



Pa-Kua Cambridge Code of Conduct

Pa-Kua Cambridge is fully committed to safeguarding and promoting the wellbeing of all its members. This code of conduct applies to all instructors, coaches, officials, referees, trustees, secretaries, students, parents, volunteers and other members or associated instructors of **Pa-Kua Cambridge** and the **Pa-Kua International League**.

The club believes that it is important that everyone associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times, and to share any concerns or complaints that they may have about any aspect of the club.

Code of Conduct for any and all members and participants of Pa-Kua Cambridge

Respect each other

Be respectful, friendly, considerate, and welcoming to other people, including new members. Remember that there are many different backgrounds, cultures, ages, abilities, religions, so avoid any means of discrimination, harassing, or hateful speech and imagery. Please refrain from bad language, bullying, or racial remarks.

Be supportive when needed, avoid getting involved in peer pressure, being aggressive or violent.

Be fair and trustworthy; respect your opponents, your instructors, and be gracious in defeat.

Remember that you have a right to participate on an equal basis, appropriate to your ability; to be listened to and be believed; to be respected and treated fairly; to have your privacy; to ask for help; and to be protected from abuse.

We believe peer to peer discussions, feedback, corrections can help build a stronger, safer, and more welcoming community, but we also have strong safeguarding policies in place.

If you see someone behaving disrespectfully, you are encouraged to respectfully discourage them from such behaviour. Expect that others in the community wish to help keep the community respectful and welcome your input in doing so.

If you experience disrespectful behaviour and feel in any way unable to respond or resolve it respectfully (for any reason), please immediately bring it to the attention of an instructor or staff. We want to hear from you about anything that you feel is disrespectful, threatening, or just icky in any way. We will listen and work to resolve the matter.

Remember that in many of our classes, there is close physical contact.

Smoking, or consumption of prohibited substances of any kind are not allowed on club premises.

Apologize for Mistakes

Should you catch yourself behaving disrespectfully, or be confronted as such, own up to your words and actions, and apologize accordingly. No one is perfect, and even well-intentioned people make mistakes. What matters is how you handle them, and avoiding repeating them in the future.

Codes of conduct for parents and carers

Beyond the general code of conduct, these paragraphs apply to parents and carers of under 18s and vulnerable adults.

You have to ensure your children's records are up to date: please report any changes around children's health prior to the class. Please make sure that you deliver and collect your children punctually before and after class. Children must have appropriate clothing for the weather and the activity.

Please inform the organiser in advance if your children will be leaving (collected) early or will be late from the class.

Remember to positively reinforce your children; behave responsibly on the side-line's; and to not embarrass them. Be realistic when it comes to their capabilities, and don't place them under too much pressure if they are not enjoying the activity.

You must be informed about any problems, concerns, injuries related to your children. Your consent will be sought for issue such as trips or photography. Should any concerns or questions rise about the aspect of your child's welfare, you will be listened to, and responded to.

Code of conduct for instructors

Legal requirements

You must hold appropriate valid qualifications and insurance cover, be familiar with the Safeguarding Policies, and follow them.

Ensure safety, wellbeing, and a good training environment

Remember: you have a responsibility to ensure the safety of all participants. You need to consider the wellbeing and safety of them, and never place development of performance in front of this. Don't overtrain people, and treat all of them equally; make them feel valued, and have no favourites.

Take time to explain techniques to ensure they are clearly understood.

Be positive, approachable, and always keep the safeguarding policies and limits in mind.

You have a right to access to professional support services, to be treated fair and equitable by the governing body, to be protected from abuse by children/youths, other adult members and parents, and to not to be left vulnerable when working with children.

Duty to report

Incidents and accidents must be recorded in the club incident/accident book; parents must be informed about any accident or event that involves their children; accidents or incidents of alleged abuse or poor practice to the designated person.

Remember to maintain confidentiality about sensitive information and to follow privacy laws for collected personal data.

Emergency action and first aid

All instructors should be prepared with an action plan in the event of an emergency, be aware of our First Aid Procedures, and have access to First Aid equipment.

You should have emergency telephone contacts - especially if the participant is a minor -, and a phone access to the Emergency Services.

When administering first aid remember to administer minor first aid in the presence of others, and where required refer more serious incidents to the club or venue first aider.

Consequences of breaches of the Code of Conduct

Any breaches of this code of conduct will be dealt with immediately by Pa-Kua Cambridge. Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person.

If the instructor determines that an event participant is behaving disrespectfully, the instructor may take action they deem appropriate, up to and including expulsion and exclusion from the event without warning or refund.

We will seek to resolve conflicts peacefully and in a manner that is positive for the club. We can't foresee every situation however, and thus if in the instructors' judgment the best thing to do is to ask a disrespectful individual to leave, we will do so.

Resolving an Issue

If you believe you're experiencing practices at a Pa-Kua Cambridge event which doesn't meet the policies above, or if you feel you are being harassed in any way, please immediately contact the event instructor(s) or designated code of conduct responders for the event.

If you believe you're experiencing practices which don't meet the policies above, please immediately contact the club lead instructor or the Designated Safeguarding Officer. Anyone in the community should feel empowered to resolve issues and uphold our high standards.

Dismissals can be appealed by the instructor with final decisions taken by the club committee or referred to the governing body.

Contacts

Pa-Kua Cambridge

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Instructors

Peter Molnar

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Governing body: BMABA

Giovanni Soffietto - Designated Safeguarding Officer (DSO)

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phone: 01798306546 - Extension 201

Sarah Shelton Agar - Deputy DSO

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