KANZEN FOR LIFE

BUILDING BETTER LIVES

Unit 2, 119 Clepington Road, Dundee, DD3 7NU
Registered Charity No. SC050587

Code of Conduct Policy

Originator: Peter Stanton
Chair

Review Date: March 2027

Revision Date: 27/10/2026

Approved by: Board of Trustees

Date of Meeting: 17/01/2026

Name of Chair: Peter Stanton

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1. Introduction

Kanzen for Life is committed to creating a safe, inclusive, respectful, and positive environment in which people of all ages can participate in karate and associated physical, educational, and wellbeing activities. As a registered charity, Kanzen for Life aims to promote physical activity, support healthy development, and provide opportunities for personal growth for children, young people, and adults alike.

This Code of Conduct sets out the standards of behaviour expected from everyone involved in Kanzen for Life. This includes members, parents and carers, volunteers, coaches, instructors, staff, trustees, and visitors. These standards apply across all activities, including training sessions, competitions, events, travel, online communication, and any situation in which an individual represents or participates in the organisation.

The aim of this Code is to ensure that Kanzen for Life remains a safe, welcoming, inclusive, and supportive community where dignity and respect are upheld, and where the welfare of all participants, particularly children and vulnerable people, is prioritised at all times.

This Code of Conduct works alongside, and must be read in conjunction with, Kanzen for Life's:

- Safeguarding Policy
- Anti-Bullying Policy
- Equality Policy
- Fair Play Policy
- Data Protection Policy
- Concussion Policy
- Disciplinary Procedure
- Risk Assessments

Together, these documents form a robust governance framework that supports safety, welfare, good practice, and organisational integrity.

Adhering to this Code of Conduct is essential to maintaining high standards of behaviour, protecting the wellbeing of all participants, and ensuring that Kanzen for Life continues to uphold its charitable aims and values.

2. Purpose

The purpose of this Code of Conduct is to establish clear, consistent, and comprehensive standards of behaviour that apply to everyone involved in Kanzen for Life. These standards are designed to ensure that all participants experience a safe, respectful, inclusive, and positive environment, regardless of age, ability, background, or role.

Throughout this policy (and associated policies), references to ‘Kanzen’, ‘Karate’, or ‘Karate activities’ are deemed to encompass the full range of activities provided by or carried out under the authority of Kanzen for Life. This includes all forms of martial arts instruction, such as Karate, and Kobudo, and any multi-sport or other physical activity sessions, and any event or programme delivered, supervised, or otherwise controlled by an authorised Kanzen for Life coach or responsible person, or for which Kanzen for Life holds responsibility or liability.

This policy aims to:

2.1 Promote a culture of respect, integrity, and fairness

By setting clear expectations for behaviour, the Code helps foster a community where individuals treat one another with dignity, behave responsibly, and uphold the values of Kanzen for Life both on and off the training floor.

2.2 Protect the welfare and safety of all participants

The Code supports Kanzen for Life’s safeguarding responsibilities by establishing behaviour requirements that minimise the risk of harm, exploitation, bullying, abuse, or poor practice. It also reinforces the need to maintain appropriate boundaries, particularly when working with children and vulnerable adults.

2.3 Ensure consistency and accountability

The Code provides a reference point for assessing behaviour. When concerns or complaints arise, it offers a clear framework through which actions can be evaluated and addressed, supporting fair and transparent decision-making.

2.4 Support high standards of coaching, teaching, and participation

By outlining role-specific expectations for coaches, volunteers, staff, trustees, members, and parents, the Code ensures that everyone contributes to a positive and structured learning environment.

2.5 Strengthen organisational governance

The Code underpins Kanzen for Life’s wider policy framework, linking directly with core documents such as the Safeguarding Policy, Equality Policy, Anti-Bullying Policy, Fair Play Policy, and Disciplinary Procedure. Together, these policies ensure the charity meets its legal and ethical responsibilities.

2.6 Provide clarity for all members and stakeholders

Everyone connected to Kanzen for Life should know what is expected of them and what behaviours are unacceptable. This Code ensures that expectations are communicated clearly, consistently, and accessibly across the entire organisation.

3. Key Expectations at a Glance

This section summarises the essential behaviours expected from everyone involved in Kanzen for Life. It is written in clear, accessible language for easy understanding by members of all ages, as well as parents, carers, volunteers, and visitors.

These expectations apply during all activities, including training sessions, competitions, events, travel, online interactions, and any situation where a person represents or participates in Kanzen for Life.

All individuals must:

3.1 Treat everyone with respect and kindness

Speak politely, behave considerately, and avoid any behaviour that may cause upset, discomfort, or harm.

3.2 Help keep everyone safe

Follow instructions from coaches and staff, use equipment properly, and behave responsibly at all times.

3.3 Respect personal boundaries

Never make unwanted physical contact or behave in a way that is inappropriate or makes someone feel uncomfortable.

3.4 Look after the wellbeing of children and vulnerable adults

Always act in a way that protects and supports others. Report any concerns immediately to a coach or Safeguarding Officer.

