



South Coast Choi Kwang Do (SCCKD)  
2. Instructors Code of Conduct

Policy Owner & Welfare Officer	Mrs Helen Storey
School Owner	Mr Neil Cowie
School Owner	Mr David Storey
Version	4.0
Date	September 2019
Review	September 2021

## 2. Instructors Code of Conduct Policy

### 2.1 Policy Statement

This Code of Conduct aims to establish a set of principles, which underpin the expected conduct of all South Coast Choi Kwang Do (SCCKD) instructors, and to encourage everyone to achieve the highest standards of conduct.

SCCKD requires that all instructors have read, understood and comply with both this SCCKD Instructors Code of Conduct Policy, and also their Choi Kwang Do (CKD) Student and Instructor Guides. Where clarification is needed on any aspect of these documents, this should be sought from the School Owner(s).

This Instructors Code of Conduct Policy is not exhaustive in defining acceptable and unacceptable standards of conduct and behaviour, and in circumstances where guidance does not exist then an individual is expected to act in the best interests of SCCKD and its students. The welfare of our young students is paramount.

### Scope

This Instructors Code of Conduct applies to:

- School Owners / Chief Instructors
- Head Instructors
- Assistant Instructors
- Visiting Instructors of other CKD Schools

Any references to 'Instructors' throughout this Code of Conduct Policy refer to all of the above groups.

### 2.2 Professional Standards

All instructors are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour, maintaining the ethos and principles of CKD as well as acting in accordance with SCCKD's policies and procedures.

Instructors must act in accordance with their duty of care to students and ensure that the safety and welfare of the children/young people at SCCKD are given the highest priority.

### 2.3 Good Practice

To provide children with the best possible experience and opportunities, all instructors will follow the SCCKD Instructors Code of Conduct. For guidelines on this, see **1.2 Promoting Good Practice** in the SCCKD Safeguarding Policy.

### 2.4 Safeguarding

SCCKD recognises its statutory and moral duty to safeguard and promote the welfare of students and understands that instructors play a vital role in meeting these responsibilities. Instructors must be aware of their individual safeguarding responsibilities, including providing a safe environment in which children can learn and be aware of the signs of abuse.

SCCKD requires that all instructors have read, understood and comply with the SCCKD Safeguarding Policy. The role of the Welfare Officer will act as the lead to child safety and wellbeing.

### 2.5 Appropriate Relationships

#### Students

SCCKD instructors are in a position of trust. Instructors should be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied fairly and impartially. Instructors should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Instructors should think carefully about their conduct so that misinterpretations are minimised.

## **Parents**

Instructors are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child/young person's safety or wellbeing.

## **2.6 Social Networking**

Social networking sites offer the opportunity for communication with children/young people and their parents outside normal professional boundaries. Instructors must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Instructors will not knowingly befriend any student on social media who is under the recommended age as indicated on the NSPCC 'Net Aware' website [www.net-aware.org.uk](http://www.net-aware.org.uk)

It is at the discretion of the individual instructor as to whether they befriend parents, however Instructors must not discuss SCCKD matters in an open forum on social networking sites.

## **2.7 Confidentiality and Disclosure of Information**

Instructors must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the Data Protection Act 1998.

Equally instructors should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from the School Owner(s).

## **2.8 Equal Opportunities**

SCCKD is committed to equality for all in the appointment, development, training and promotion of instructors, and in all dealings with students and parents of SCCKD. It also recognises that all instructors have the right to train in a safe environment without fear of discrimination, harassment or abuse.

All students, colleagues, parents, members of the public and wider CKD community have the right to be treated with fairness and equality and must not be discriminated against. SCCKD expects all instructors to uphold these principles.

## **2.9 Discipline**

Where in the opinion of the School Owner/Chief Instructor there has been a breach of this Instructor Code of Conduct Policy, it is their sole prerogative to deal with the matter as they consider appropriate at the time. This decision shall be final.

## **2.10 Monitoring and Reviewing the Policy**

The Welfare Officer and School Owner(s) will review the policy every 2 years, or sooner if there is a major change within the organisation of SCCKD or in relevant legislation.

## **2.11 Declaration**

On behalf of **South Coast Choi Kwang Do** we, the undersigned, will oversee the implementation of the Instructors Code of Conduct Policy and take all necessary steps to ensure that it is adhered to.

**Signature: [Original Signed]**

**Mr Neil Cowie  
School Owner / Chief Instructor**

**Date: 21<sup>st</sup> September 2019**

**Signature: [Original Signed]**

**Mr David Storey  
School Owner / Chief Instructor**

**Date: 21<sup>st</sup> September 2019**

**Signature: [Original Signed]**

**Mrs Helen Storey  
Welfare Officer**

**Date: 21<sup>st</sup> September 2019**