

Instructor Code of Conduct

Purpose

This policy sets out the professional standards, behaviour expectations, and safeguarding responsibilities for all instructors and assistant instructors at Combat Academy UK. All instructors are expected to maintain the highest level of professionalism, safety, and integrity at all times.

General Behaviour and Professionalism

- Arrive to your class in plenty of time to set up, check the area, and inspect equipment.
 - Dress in the appropriate, official uniform at all times.
 - Always use appropriate language.
 - Always behave in an appropriate and professional manner.
 - Ensure that students are treated fairly, equally and with respect at all times.
 - Maintain professional standards in all interactions, without exception.
 - Demonstrate positive leadership to all members.
 - Practice absolute control during demonstrations and training so as not to cause injury.
 - Conduct yourself with the dignity that your position demands.
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Safeguarding Responsibilities

- All instructors must adhere to the Child Protection and Safeguarding Policy at all times.
 - Maintain professional boundaries with all students; avoid behaviour that could be misinterpreted.
 - Take responsibility for the safety and well-being of all students until they have left the session.
 - Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) in line with the Safeguarding Policy.
 - Recognise that safeguarding is everyone's responsibility.
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Equal Opportunities

- CAUK is committed to providing an inclusive environment for all. We adhere to the Equality Act in the running of our classes and ensure equal opportunities for all

Instructor Code of Conduct

participants regardless of age, gender, race, disability, religion or belief, or sexual orientation.

Health & Safety

- Ensure that all activities are appropriate for the age, ability, and experience of participants.
 - Maintain a safe environment, including checking mats, equipment, and training areas before each session.
 - Conduct a written risk assessment of the session environment and activities, identifying potential hazards and mitigating actions.
 - Ensure first aid equipment is available and up to date.
 - Record and report any accidents or incidents immediately using the Accident Report Forms provided by C.A.UK.
 - Review risk assessments regularly or whenever a change in venue, class format, or equipment occurs.
 - Instructors must familiarise themselves with the venue's fire evacuation procedures and ensure students are aware of them at the start of sessions. This will also be reflected in the risk assessment.
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Membership, Licences, and Administration

- Inspect student licences to ensure all participants are in date.
 - Hold and maintain valid qualifications, DBS checks, and insurance cover at all times.
 - All membership and other administration duties must be conducted promptly and efficiently. In addition, if a specific timeline is set by the Senior Instructor, Ian Gauldie, it must be adhered to.
 - Record attendance accurately and submit reports as required.
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Instructor Training / Quality Control

- Maintain your physical standard of fitness and technique to Black Belt level.
- Attend and pass the MAIUK Level One process. By signing this agreement, you agree to adhere fully to the content, regulations, and policies within this qualification process.

Instructor Code of Conduct

- Maintain your continued personal development by attending a minimum of 20 one-hour sessions (or equivalent) per year with Senior Instructor, Ian Gauldie. You are responsible for ensuring these sessions are recorded in your training log, which must be submitted for inspection on renewal of your annual insurance.
 - All dan grades, including Instructor grades, shall be considered 'honorary' after 12 months of inactivity.
 - Instructors' meetings: You must attend personally or send a representative, at your own responsibility.
 - IQA (Internal Quality Assessment) is to be completed every year at request. This may take place in person, or you may be required to submit a video of your class for inspection and approval.
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Teaching Scope

- Instructors must only teach Combat Academy UK–approved syllabus content and activities for which they are trained, qualified, and insured under CAUK criteria.
 - Teaching of martial arts or programmes outside of CAUK's syllabus (e.g. Judo, Karate, external self-defence systems, or unrelated activities) is strictly prohibited unless formally authorised in writing by CAUK.
 - Any breach of this condition may result in suspension or termination of instructor status.
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Instruction Standards and Training

- Support official gradings, courses, and competitions. Do not organise alternative courses or gradings independently.
 - Encourage students to value personal progress, discipline, and effort, not just results.
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Communication and Conduct with Students, Parents, and Colleagues

- Develop appropriate working relationships with students based on mutual trust, respect, and professionalism.
- Deliver feedback consistently, fairly, politely, and accurately.
- Obtain written prior agreement from parents/guardians before transporting young members anywhere.

Instructor Code of Conduct

- Respect colleagues and fellow instructors at all times.
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Social Media Conduct

- Personal social media profiles must reflect the professional standards expected of Combat Academy UK instructors.
 - Do not post content that could bring the club, students, or colleagues into disrepute.
 - Never post images, videos, or identifying information of children or vulnerable adults without express permission from parents and the club.
 - Do not engage in inappropriate online communication with students or parents.
 - Avoid public arguments or criticism of the club, colleagues, or students online.
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Club Culture

- Promote respect, teamwork, inclusivity, and a positive environment within the club.
 - Celebrate effort, personal achievement, and progress.
 - Support the welfare of all students and contribute to a safe, welcoming, and professional training environment.
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Compliance

- All instructors must adhere fully to all guidelines and policies laid down by the Cobra Martial Arts Association (C.M.A.A) and Combat Academy UK.
 - Understand that failure to comply with this Code of Conduct may result in withdrawal of instructor privileges.
 - Suspension may be imposed immediately without notice where there is a serious concern about conduct, safeguarding, or safety, pending investigation. Termination of instructor status will normally be subject to the four-week notice period, unless gross misconduct has occurred, in which case termination may be immediate.
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Policy Review



Instructor Code of Conduct

This policy will be reviewed every 3 years or earlier if required to reflect changes in legislation, safeguarding requirements, or operational best practice.

Effective date: 17/09/2025

Review date: 17/09/2028