3.5 Never bully, harass, exclude, or intimidate others

This includes physical actions, verbal comments, online behaviour, and peer pressure.

3.6 Use social media and messaging responsibly

Communicate respectfully and avoid messages or posts that may be inappropriate or harmful.

3.7 Behave in a way that reflects positively on Kanzen for Life

Whether inside or outside the dojo, members should act with integrity and uphold the values of the organisation.

3.8 Follow safeguarding rules

Adults must not form intimate or suggestive relationships with anyone under 18 years of age. Young members should report any behaviour that worries them.

3.9 Report concerns promptly

If you see or experience something that does not feel right, tell a coach or the Safeguarding Officer as soon as possible.

3.10 Respect the training environment and equipment.

Help keep training areas clean, tidy, and safe. Take care of equipment and use it only for its intended purpose.

4. Scope

This Code of Conduct applies to every individual who participates in, represents, works for, volunteers with, or is otherwise involved in Kanzen for Life, regardless of their role, status, age, background, or experience. It ensures that all members of the Kanzen community understand what standards of behaviour are expected of them and provides a consistent framework across all activities and environments.

This Code applies at all times when individuals are:

- Attending training sessions, classes, workshops, grading events, or competitions
- Participating in any Kanzen for Life programme, activity, event, or trip (local, national, or international)
- Representing Kanzen for Life in any capacity
- Using online platforms, social media, or digital communication connected to Kanzen for Life
- Present in Kanzen facilities or any external venue during Kanzen activities

The following groups are explicitly included within the scope of this policy:

4.1 Members

All members, including junior and adult participants.

4.2 Parents, Guardians, and Carers

Those responsible for the welfare and behaviour of children and young people, and who interact with coaches, staff, and other members.

4.3 Coaches and Assistant Coaches

Individuals delivering instruction, guidance, or supervision in karate or any related activity.

4.4 Volunteers

Individuals who freely give their time to support the delivery, administration, or running of Kanzen for Life activities.

4.5 Staff

Employees or contracted individuals working in any capacity on behalf of Kanzen for Life.

4.6 Trustees

Individuals involved in governance, strategic direction, oversight, or decision-making.

4.7 Visitors and Spectators

Individuals observing activities, attending events, or accompanying participants.

4.8 Guest Coaches and External Partners

Any external professionals invited to deliver instruction or support, as well as partner organisations working with Kanzen for Life.

5. Acceptance of the Policy

Kanzen for Life operates under an automatic acceptance model for all organisational policies, including this Code of Conduct. This means that individuals do not need to sign a physical or digital form in order to be bound by the expectations described in this document.

By participating in any Kanzen for Life activity, programme, role, or event, individuals are deemed to have read, understood, and agreed to follow this Code of Conduct and all associated organisational policies.

Automatic acceptance applies to all individuals within the scope of this policy, including:

- Members (junior and adult)
- Parents, guardians, and carers
- Coaches and assistant coaches
- Volunteers
- Staff
- Trustees
- Visitors and spectators
- Guest coaches and external partners

This acceptance applies upon:

- Joining or renewing membership
- Attending any Kanzen for Life class, training session, or event
- Participating in competitions, trips, workshops, or residential activities
- Acting in any voluntary, employment, governance, or coaching capacity
- Representing Kanzen for Life in person or online

5.1 Commitment to Organisational Policies

By participating, individuals also accept the requirements of the following related policies (where applicable):

- Safeguarding Policy
- Anti-Bullying Policy

- Equality Policy
- Fair Play Policy
- Data Protection Policy
- Concussion Policy
- Disciplinary Procedure
- Risk Assessments
- Any future policy updates communicated by Kanzen for Life

5.2 Policy Availability

This policy will be:

- Published on official Kanzen for Life platforms
- Provided during new membership registration
- Available upon request
- Circulated following major updates or reviews

5.3 Responsibility to Remain Informed

All individuals are responsible for familiarising themselves with this Code of Conduct and any associated policies. Ignorance of policy requirements will not be accepted as a defence for misconduct or breach of organisational expectations.

6. Kanzen for Life Values

Kanzen for Life is guided by a set of core values that define how we behave, how we treat one another, and how we approach training, learning, competition, and community life. These values underpin this Code of Conduct and inform all organisational policies, decisions, and expectations.

While a full description of each value is provided in the Fair Play Policy, the following summary outlines the principles that everyone involved in Kanzen for Life is expected to uphold:

6.1 Inclusive

We ensure everyone has equal access to opportunities, removing barriers to participation wherever possible. Everyone matters and everyone belongs.

6.2 Respectful

We treat all people with dignity, courtesy, and consideration. We respect individuals' differences and the environments we use.

6.3 Aspirational

We support members in striving for their personal best, encouraging growth, resilience, and a positive attitude to learning.

6.4 Inspiring

We lead by example, encouraging others through positive behaviour, commitment, and integrity.

6.5 Dauntless

We face challenges courageously, demonstrating determination and resilience both in training and in leadership.

6.6 Driven

We focus our efforts and energy on achieving our goals together as a team and as individuals.

