



TAEKWONDO COUNCIL UK

Code of Conduct for Instructors

The primary objective of a Code of Conduct is to set and uphold benchmarks for instructors. It also serves the purpose of educating and safeguarding the public who avail their services. This framework is composed of guiding principles rather than strict directives. Nevertheless, certified instructors must recognize that teaching carries a sense of duty, and they should wholeheartedly adhere to the principles enshrined in this Code of Conduct. All pertinent documents, policies, and procedures mentioned in this document can be accessed through the Tae Kwon Do Council UK website.

Humanity

- Instructors are obliged to honour the inherent rights, dignity, and intrinsic value of every individual they engage with, recognizing their ultimate autonomy. Aligned with the Tae Kwon Do Council UK Equality Policy, instructors must extend equal treatment to all, irrespective of factors like age, ability, gender, sexual orientation, domestic situation, cultural background, religious convictions, political views, and societal or cross-cultural distinctions, both within the activity and its related materials.
- The primary focus of instructors should be the overall well-being, health, and prospects of everyone, placing performance enhancement as a secondary concern.
- Fostering independence forms a pivotal facet of the instructor-participant dynamic. Participants should be motivated to assume responsibility for their conduct and performance, both within the classroom and beyond.
- Instructors are responsible for defining and upholding the boundaries that distinguish a professional rapport from a personal friendship with their participants.
- The foundation of any instructor-participant relationship rests on mutual trust and respect.
- Instructors should remain cognizant of and conform to all elements of the positions of trust legislation.
- Participants should be informed about the instructor's qualifications and experience, granting them the choice to consent to or decline proposals for training and performance.
- Each participant possesses distinct qualities and should be made to feel appreciated for their individuality, receiving support from the instructor to express and cultivate their uniqueness.
- Every participant holds the entitlement to an environment that ensures their physical and personal safety, fostering a sense of security on both fronts.
- Activities should be conducted in accordance with contemporary best practices and aligned with established Health & Safety regulations.
- Instructors must possess familiarity with and rigorously adhere to the Tae Kwon Do Council UK Safeguarding Children and Young People and Safeguarding Adults policies and protocols.

Commitment:

- Instructors are expected to communicate clearly with participants and/or employers beforehand, addressing the specifics of session frequency, fees, and payment procedures. Additionally, discussions should extend to participants' and/or employers' anticipated outcomes from attending the classes.

- Instructors who identify conflicts between their responsibilities towards participants and their commitments to their governing body or employing organization are obliged to openly elucidate the nature of the conflict, along with the allegiances and duties entailed, to all relevant stakeholders.

Collaboration and Awareness:

- Instructors are encouraged to foster open communication and collaboration with fellow instructors and other allied professionals, all driven by the well-being of their participants and the organisational goals.
- Instructors should strive to stay informed about any medical or physical conditions that necessitate special attention, and subsequently, develop plans to accommodate such needs. However, participants must recognize that they hold the ultimate responsibility for their own health and medical well-being.
- Instructors should embrace feedback on their work from colleagues and be prepared to provide explanations to participants, employers, trade associations, and professional bodies about their actions and the underlying rationale.

Integrity

- Instructors are expected to conduct themselves with unwavering integrity and inclusivity in all professional endeavours.
- Instructors should avoid publicly criticizing their colleagues. Differences of opinion should be addressed privately.
- Instructors are responsible for encouraging participants to adhere to the Code of Conduct.
- Instructors must take on the responsibility of curbing inappropriate behaviour among participants.
- Instructors must never advocate or endorse the use of substances, products, or practices that could endanger health and are aimed at enhancing performance.
- Instructors should treat instructors from other group exercise organizations and their work with respect.
- Instructors are tasked with upholding the professional reputation of the TAEKWON DO COUNCIL UK. This encompasses supporting the vision and mission of the TAEKWON DO COUNCIL UK, complying with reasonable requests, and operating within the parameters of applicable laws and TAEKWON DO COUNCIL UK guidelines.
- Instructors are obligated to comply with reasonable requests made by the TAEKWON DO COUNCIL UK in the event of any investigations.

Confidentiality

- Instructors naturally gather a substantial amount of personal information from participants during their working relationship. It is imperative for all instructors to fully adhere to the regulations set forth by the General Data Protection Regulation (GDPR).
- Confidentiality, however, does not prevent the disclosure of information based on a "right to know" basis. Examples include assessing participant instructors for qualification, making recommendations for professional purposes, or when there are suspicions of abuse.

Personal Standards

- Instructors are expected to consistently uphold elevated personal standards and project a favourable image of the organization and its endeavours to participants, fellow instructors, other organizations, the media, and the public.

- Instructors hold a duty to serve as positive role models, embodying health, hygiene, and functional effectiveness. They should avoid engaging in any conduct that negatively impacts other instructors or participants.

Safety

- Instructors bear the responsibility of doing their utmost to ensure the safety of participants within the scope of their control.
- Every reasonable measure must be taken to establish a secure working environment for all involved. All activities and their execution should align with established and approved Health and Safety practices.
- Activities should be tailored to suit the age, experience, and capabilities of the participants.
- All resources employed must be suitable for both the activity and the participants, while being maintained in a safe condition.
- Participants must be educated about their personal safety responsibilities.
- A comprehensive Risk Assessment for each teaching venue should be conducted annually (or whenever changes like building work occur) and retained on file.
- All participants are required to complete a pre-exercise checklist prior to commencing any activity and consulting a medical professional if necessary.
- All accidents must be documented and reported as appropriate.
- Every instructor should possess a valid First Aid Certificate.
- Any advertising related to qualifications and/or services by instructors must be accurate, professional, and restrained.
- Instructors should refrain from portraying any affiliation with an organization in a manner that could falsely imply sponsorship or accreditation by said organization.

Proficiency and Continuous Development

- Instructors should limit their practice to the realm of group exercise activities for which they have received training, education, and certification.
- Instructors should engage in introspection and self-assessment to identify their professional needs and foster a mindset of ongoing learning, embracing the notion of lifelong learning and a commitment to Continuing Professional Development (CPD).
- CPD should encompass the accumulation of knowledge and skills through formal education, independent research, and the acquisition of pertinent, verifiable experience.
- Instructors should ensure they possess adequate insurance coverage in terms of indemnity and civil liability, and that any necessary licenses for using music have been obtained.
- Entry into the TAEKWON DO COUNCIL UK membership directory should be viewed by instructors as a pledge to uphold their status as skilled professionals in the domain of group exercise.

Obligation to Report

Instructors are required to promptly report to the Tae Kwon Do Council UK any acts or circumstances indicating that peers or fellow Tae Kwon Do Council UK members have deviated from the Code. Tae Kwon Do Council UK does not mandate its members to report minor perceived infractions, but rather to communicate acts or situations that contravene the Code or other Tae Kwon Do Council UK policies. Such reports, if left unattended, could potentially harm the reputation of Tae Kwon Do Council UK, the profession, or the broader sports and physical activity sector. This responsibility supplements other obligations instructors may have to report matters, such as to an employer, law enforcement, a professional association, or an insurer. Individuals

uncertain about reporting a specific act or situation should seek guidance from the Tae Kwon Do Council UK for further clarification.