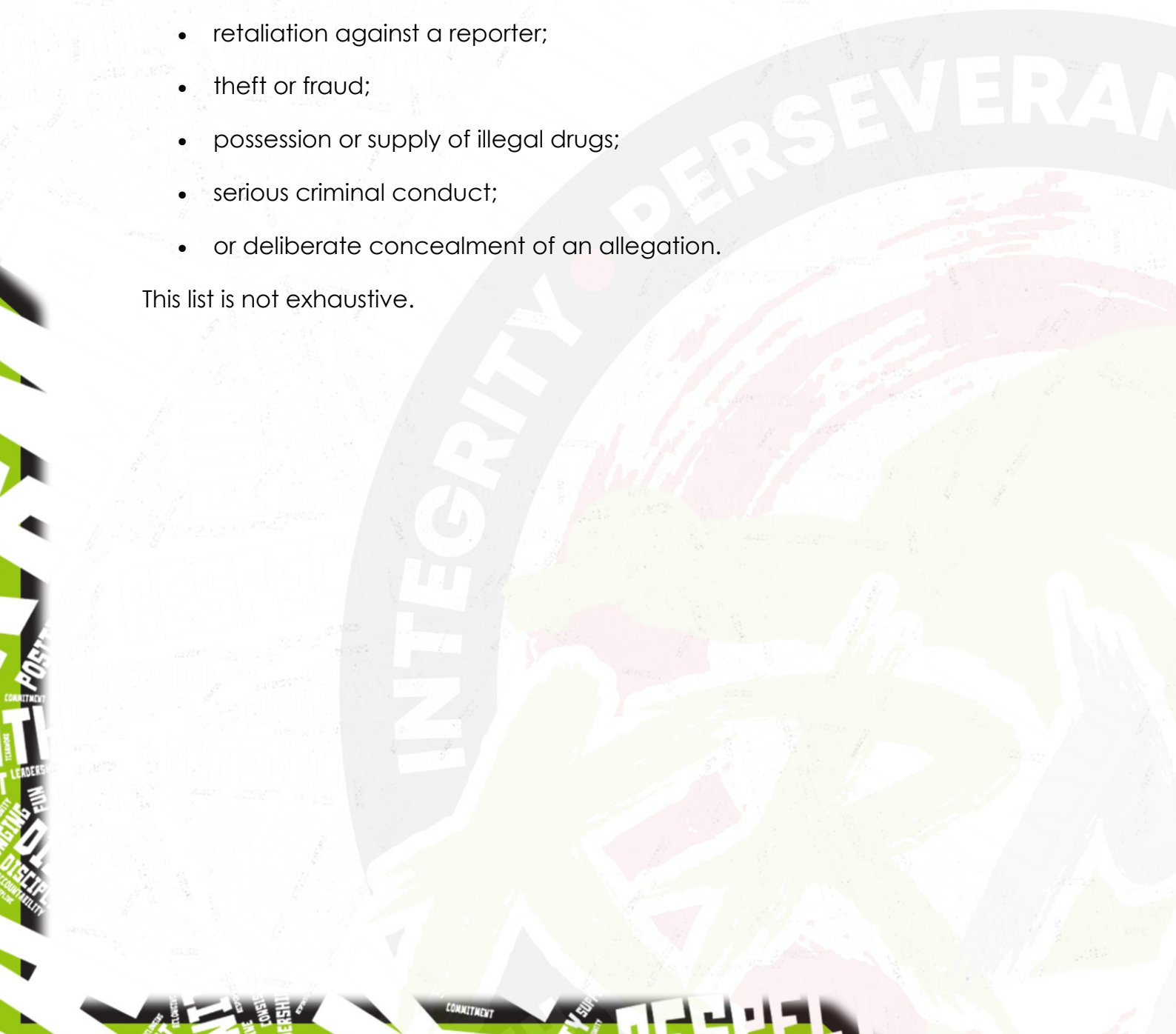
28.4 Serious misconduct

Conduct likely to be regarded as serious may include:

- abuse or neglect;
- grooming;
- sexualised conduct involving a child;

- violence;
- serious bullying or discrimination;
- significant misuse of authority;
- deliberate safeguarding failures;
- unsafe physical intervention;
- serious breaches of confidentiality;
- falsifying safeguarding or safety records;
- working while seriously impaired;
- transporting children unlawfully or dangerously;
- retaliation against a reporter;
- theft or fraud;
- possession or supply of illegal drugs;
- serious criminal conduct;
- or deliberate concealment of an allegation.

This list is not exhaustive.



29. Training, Monitoring and Review

KRMA will support implementation of this Code through:

- induction;
- safeguarding training;
- technical training;
- supervision;
- policy briefings;
- scenario exercises;
- regular communication;
- review of incidents;
- and continuing professional development.

Staff may be asked periodically to confirm that they have:

- read the current Code;
- understood material updates;
- completed required training;
- declared relevant conflicts;
- and provided current qualification or suitability information.

This Code will be reviewed:

- annually;
- following a significant safeguarding incident;
- following changes to law or guidance;
- following identified weaknesses;
- following serious complaints;
- following changes to KRMA activities;
- or whenever senior management considers review necessary.

30. Staff Declaration

I confirm that I have read and understood the **KRMA Staff, Instructor & Volunteer Code of Conduct**.