6.7 Accountable

We take responsibility for our actions and decisions, recognising how they affect the organisation and others.

6.8 Collaborative

We believe in teamwork, communication, and mutual support. Nobody stands alone; we progress by working together.

6.9 Excellence

We commit to high standards of behaviour, professionalism, and performance, consistently and at every level.

6.10 Passionate

We care deeply about our work, our members, and our mission. We bring enthusiasm, pride, and dedication to everything we do.

6.11 Values in Practice

All participants, regardless of age or role, are expected to:

- Demonstrate these values in all interactions
- Support others in upholding these values
- Challenge poor behaviour when safe and appropriate
- Report conduct that conflicts with these principles

These values guide the interpretation of this Code of Conduct and serve as a foundation for decision-making, behaviour expectations, and disciplinary considerations across the organisation.

7. General Standards of Behaviour

All individuals involved in Kanzen for Life, members, parents, guardians, and carers, coaches, volunteers, staff, trustees, visitors, and partners, are expected to uphold the highest standards of behaviour. These standards exist to protect everyone, promote positive participation, and maintain Kanzen's integrity as a safe, inclusive, and respected organisation.

The following behaviour requirements apply at all times during Kanzen for Life activities, events, travel, online engagement, and any situation where an individual represents or participates in the organisation.

7.1 Maintain a safe and welcoming training environment

Individuals must:

- Follow instructions from coaches and staff
- Use equipment appropriately
- Avoid reckless or dangerous actions
- Report hazards or concerns promptly

7.2 Promote equality and inclusion

Discrimination, harassment, or exclusion based on age, disability, sex, gender identity, race, ethnicity, religion, sexual orientation, financial status, or any protected characteristic is strictly prohibited.

This requirement supports and reflects the Equality Policy.

7.3 Maintain appropriate physical and personal boundaries

Individuals must:

- Avoid unwanted or unnecessary physical contact
- Respect personal space
- Keep interactions appropriate to the activity and context

Coaches and volunteers must follow the Safeguarding Policy's guidance on physical contact.

7.4 Behave with integrity and honesty

This includes:

- Being truthful
- Avoiding deception
- Acting fairly
- Adhering to Kanzen's values and policies

Integrity builds trust across the organisation.

7.5 Treat others with dignity and respect

Everyone must value the rights, feelings, and contributions of others. Behaviour that is rude, aggressive, dismissive, or threatening is not acceptable.

7.6 Represent Kanzen for Life positively

Whether inside or outside the dojo, individuals must not behave in ways that:

- Bring the organisation into disrepute
- Undermine trust or safety
- Damage facilities, equipment, or relationships

Being part of Kanzen carries responsibility.

7.7 Use language that is appropriate and respectful

The following are not permitted:

- Swearing directed at others
- Insults or name-calling
- Derogatory or discriminatory remarks
- Sexual comments or suggestive language
- Bullying or intimidating speech

7.8 Avoid conflicts of interest and misuse of authority

Those in positions of responsibility, i.e., coaches, trustees, volunteers, and senior members, must not:

- Exploit their role for personal gain
- Manipulate or coerce others
- Form inappropriate relationships with individuals under their supervision

These expectations reflect safeguarding requirements and principles of good governance.

7.9 Protect confidentiality and personal information

Individuals must:

- Respect privacy
- Not share sensitive information without permission
- Follow data protection requirements as outlined in the Data Protection Policy

7.10 Attend activities unimpaired

Individuals must not participate in training, coaching, events, or supervision while:

- Under the influence of alcohol
- Using illegal substances
- Impaired in a way that affects safety or judgement

7.11 Report concerns promptly and appropriately

Everyone has a responsibility to report:

- Safeguarding concerns
- Unsafe behaviour or conditions
- Bullying or harassment
- Breaches of this Code

Concerns must be reported to a coach, senior staff member, or the Safeguarding Officer.

7.12 Respect facilities, equipment, and property

Individuals must:

- Keep areas tidy
- Use facilities appropriately
- Report damaged equipment
- Treat venues with care

7.13 Support a culture of learning, growth, and fair participation

This includes:

- Encouraging others
- Following fair play principles
- Supporting team and individual development
- Being patient with learners of all ages and abilities

8. Member-to-Member Conduct

Kanzen for Life is committed to creating an environment in which every member feels safe, respected, valued, and able to enjoy their training and participation free from intimidation, inappropriate behaviour, or abuse. Member-to-member conduct is a critical part of this commitment, particularly given the diverse ages, personalities, backgrounds, and experience levels within the organisation.

This section outlines specific expectations that apply to all members of any age, and governs how they interact with one another, inside and outside of training settings.

These requirements apply during:

- Training sessions
- Events, seminars, workshops, competitions
- Travel and residential activities
- Social events
- Online communication, messaging, and social media
- Any situation in which individuals interact in connection with Kanzen for Life

8.1 Treat all members with respect, kindness, and dignity

Members must:

- Use respectful and inclusive language
- Treat one another fairly
- Avoid actions that cause embarrassment, distress, or discomfort
- Celebrate the achievements of others and support peers

Respect is essential for a healthy training environment.

