

# **DRAGONFOOT BOXING & MARTIAL ARTS CENTRE**

**Code of Conduct for Instructors, Members,  
Parents/Carers and Visitors for all attending  
Dragonfoot Gym during the**

**COVID-19 Pandemic**

EST.

1999

**June 2020**

Date for Review: Following Government Updates

# Dragonfoot Gym

## Statement of intent

At **Dragonfoot Gym** we strive to build a strong relationship with parents in order to help create a stimulating learning environment which continues from Dragonfoot Gym to home, providing all pupils with the opportunity to achieve to the best of their ability.

In order to create a welcoming and safe learning environment, the Dragonfoot GYM implements a specifically designed set of rules regarding behaviour and conduct which parents and visitors are expected to act in accordance with.

This document outlines the manner in which parents are expected to act whilst on Dragonfoot Gym premises, as well as detailing the type of behaviour which will not be tolerated. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

## Context of Update

Dragonfoot Gym understands that we face a time of great uncertainty during the pandemic and, as a trust, we are doing all we can to provide clarity and safety for the Dragonfoot Gym community.

From 1<sup>st</sup> June 2020, Dragonfoot Gyms were asked to prepare for re-opening for groups. This included class for both children & adults.

This updated code of conduct includes provisions which the Dragonfoot Gym will have due regard for during the coronavirus pandemic. The information in this code of conduct is under constant review and is updated to reflect changes to government guidance as it is released.

This updated code of conduct includes the COVID-secure measures that Dragonfoot Gyms must take to ensure the health, safety and wellbeing of both member, parents and staff.

## Legal framework

This code of conduct has due regard to statutory legislation, including, but not limited to, the following:

- The Children Act 2004

## Introduction

Dragonfoot Gym are very fortunate to have a supportive and friendly parent body. Our parents recognise that training children is a process that involves partnership between parents, Dragonfoot Gyms staff and the Dragonfoot Gym community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our Dragonfoot Gym.

However, it is important that parents understand that Dragonfoot Gym has the right to discipline children in Dragonfoot Gym. Teaching staff have power to discipline pupils for misbehaviour which occurs in Dragonfoot Gym and, in some circumstances, outside of Dragonfoot Gym.

## **Principles for ALL in response to COVID-19:**

- **Do not come to Dragonfoot Gym if you have coronavirus symptoms**
- **If symptoms develop, go home as soon as possible call 111, and access a test immediately.**
- **Self-isolate in accordance with the current guidelines, if they or any member of their household display symptoms.**
- **Adhere to the social distancing rules and other COVID-19 secure protocols at all times**
- **Clean clothes must be worn to gym daily, to aid the prevention of the spread of the virus.**
- **Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.**
- **Use the 'catch it, bin it, kill it' approach.**
- **Avoid touching your mouth, nose and eyes.**
- **Clean frequently touched surfaces often using standard products, such as detergents and bleach.**
- **Think about ways to modify your approach to keep a distance from each other in your class as much as possible, within the minimum of 2 meters apart.**
- **Help your team mates to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.**
- **Prevent your class from sharing equipment and resources (like pads).**
- **Keep your gym doors and windows open, if possible, for air flow.**
- **Limit the number of members from your class using the toilet at any one time.**
- **Limit your contact with other members, and don't congregate in shared spaces, especially if they are small rooms.**
- **Read and understood all COVID-related additions to policy, and understand the role they have to play in adhering to the guidance.**

## Roles and Responsibilities

Parents, carers, visitors & instructors must observe the COVID-secure measures put in place by Dragonfoot Gym. This includes:

- Abide by COVID-secure arrangements for dropping off and collecting children, for example, not entering Dragonfoot Gym building and obeying 2m social distancing rules.
- Follow all signs and instructions whilst on Dragonfoot Gym site
- Inform Dragonfoot Gym promptly if their child or other household member display COVID-19 symptoms or tests positive
- Ensure child attends testing if child displays symptoms at Dragonfoot Gym and a test is booked by Dragonfoot Gym
- Ensure that their child correctly presents themselves in clean clothes daily
- Ensure they pick up their child promptly if requested to do so, due to their child displaying symptoms

**IT IS IMPORTANT FOR PARENTS TO NOTE THAT ANY NON-COMPLIANCE WITH COVID-SECURE MEASURES WILL RESULT IN THE WITHDRAWAL OF YOUR CHILD'S PLACE IN DRAGONFOOT GYM – THIS IS DUE TO THE LEGAL RESPONSIBILITY PLACED ON DRAGONFOOT GYM TO ENSURE THE SAFETY OF ALL DURING THE PANDEMIC.**