I agree that I will:

- place participant welfare and safety first;
- follow KRMA policies and procedures;
- maintain professional boundaries;
- use appropriate physical contact;
- communicate through authorised channels;
- protect confidential information;
- report safeguarding concerns promptly;
- preserve relevant evidence;
- challenge bullying and discrimination;
- work within my competence;
- declare relevant conflicts of interest;
- cooperate with authorised investigations;
- and inform KRMA of any relevant change affecting my suitability or role.

I understand that:

- I must not investigate safeguarding concerns myself;
- I must not promise complete confidentiality;
- I must call emergency services where immediate danger exists;
- rank or seniority does not exempt anyone from this Code;
- concerns about adult conduct must be reported;
- junior instructors under 18 remain children for safeguarding purposes;
- and breaches may result in safeguarding, disciplinary, contractual or legal action.

I understand that lawful and consensual adult relationships are not prohibited, but I must declare any relationship that creates a relevant conflict of interest, power imbalance or safeguarding concern.

I agree to ask for guidance where I am uncertain rather than taking avoidable risks.

Full name: _____

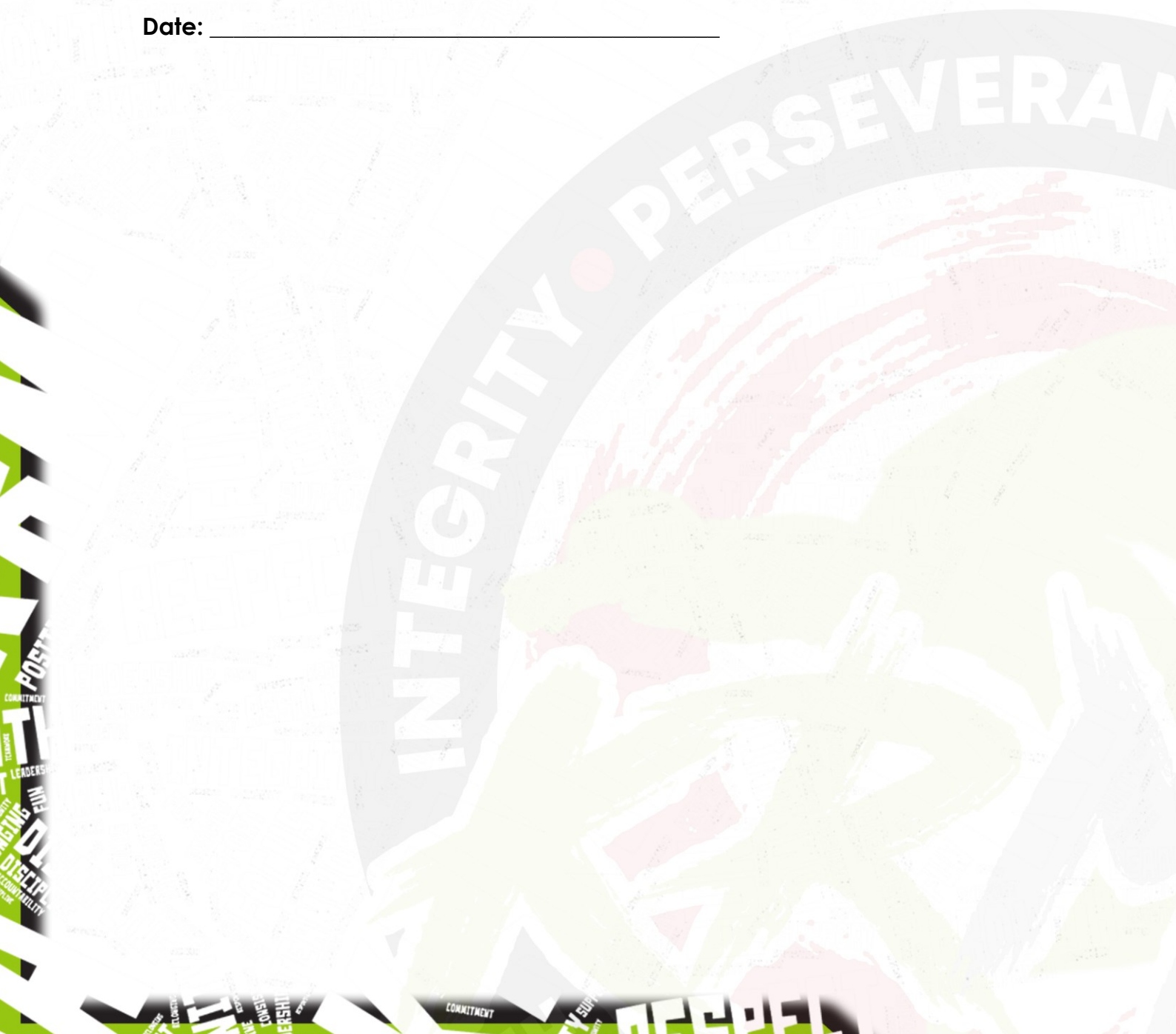
Role: _____

Signature: _____

Date: _____

Reviewed/received by: _____

Date: _____



Policy Approval

Document title: Staff, Instructor & Volunteer Code of Conduct

Organisation: Koku-Ryu Martial Arts

Version: 2.0

Document owner: CEO and Chief Instructor

Safeguarding responsibility: Designated Safeguarding Lead

Designated Safeguarding Lead: Kayleigh Humphreys

Deputy Designated Safeguarding Lead: Andrew Banks

Approved by: Andrew Banks – CEO and Chief Instructor

Effective date: 13 July 2026

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