8.2 Maintain appropriate physical boundaries

Karate is a contact activity. However, physical engagement must always be:

- Relevant to training
- Controlled and appropriate
- Never excessive, aggressive, or designed to intimidate
- Never sexual or suggestive in nature
- Stopped immediately if someone shows discomfort or withdraws consent

Unwanted physical contact is prohibited.

8.3 Maintain appropriate personal, emotional, and relational boundaries

Members must not:

- Form relationships that create discomfort, dependency, or imbalance
- Pressure others into unwanted interactions
- Engage in private or secretive contact that could be misinterpreted
- Share overly personal or intimate details that breach boundaries

Healthy boundaries protect everyone.

8.4 Prohibition of inappropriate or intimate conduct involving anyone under 18 years of age

Regardless of age, status, or seniority:

- No adult may engage in intimate, suggestive, or sexual behaviour with a member under 18 years of age
- No person aged 18 or over may enter into a romantic or intimate relationship with someone under 18 years of age
- Members under 18 years of age must not be exposed to inappropriate conversations, images, or conduct from older peers

This applies even if the older member is a young adult (18–20) and the younger member is a teenager.

This is a safeguarding requirement and a strict organisational rule.

8.5 Avoid behaviour that could be considered grooming or manipulative

Examples include:

- Excessive one-to-one messaging
- Offering gifts or special treatment
- Seeking emotional dependence
- Isolating a younger or vulnerable member from peers
- Attempting to influence behaviour inappropriately

If behaviour creates secrecy, special treatment, or dependency, it is not acceptable.

8.6 Younger members and peer interactions

Children and teenagers must also:

- Treat peers with kindness
- Avoid teasing, exclusion, and cliques
- Not pressure others into sparring, competitions, or activities
- Avoid humiliating or belittling others

This reinforces the Anti-Bullying Policy.

8.7 Bullying, harassment, or discriminatory behaviour is strictly prohibited

This include:

- Physical or verbal aggression
- Intimidation or threats
- Mocking, name-calling, or shaming

- Spreading rumours
- Cyberbullying
- Discrimination on any protected characteristic

Any such behaviour will be challenged and may lead to disciplinary action.

8.8 Social media and online behaviour

Members must:

- Communicate online in the same respectful way expected in person
- Avoid private messaging with minors unless through approved channels and with transparency
- Not share inappropriate images, videos, or comments
- Not use social media to criticise or harass members or staff

Online behaviour is treated with the same seriousness as in-person behaviour.

8.9 Respect differences in age, ability, and experience

Senior members, older teenagers, adult beginners, and more advanced practitioners must:

- Act as positive role models
- Avoid dominating, belittling, or intimidating others
- Adjust sparring intensity to match ability and safety needs
- Encourage, not discourage, less experienced peers

8.10 Reporting concerns

Any member who witnesses or experiences inappropriate member-to-member behaviour must report concerns promptly to:

- A coach or assistant coach
- The Safeguarding Officer
- A senior staff member

No concern is too small to report.

8.11 Consequences of breaching member-to-member conduct standards

Breaches of this policy may result in:

- Verbal or written warnings
- Restrictions on participation
- Temporary suspension

- Removal from membership
- Referral to safeguarding agencies or police (where necessary)

Kanzen for Life will take swift and appropriate action in all cases.

9. Standards of Conduct by Role

While all individuals involved in Kanzen for Life must follow the general behaviour requirements set out in this Code, certain roles carry additional expectations due to their responsibilities, influence, or level of authority. This section outlines the specific standards of conduct for members, parents and carers, coaches, staff, volunteers, trustees, and committee members.

These standards apply during all organisational activities, including training, events, competitions, travel, administration, and online communication.

9.1 Members (Adult and Junior)

All members must:

- Treat others with respect, kindness, and fairness
- Follow instructions from coaches, staff, and officials
- Maintain good personal conduct, discipline, and self-control
- Participate safely and responsibly, avoiding reckless actions
- Demonstrate sportsmanship and uphold the principles of fair play
- Respect the abilities, differences, and progress of others
- Use equipment appropriately and care for facilities
- Maintain appropriate physical and personal boundaries with fellow members
- Avoid inappropriate or harmful behaviour, including bullying or harassment
- Report concerns, injuries, or unsafe situations promptly

Young people should feel encouraged, supported, and confident within the organisation. Adults should model positive behaviour at all times.

9.2 Parents, Guardians, and Carers

Parents and carers play a crucial role in supporting their children and helping maintain a positive environment. They must:

- Encourage their child's enjoyment, effort, and personal development
- Communicate respectfully with coaches, staff, and other families
- Support all children equally and avoid comparing or criticising
- Avoid coaching from the sidelines or interfering with sessions

- Respect safeguarding requirements, including supervision arrangements
- Ensure their child arrives and is collected promptly, following venue procedures.
- Refrain from aggressive, confrontational, or disruptive behaviour
- Avoid actions that cause embarrassment, distress, or discomfort
- Use social media responsibly and avoid negative commentary about the organisation or its members
- Report concerns in an appropriate and timely manner

Parents and carers are partners in promoting safe, positive training environments.

