

Cadet Leaders and Under-18 Assistant Instructors Code of Conduct

For supervised young leadership roles

Clubs covered: St Martins Junior Karate Club and St Martins Karate Carnforth

Safeguarding email:
safeguarding@carnforthkarateclub.co.uk

Safeguarding leads: Paul Turner (DSL) and Chris Haggan (Deputy DSL)

Status: Compliance is a condition of holding this role

Role commitment: I will use my leadership role positively, stay within its boundaries and ask an authorised adult instructor whenever I am unsure.

- Understand that a cadet leader is a supervised developmental role, not a staff position, and an under-18 assistant remains a child for safeguarding purposes.
- Cadet leaders may be appointed from age 10. Assistant instructors must be at least 16 and hold a minimum grade of 3rd kyu.
- Remain visible to, under the direction of and directly supervised by an authorised adult instructor at all times.
- Never run a class unsupervised or hold sole responsibility for a child, group or training area.
- Guide, encourage, model and demonstrate only activities the supervising instructor has authorised.
- Do not independently supervise sparring, takedowns, locks, grappling, weapons or other higher-risk activities.
- Do not independently discipline children; refer behaviour concerns to the responsible adult instructor.
- Do not supervise changing or toilets, provide personal care, transport children for the Group or take responsibility for collection arrangements.
- Do not manage safeguarding disclosures alone. Listen, do not promise secrecy, and report immediately to the adult instructor, DSL or Deputy DSL.
- Do not privately message younger members or use personal social-media accounts for club communication.
- Keep any work with children open and observable and never arrange private meetings or one-to-one contact.
- Use appropriate, necessary and respectful physical contact only for a legitimate coaching or safety purpose and under adult direction.
- Follow all safe-practice rules, risk assessments, photography rules, venue restrictions and instructor safety decisions.
- Treat every participant fairly and respectfully and never bully, humiliate, intimidate, discriminate or misuse authority.
- Report injuries, unsafe practice, boundary concerns, bullying or anything that feels wrong promptly.
- Ask the supervising instructor whenever unsure, and stop an activity immediately when directed or when it appears unsafe.

Agreement: I have read, understood and agree to follow this Code of Conduct. I understand that the supervising adult instructor retains overall responsibility at all times.

Young person:

Parent/carer:

Signature:

Date:
