

Easy After-school Jiu-Jitsu

Code of Conduct for Coaches and Volunteers

The standards we hold ourselves to as the adults responsible for our students

Version 1.0 | Adopted May 2026

1. Position of Trust

As a coach, instructor or volunteer at Easy After-school Jiu-Jitsu, you are in a Position of Trust under the Sexual Offences Act 2003 (as amended). The law makes it a criminal offence for an adult who coaches, teaches, trains, supervises or instructs a young person under 18 on a regular basis in a sport, to engage in sexual activity with that young person, regardless of consent.

Beyond the law, the position carries a deeper responsibility: children, parents and host schools place trust in you because of the role you hold. The expectations below are how we honour that trust.

2. On the mat

Positive reinforcement first

- Greet every child by name.
- Notice and praise good behaviour constantly. Reinforce the children who are following instructions before correcting those who are not.
- End every session with a positive note for each group or the class as a whole.

Clear structure

- Teach your signal word at the start of every term and practise stopping on it.
- Keep transitions tight. Long gaps or lulls are where behaviour starts to drift.
- Use fun warm-ups to burn energy before teaching technique.

Three-strike behaviour management

- Strike 1 — Calm verbal warning. Name the behaviour and the expected behaviour.
- Strike 2 — Have the child sit out quietly for 2–3 minutes.
- Strike 3 — Sit out for the rest of the session and inform David or James, the parents and the school if possible. David or James may follow up with parents and/or the school.
- If a child reaches three strikes across multiple sessions in a half term, discuss with David or James — they may be asked not to return.

Stop unsafe or violent behaviour immediately

- Stop everything.
- Remove the child from the activity.
- If they have deliberately hurt another child, inform David or James and the school — they may be permanently removed from the club.

Handling opt-outs

- Children may choose to sit out, especially of sparring. Encourage them gently, but never force them.
- A child sitting out must be quiet and non-disruptive, and may rejoin when ready.

Stay calm, consistent and warm

- Try to avoid becoming visibly cross or emotional.
- Build relationships: learn names, share high-fives, show care.

3. Off the mat

No 1-to-1 contact in closed spaces

You are never alone with a child in a closed room, changing room, vehicle or any other private space. If a one-to-one moment is unavoidable (a child upset, an injury, etc.), it happens in a visible, open part of the venue and another adult is informed.

No personal contact channels

You do not give your personal phone number, personal email, personal social media handles or other contact details to a child or to a parent in a coaching context. All communications go through david@easjj.co.uk or james@easjj.co.uk.

No transporting children

You do not give a child a lift, in any vehicle, in any circumstance, even if the parent has asked you to. Where a child is not collected on time, the protocol in the Safe Practice Policy applies (stay with the child on or beside the mat, contact parent and emergency contact, inform the school office).

Photography and recordings

- You do not take photographs or video recordings of children at our sessions on your personal device, ever. Even if a parent has given general photography consent.
- Photographs of sessions, where authorised, are taken only on a partnership or school managed device, and only of children whose parents have given an explicit "yes" on the booking consent.
- You never store, share or upload images of any of our students.

Personal social media

- You do not friend, follow, accept or initiate connections with any current or former Easy After-school Jiu-Jitsu student on personal social media.
- You do not post identifying information, photos or anecdotes about our students on any personal channel.

4. Health, safety and conduct on yourself

- Coach in clean kit. Trim nails, no metal jewellery. Cover any cut or open wound before stepping on the mat.
- Do not coach under the influence of alcohol or any controlled substance. Prescription medication that affects your alertness must be discussed with David before you coach.

- Be on time, and prepared with the session's technical content.
- Wear EAS JJ branded kit where provided, or your gi / rashguard otherwise.

5. Reporting concerns

- Any safeguarding concern is reported to David Lindsay (DSL 07834 563020) or James Wood (Deputy DSL 07450 147183) the same day.
- Concerns about David go to James, and vice versa. Concerns about both partners go directly to the UKBJJA Safeguarding Lead at safeguarding@ukbjja.org.
- Concerns are recorded on the Safeguarding Incident Report Form, on the same day, in the child's words where possible.
- Read the Reporting Concerns Procedure in full. You are responsible for knowing the four scenarios and the school-DSL routing.

6. Confidentiality

- Information about student's names, medical conditions, family arrangements, anything from a disclosure is shared only with those who need to know.
- Registers and personal data live in your session folder during the session and are kept out of sight of others.
- Electronic registers on a personal device are device-locked and password-protected.
- Any actual or suspected data breach is reported to the DSL the same day.

7. Acknowledgement

I confirm that I have read and understood this Code of Conduct, the Easy After-school Jiu-Jitsu Safeguarding Policy, the Reporting Concerns Procedure, the Safe Practice Policy and the Complaints and Appeals Procedure. I understand my responsibilities under each, including the legislation on Positions of Trust under the Sexual Offences Act 2003. I will follow this Code in every session, and I will report any concern, however small, to the DSL or Deputy DSL without delay.

Coach name: _____

Signed: _____ Date: _____

Countersigned (DSL): _____ Date: _____