9.3 Coaches and Assistant Coaches

Coaches hold positions of trust and authority. They must:

9.3.1 Prioritise participant welfare

- Put safety and wellbeing above performance or competition outcomes
- Follow all safeguarding, risk assessment, and health and safety procedures

9.3.2 Maintain professional boundaries

- Avoid relationships that could be perceived as inappropriate, secretive, or exploitative
- Never form intimate or suggestive relationships with anyone under 18 years of age
- Use appropriate language and avoid behaviours that could be misinterpreted

9.3.3 Deliver safe, inclusive, and effective instruction

- Hold relevant qualifications and maintain up-to-date CPD
- Provide age-appropriate training and ensure activities suit ability levels
- Ensure safe use of equipment and maintain supervision ratios

9.3.4 Be positive role models

- Demonstrate fairness, patience, and good communication
- Support equality, diversity, and inclusion
- Promote self-confidence, respect, and personal growth in members

9.3.5 Manage behaviour appropriately

- Use constructive feedback and reinforce positive behaviours
- Avoid shouting, humiliating, or punishing inappropriately
- Report behavioural concerns promptly and follow the Disciplinary Procedure

9.3.6 Record and report concerns

- Follow the Safeguarding Policy regarding disclosures, accidents, and incidents

Follow all safeguarding, risk assessment, and health and safety procedures.

9.4 Staff and Volunteers

Staff and volunteers must:

- Support the aims, values, and policies of Kanzen for Life
- Maintain professionalism, reliability, and integrity at all times
- Follow safeguarding procedures and report concerns immediately
- Maintain appropriate boundaries with members and colleagues
- Protect confidentiality and handle personal data securely
- Avoid conflicts of interest and declare them when they arise
- Participate in required training and development
- Treat all individuals equally and fairly

Volunteers and staff contribute significantly to the safe and effective operation of the organisation.

9.5 Trustees

As leaders and decision-makers, trustees and committee members must:

9.5.1 Uphold the highest standards of conduct

- Demonstrate integrity, fairness, and objectivity
- Avoid behaviour that could damage trust in the organisation

9.5.2 Ensure legal and regulatory compliance

- Follow charity law, governance requirements, and safeguarding legislation
- Ensure policies remain up-to-date and fit for purpose

9.5.3 Manage conflicts of interest

- Declare personal interests that could influence decisions
- Act only in the best interests of the charity

9.5.4 Promote transparency and accountability

- Support clear decision-making and organisational communication
- Ensure consistent policy enforcement across all levels of the organisation

9.5.5 Lead by example

- Model the values and behaviours expected throughout Kanzen for Life

10. Communication, Social Media & Online Behaviour

Communication, both in-person, and online, plays a significant role in how members, parents, coaches, and staff interact within Kanzen for Life. This section sets clear expectations to ensure all communication is safe, respectful, responsible, and appropriate.

These standards apply to:

- Verbal communication
- Written communication
- Emails, texts, and messaging apps
- Social media platforms (Facebook, Instagram, TikTok, etc.)
- Online groups and forums
- Photographs, videos, and digital media
- Any public or private communication related to Kanzen for Life.

10.1 General principles for all communication

All individuals must ensure communication is:

- **Respectful** - no swearing, insults, harassment, or discriminatory language
- **Appropriate** - no sexual content, inappropriate jokes, or suggestive comments
- **Safe** - no sharing of personal information without consent
- **Transparent** - no secretive or hidden communication, especially between adults and minors
- **Positive and constructive** - reflecting the values and reputation of Kanzen for Life

10.2 Legal responsibilities online

The Online Safety Act 2023 places duties on social media platforms, messaging services and search engines to protect users, particularly children, from illegal and harmful content. Those duties rest with the platform providers, and Kanzen for Life is not a regulated service provider under the Act. However, the Act also created criminal offences that apply directly to individuals, including sending threatening communications, sending false information with intent to cause harm, encouraging or assisting serious self-harm, and sending or sharing intimate images without consent. These offences apply to the person sending the communication, regardless of the platform used.

All individuals covered by this Code must therefore ensure their online conduct complies with the law as well as with this policy. Concerns about illegal online content

or communications involving Kanzen for Life members should be reported in line with Section 11 and may be referred to the police.

10.3 Communication involving children and young people

To safeguard young members:

- Adults must not engage in private, one-to-one online messaging with children unless it is:
  - through an approved channel
  - visible to parents, or
  - required for operational purposes (e.g., confirming attendance) and handled transparently
- All communication must remain professional, non-personal, and related to participation
- No adult should comment on a young person's appearance, personal life, or feelings
- Adults must never request or share:
  - personal photos
  - private information
  - content unsuitable for minors

These rules are essential for preventing grooming, exploitation, or misinterpretation.

10.4 Communication between members

Members must:

- Treat each other with respect online just as they do in person
- Avoid cyberbullying, rumours, insults, or exclusionary behaviour
- Not pressure others to share information, photos, or engage in private conversations
- Report inappropriate messages or interactions to a parent, coach, or the Safeguarding Officer

Online conduct is treated with the same seriousness as in-person behaviour.

