



**CENTRAL
KARATE
ACADEMY**

Central Karate Academy

Student, Parents and Guardians Code of Conduct

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Introduction

At Central Karate Academy, we like to ensure that staff receive the upmost respect for the voluntary work. Staff employed by the Academy are in unpaid positions, so our Code of Conduct is in place to ensure our team enjoy working hard to teach our students.

Code of Conduct

- Ensure you park on the road and not in the Business Centre carpark - failure to adhere to this will result in consequences for the Academy and this will not be tolerated.**
- Members do not contact staff via personal accounts and mobile numbers - staff have the right to not respond.**
- Members use the Academy mobile or admin email address for any correspondence.**
- Rudeness towards staff will not be tolerated - staff are volunteers.**
- All members, parents and guardians are to read the Academy WhatsApp updates for any time changes or information. Staff will not be held accountable for members not using the WhatsApp for company updates.**
- All members, parents, and guardians are to use the management system, Coacha, for bookings and reporting illnesses and absences. The Academy need to have sufficient numbers to run classes. Failure to do this can cause lesson issues.**
- Members, parents, and guardians are to respect that staff have 7 working days to reply to correspondence.**
- Ensure that you arrive at least 5 minutes before every lesson.**
- Ensure you pick children up promptly - staff are not paid for waiting after the lesson for you to collect.**
- Keep uniforms, belts, and t-shirts clean and tidy.**
- Work hard and encourage others.**
- Parents and guardians are to support their children in their work.**
- Parents and guardians are unable to not come into the unit during the lesson as it limits working spaces, and can pose safeguarding concerns during the lesson.**
- All members are to respect staff and other students.**
- All members are to inform any of the DSL's if any welfare issue arises that is appropriate for them to know. Alternatively, members can use the 'Report a Concern' form.**
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation.**