**Instructors, Members, Parents/Carers and Visitors** also have the responsibility to:

- Observe procedures to ensure the health and safety of members of the public, children, colleagues and themselves at all times.
- Observe their safeguarding responsibility to the children in Dragonfoot Gym by providing proof of ID and DBS as requested and adhere to the safeguarding policies and procedures whilst in Dragonfoot Gym
- Ensure their child(ren) attend Dragonfoot Gym classes on time.
- Report all occurrences of violence, aggressive/threatening behaviour and serious verbal abuse and near misses to chief instructor Jon Green.
- Conduct themselves appropriately in line with this policy.

**The Chief Instructor of Dragonfoot Gym** has the responsibility to:

- Ensure that all protective measures are in place to ensure the safety of the Dragonfoot Gym community against coronavirus, this includes parents, children and staff.
- Take appropriate action in the event of a violent, aggressive or threatening behaviour happening at the Dragonfoot Gym to ensure its reoccurrence is prevented as much as reasonably practical.

## Parental Responsibility

All parents can also receive information about their child. However, for day-to-day purposes, the Dragonfoot Gym's main contact is likely to be a parent with whom the child lives on Dragonfoot Gym days.

Individuals who have legally obtained parental responsibility for, or care of, a child have the same rights as biological parents. For example to:

- receive information – such as member reports
- be asked to give consent - such as to the child taking part in Dragonfoot Gym trips
- be informed about meetings involving the child - such as a competitions

Dragonfoot Gym must treat all parents equally - unless a court order limits a parent's ability to make educational decisions, participate in Dragonfoot Gym life or receive information about their children. Dragonfoot Gym require a copy of this report for their records.

### **Obtaining consent**

Where Dragonfoot Gyms need parental consent to outings and activities, they will obtain the consent from the resident parent unless the decision is likely to have a long-term and significant impact on the child, or the non-resident parent has requested to be asked for consent in all such cases.

### **Medical treatment – seeking consent following accident or injury**

Dragonfoot Gyms may experience problems when a child has had an accident and consent might be needed for emergency medical treatment. The **Children Act 1989** provides that people who do not have parental responsibility but nonetheless have care of a child may **do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare.**

This allows Dragonfoot Gym to act 'in loco parentis', in place of a parent, or allow them to seek consent from a parent who may not hold parental responsibility.

### **Expected Behaviour**

All members of the Dragonfoot Gym community have the right to expect that their Dragonfoot Gym is a safe place in which they work and learn. There is no place for violence, threatening behaviour, verbal or physical abuse or intimidation or harassment in the gym.

We expect Instructors, Members, Parents/Carers and Visitors to:

- Respect the caring ethos of our Dragonfoot Gym
- Understand that both Dragonfoot Gym staff and parents need to work together for the benefit of their children.
- Demonstrate that all members of the Dragonfoot Gym community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Use the correct Dragonfoot Gym channels to address any issues or complaints, rather than raise the issue on social media
- Correct their own child's behaviour appropriately whilst on the Dragonfoot Gym premises, especially where it could lead to conflict, aggressive behaviour or unsafe behaviour.
- To be fully responsible for the care and well-being of their children prior to handing them over to teaching staff at the start of the Dragonfoot Gym day and once teaching staff have handed them over at the end of the Dragonfoot Gym day.
- Approach the Dragonfoot Gym to help resolve any issues of concern, in particular to check a child's version of events with the Dragonfoot Gym.
- Avoid using staff as threats to warn or correct children's behaviour.
- Respect the Dragonfoot Gym environment by keeping it clean and tidy
- Follow parking rules, as well as rules for dropping-off or collecting pupils from Dragonfoot Gym

## **Inappropriate Behaviour**

In order to support a peaceful and safe Dragonfoot Gym environment the Dragonfoot Gym will not tolerate Instructors, Members, Parents/Carers and Visitors exhibiting the following:

- Deliberate ignoring social distancing or other protective measures put in place by Dragonfoot Gym
- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom or any other area of the Dragonfoot Gym grounds including sporting events.
- Misusing social media to malign/disrespect Dragonfoot Gym staff or the Dragonfoot Gym's reputation
- Using loud/or offensive language, swearing, cursing, using irrelevant or disrespectful language or displaying bad temper.
- Discrimination against any individual, whether a staff member, pupil or another adult, on the basis of their age, race, ethnicity, religion, cultural belief, attainment, disability, gender or background.
- Threatening to do harm to a member of Dragonfoot Gym staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated under any circumstances
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on Dragonfoot Gym premises.
- Damaging or destroying Dragonfoot Gym property or the property of another person
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication to Governors, visitors, fellow parents/carers or pupils.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences. Parents should approach a Dragonfoot Gym member of staff if they wish to discuss the actions of another child).
- Smoking and consumption of alcohol or other drugs whilst on Dragonfoot Gym property, or being under the influence of alcohol or other drugs whilst on Dragonfoot Gym property.
- Dogs being brought onto the site, unless express permission is sought from the Dragonfoot Gym Chief Instructor of Dragonfoot Gym

## **Use of social media – also see Appendix 1**

It is expected that parents:

- are expected to act in accordance with the Dragonfoot Gym's Social Media Policy when discussing the Dragonfoot Gym on social networking sites, such as Facebook, Twitter and Instagram.
- must not post content which is damaging to the Dragonfoot Gym or any members of the Dragonfoot Gym community. In the event of defamation, the Dragonfoot Gym will take legal action.
- are encouraged to use social media responsibly in order to set a positive example for pupils.
- will not post on social media anonymously or under an alias in order to evade the guidance given in this policy.
- will not record any meetings or conversation with staff, other parents or other pupils without prior consent

Any cases of social media use that breach the guidelines of this policy will be reported to the chief instructor immediately. Cyber bullying of any kind will not be tolerated and will be dealt with as a serious incident.

The Chief Instructor of Dragonfoot Gym will report offending individuals using the appropriate 'report abuse' section on the specific social media site, and will arrange a meeting with the individuals concerned to discuss their use of social media.

The individual will be advised to remove any posts or comments that are harmful, immediately.

The Chief Instructor of Dragonfoot Gym may contact the police for legal action where necessary.

## **Procedure**

In the circumstance of parents failing to observe COVID-secure protective measures, then immediate action will be taken by Dragonfoot Gym. This will include a phone call to parents to inform them their child is no longer eligible for a place in Dragonfoot Gym for the remainder of this Dragonfoot Gym year.

Should any of the above behaviour occur the Dragonfoot Gym may take possible action to deal with it.

Where possible the Dragonfoot Gym will resolve or diffuse violent/aggressive situations through discussion with the individual/s involved. The Chief Instructor of Dragonfoot Gym may feel it necessary to issue a warning letter to the individual stating that 'repeats of such behaviour may well lead to a ban from the Dragonfoot Gym'.

Where conflict cannot be resolved or diffused, or there is the possibility of imminent physical harm towards an individual or Dragonfoot Gym property, the Dragonfoot Gym reserves the right to call the local police station to intervene or in cases of extreme emergency by dialling 999, or to call the appropriate authorities.

If necessary, the Dragonfoot Gym may ban the offending adult from entering the Dragonfoot Gym grounds. If such a ban is felt necessary the Dragonfoot Gym will arrange for someone to meet your child or children at the Dragonfoot Gym gate, and to return them to the Dragonfoot Gym gate at the end of the Dragonfoot Gym day. The Chief Instructor of Dragonfoot Gym will discuss and agree with the Chair of the Governing Body before a ban is put in place. Where a ban is decided necessary the Chief Instructor of Dragonfoot Gym will issue a letter the individual stating that a ban has been put in place. The Chief Instructor of Dragonfoot Gym is responsible for determining the length of the ban. The letter to the individual will specify the length of the ban or in some instances may state that the ban is 'open ended' initially until an appropriate amount of time has elapsed for all concerned. Chief Instructor of Dragonfoot Gym are responsible for writing follow up letters to individuals who have been banned to confirm the end of the ban or with an update to the length of the ban.

Parents who have been banned from the Dragonfoot Gym premises have a general right to receive Dragonfoot Gym information in relation to their child's welfare and education progress.

Parents who feel they have been unreasonably banned should in the first instance discuss with the Dragonfoot Gym or alternatively may consider asking for the decision to be reviewed under the complaints procedure.

We trust that parents and carers will assist our Dragonfoot Gym with the implementation of this policy and we thank you for your continuing support of the Dragonfoot Gym.