10.5 Social media use

Individuals must:

- Use social media responsibly and in a way that reflects the values of Kanzen for Life
- Avoid posting content that:
  - is abusive, offensive, or discriminatory
  - harasses or targets another member
  - criticises coaches, staff, or fellow members
  - shares confidential or sensitive information
- Not tag, photograph, or identify minors without appropriate consent from parents or guardians

- Refrain from sharing videos or photos from training or events unless permitted under the Safeguarding and Media policies

10.6 Group chats and team communication channels

Where group communication channels are used:

- Coaches should ensure groups including minors have appropriate adult oversight
- Adults must avoid informal, personal communication with children
- Messages should remain relevant to training, scheduling, or logistical information
- Members must not use group chats to gossip, insult, or pressure others

10.7 Photography and video recording

Photography and video recording are regulated by the Safeguarding Policy, but all individuals must:

- Follow permission and consent requirements
- Never take or share images that are inappropriate, exploitative, or invasive
- Avoid photographing children in vulnerable situations or states of undress
- Never share images of minors on personal social media without explicit parental consent

10.8 Protecting personal information

All individuals must:

- Follow data protection principles when storing, sharing, or transmitting personal details
- Avoid sharing sensitive information about members or staff online
- Respect the confidentiality of medical, safeguarding, and membership data

This supports the Data Protection Policy.

10.9 Consequences of breach

Misuse of communication or social media may result in:

- Removal from social media groups
- Restrictions on participation
- Disciplinary action under the organisation’s procedures
- Safeguarding referrals or police involvement for serious concerns

These measures help protect both individuals and the organisation.

11. Safeguarding, Welfare & Reporting Concerns

Kanzen for Life is committed to safeguarding the welfare of all children, young people, and vulnerable adults who participate in our activities. Safeguarding is the responsibility of everyone involved in the organisation, not only coaches, staff, and trustees, but also parents, volunteers, and members.

This section summarises key safeguarding expectations. The full requirements are detailed in the Kanzen for Life Safeguarding Policy, which must be read alongside this Code of Conduct.

11.1 Duty of care

All individuals have a duty of care to:

- Protect children, young people, and vulnerable adults from harm
- Act responsibly, appropriately, and with respect
- Create an environment where all participants can thrive
- Report concerns promptly
- Support a culture of openness, trust, and fairness

Neglecting duty of care can place individuals at risk and may result in disciplinary or legal action.

11.2 Recognising safeguarding concerns

A safeguarding concern includes (but is not limited to):

- Physical, emotional, or sexual abuse
- Neglect or failure to meet basic needs
- Bullying, harassment, discrimination, or intimidation
- Boundary breaches by adults or peers
- Witnessing unsafe or unprofessional coaching practice
- Harmful or risky online or social media activity
- Grooming behaviour or exploitation
- Any situation where a member feels afraid, uncomfortable, or unsafe

No concern is too small to report.

11.3 Maintaining professional and personal boundaries

To protect everyone involved:

- Adults must not form inappropriate or overly personal relationships with children
- No intimate, romantic, or suggestive behaviour is permitted between an adult and anyone under 18 years of age

- Adults must not share personal details, private messaging, or content that confuses boundaries
- Physical contact must be limited, explained, appropriate, and never for personal gratification
- Favouritism, gifts, or special treatment of children must be avoided

These principles guard against grooming, exploitation, and abuse.

11.4 Safe supervision and training practices

Coaches, staff, and volunteers must:

- Follow supervision ratios and risk assessments
- Ensure changing, toilet, and travel arrangements are safe and appropriate
- Avoid one-to-one situations with minors wherever possible
- Ensure safe physical contact and demonstrate techniques appropriately
- Maintain visual access to training areas whenever reasonable

These expectations support the Kanzen for Life activities Risk Assessment.

11.5 Responding to safeguarding disclosures

If a child, young person, or vulnerable adult discloses a concern:

- **Listen carefully and calmly**
- **Do not promise confidentiality**
- **Reassure them they have done the right thing**
- **Record the information accurately, using their own words where possible**
- **Report the concern immediately to the Safeguarding Officer**

It is not the role of any staff, volunteer, or member to investigate allegations.

11.6 Reporting concerns

Concerns must be reported to:

- Primary contact: **Kanzen for Life Safeguarding Officer**
- Other appropriate contacts:
  - A coach or assistant coach
  - A senior staff or management team
  - A trustee responsible for welfare

If a child is in immediate danger, individuals should contact emergency services (999) and then notify the Safeguarding Officer.

All concerns will be managed confidentially and in line with safeguarding guidance.

11.7 Protection for those reporting concerns

Kanzen for Life will:

- Treat all reports sensitively and seriously
- Protect anyone who raises a concern in good faith
- Ensure individuals are not victimised for reporting
- Maintain confidentiality unless disclosure is needed for safety reasons

Raising concerns is an act of responsibility, not disloyalty.

11.8 Cooperation with safeguarding investigations

All individuals involved in Kanzen for Life must:

- Cooperate fully with safeguarding processes
- Provide relevant information when requested
- Avoid discussing allegations or investigations with others unless authorised
- Follow all instructions from safeguarding officers or statutory agencies

Failure to cooperate may result in disciplinary action.

11.9 Consequences of safeguarding breaches

Breaches of safeguarding requirements may lead to:

- Temporary suspension from activities
- Removal from position or membership
- Reporting to external safeguarding agencies
- Contact with police or social services
- Permanent exclusion from the organisation

Safeguarding is non-negotiable and considered at the highest level of seriousness.

12. Disciplinary Action

Kanzen for Life is committed to maintaining a safe, respectful, and well-governed environment. When an individual's behaviour falls below the standards outlined in this Code of Conduct or any related policy, the organisation may take disciplinary action in accordance with its established procedures.

The purpose of disciplinary action is to:

- Address unacceptable behaviour
- Protect the welfare and safety of others
- Ensure accountability

- Maintain the integrity and reputation of Kanzen for Life
- Support individuals to improve their conduct where appropriate

Disciplinary measures will always be proportionate, fair, and aligned with the severity of the behaviour.

12.1 What may trigger disciplinary action

Examples of behaviour that may lead to disciplinary action include, but are not limited to:

- Breaches of this Code of Conduct
- Safeguarding concerns or boundary violations
- Bullying, harassment, discrimination, intimidation, or abuse
- Dangerous or reckless behaviour in training
- Misuse of authority or exploitation of position
- Inappropriate communication or social media behaviour
- Damaging property or equipment
- Persistent failure to follow instructions
- Dishonesty, misconduct, or unethical behaviour
- Criminal behaviour or conduct bringing the organisation into disrepute
- Violations of organisational policies such as the Safeguarding Policy, Anti-Bullying Policy, or Equality Policy

Serious misconduct may lead to immediate suspension or removal from participation.

12.2 Informal resolution (where appropriate)

For minor issues, coaches or staff may attempt to resolve concerns informally through:

- Verbal reminders
- Coaching conversations
- Behaviour guidance
- Additional supervision or support

Informal approaches will only be used where it is safe, reasonable, and appropriate to do so. Safeguarding concerns or serious misconduct will not be managed informally.

12.3 Formal disciplinary procedures

Where formal action is required, Kanzen for Life will follow the appropriate disciplinary process, which may involve:

- Initial assessment of the concern

- Fact-finding or investigation
- Opportunity for the individual to respond
- Consideration of evidence
- Decision-making by the appropriate authority (e.g., senior staff, trustees)

Formal outcomes may include:

12.3.1 Verbal warning

- A recorded conversation outlining required changes in behaviour

12.3.2 Written warning

- A formal notice indicating the behaviour must improve within specified conditions

12.3.3 Behavioural conditions

- Examples include:
  - Increased supervision
  - Temporary restrictions on training or sparring
  - Requirements to attend meetings or training

12.3.4 Suspension

- Temporary removal from activities, membership, volunteering, or coaching duties

12.3.5 Removal from membership or position

- Permanent exclusion from the organisation may occur in cases of serious misconduct or repeated breaches

12.3.6 Reporting to external agencies

- Where necessary, Kanzen for Life may contact:
  - Police
  - Social services
  - Child protection authorities
  - National governing bodies
  - Other relevant organisations

This will occur where behaviour poses a risk to others or is potentially criminal.

12.4 Safeguarding cases

Any disciplinary issue involving:

- Children
- Young people
- Vulnerable adults

- Boundary breaches
- Inappropriate communication
- Grooming concerns
- Sexual misconduct

will be handled under safeguarding procedures first and foremost. Disciplinary action will follow the outcome of safeguarding processes.

12.5 Appeals

Where appropriate, individuals may appeal a disciplinary decision in line with the organisation's Disciplinary Procedure. Appeals must be:

- Submitted within the stated timeframe
- Based on valid grounds (e.g., procedural error, new evidence)

Appeals will be considered by individuals not involved in the original decision-making.

12.6 Support for those involved

Kanzen for Life is committed to fairness and will:

- Offer support to individuals subject to disciplinary processes
- Ensure that complainants and victims are treated with respect
- Provide clear communication to all parties
- Maintain confidentiality where possible

12.7 Zero tolerance of retaliation

Any retaliation, intimidation, or negative treatment of individuals who report concerns or participate in disciplinary processes is strictly prohibited and may itself result in disciplinary action.

13. Related Policies

This Code of Conduct forms part of Kanzen for Life's wider governance and welfare framework. It must be read alongside the organisation's supporting policies, each of which provides more detailed guidance on specific areas of conduct, safety, inclusion, and legal compliance.

The following policies are directly related to, and referenced throughout, this Code of Conduct.

13.1 Safeguarding Policy

Provides comprehensive guidance on protecting children, young people, and vulnerable adults, and covers the following issues:

- Roles and responsibilities

- Safe practices
- Recognising and responding to concerns
- Boundaries and appropriate behaviour
- Reporting procedures
- Working with external safeguarding agencies

This is the primary document governing welfare and protection.

13.2 Anti-Bullying Policy

Defines bullying, harassment, intimidation, and exclusion, and sets out prevention and response procedures. It also supports member-to-member conduct and promotes a culture of kindness and respect.

13.3 Equality Policy

Outlines Kanzen for Life's commitment to equality, diversity, and inclusion. Clarifies the organisation's responsibilities under equality legislation and ensures all individuals are treated fairly, without discrimination.

13.4 Fair Play Policy

Describes the organisation's core values: Inclusive, Respectful, Aspirational, Inspiring, Dauntless, Driven, Accountable, Collaborative, Excellence, & Passionate.

It also supports the interpretation of behavioural expectations and provides guiding principles for training, competition, and interpersonal conduct.

13.5 Data Protection Policy (UK GDPR and the Data (Use and Access) Act 2025)

Explains how personal data is collected, stored, processed, and protected. It also ensures confidentiality, privacy, and lawful handling of information. Relevant to all individuals who manage or access member information.

13.6 Concussion Policy

Sets out procedures for identifying, responding to, and managing actual or suspected concussion.

It also ensures the safety of members participating in physical activities and includes comprehensive return-to-play guidance and supervision requirements.

13.7 Disciplinary Procedure

Defines the process for addressing misconduct, breaches of policy, or inappropriate behaviour.

It also provides a structured framework for investigations, decision-making, sanctions, and appeals, in conjunction with, Section 12, of this Code of Conduct.

13.8 Risk Assessment (Physical Activities)

Covers safety planning for all training, events, travel, and activities, and ensures:

- Risk mitigation
- Safe supervision ratios
- Equipment safety
- Emergency procedures

Supports health and safety obligations across the organisation.

13.9 Any Future Policies or Amendments

Kanzen for Life may introduce new policies or update existing ones as required by:

- Changes in legislation
- Best practice guidance
- Organisational development
- Incident reviews

All updated policies will be communicated to members and stakeholders, and compliance will remain a condition of participation.

13.10 How these policies work together

These policies collectively ensure that Kanzen for Life:

- Meets all legal and safeguarding obligations
- Maintains clear expectations for behaviour and conduct
- Protects children, young people, and vulnerable adults
- Supports fairness, respect, inclusion, and positive participation
- Upholds high standards across coaching, volunteering, and governance
- Provides safe and well-managed environments for all activities

The Code of Conduct acts as the overarching behavioural framework that ties all related policies together.

14. Monitoring & Review

Kanzen for Life is committed to maintaining high standards of welfare, conduct, safety, and governance. To ensure this Code of Conduct continues to meet organisational needs and reflects current legal and safeguarding expectations, it will be subject to regular monitoring and review.

14.1 Annual review

This policy will be formally reviewed every 12 months, or as close as is practicable in the circumstances by the Board of Trustees. The review will consider:

- Changes in legislation or statutory guidance

- Updates in safeguarding best practice
- Learning from incidents, concerns, or disciplinary cases
- Organisational growth or changes to programmes
- Alignment with governing body or sector-wide guidance

14.2 Interim updates

In addition to annual review, the policy may be updated sooner if:

- Significant safeguarding or welfare concerns arise
- New national or local guidance comes into effect
- Operational changes require amendments
- Risk assessments identify emerging issues
- Trustees identify areas requiring improvement

Interim updates will be communicated clearly to all members and stakeholders.

14.3 Monitoring compliance

Compliance with this Code of Conduct will be monitored through:

- Observations during training and events
- Feedback from members and parents
- Reports from coaches, volunteers, and staff
- Action taken in response to concerns or complaints
- Oversight by the Safeguarding Officer and trustees

Monitoring helps to ensure that behavioural expectations remain consistent and that the organisation continues to uphold safe and respectful standards.

14.4 Responsibility for implementation

The responsibility for ensuring this Code is followed is shared across the organisation:

- **Trustees** - provide governance, oversight, and accountability
- **Safeguarding Officer** - coordinates welfare procedures and safeguarding responses
- **Coaches and staff** - model expected behaviour and manage day-to-day conduct
- **Volunteers** - support safe, inclusive environments
- **Members and parents, guardians and carers** - uphold the standards and report concerns

Everyone involved in Kanzen for Life has a role to play.

14.5 Availability of the policy

Kanzen for Life will ensure this policy is accessible by:

- Publishing it on the organisation's website or member portals or other accessible areas
- Providing copies (where practical) during registration or induction
- Making printed or digital versions available upon request
- Circulating updated versions following reviews

Accessibility ensures informed participation and transparency.

14.6 Document control

This version of the Code of Conduct supersedes all previous versions.

The policy will remain in effect until formally replaced or amended by the Board of Trustees, as per the Policy Record at the end of this document.

Policy Record

Date Revised	Comments
17/01/2026	Policy approved and adopted by Board
27/10/2027	Legislation revisons

Name: Peter Stanton

Position: Chair

Signed: ……

Date: ……