



INSTRUCTOR GUIDANCE



The following guidance information is to help instructors teach their chosen Martial Art in a safe and responsible manner.

1. Instructors must execute a duty of care at all times and employ safe teaching and training methods and ensure that the training premises are safe and fit for the purpose of training.
2. Instructors should be aware of the vulnerability of beginners and should teach in a responsible and safe manner.
3. Sweeps and throws that cannot by their nature be controlled in a safe manner should be practised on mats.
4. Instructors should emphasize the need for techniques to be performed with control; this is especially important when practising self defence and sparring.
5. Protective equipment should be used where and when it is required in relation to the rules of the club and techniques being practised.
6. A risk assessment should be done before training (Evidence of this may be required in event of a claim). Clubs that do not already have risk assessment information please contact us for a sample copy. Please refer to use of weapons guidelines if using weapons.
7. All accidents should be entered into an accident record book (Evidence of this may be required in the event of a claim). Accident record sheets can be provided on request and a first aid report should also be recorded. All accidents that may result in a claim must be reported as soon as possible to the insurance provider and the Executive Committee of the ZNSBR-NSD-UK, along with details of those involved and witnesses.
8. It is a legal requirement for premises to have first aid provision. At least one first aid box should be kept on each of the premises used or occupied by the club. Where applicable a qualified first aid person or responsible person shall be expected to maintain the first aid box. *A 'Responsible' or 'Appointed person' is someone who is authorized or expected to take charge of a serious situation (e.g. to call an ambulance) if there is a serious illness or injury.* First aid training should be considered for all appointed persons.
9. Instructors that teach minors should work to a child protection policy in addition to holding current, valid DBS clearance. An example can be provided on request. Instructors may choose to appoint a non-coaching club liaison officer to carry out such matters.
10. Instructors who teach children or vulnerable adults are required to have a DBS Police check. This can be done through local authorities and other groups and can also be done independently through Disclosure Scotland. If in doubt, please contact Mr Bayliss Hanshi directly on (01543) 683526, or via terence.bayliss@btconnect.com
11. Instructors need to apply for instructor indemnity in good time, before their renewal date, as claims will not be accepted if an indemnity is not in place. It is the instructor's responsibility to make sure that they have a current indemnity cover. Anyone who teaches or supervises a class is not covered in the event of a negligence claim unless they have instructor cover.
12. Training should be halted if the instructor leaves the training area. This does not mean that members cannot practise together without an instructor but as an example; *if an instructor taught a technique to a class and then left the area with the students still practicing and there was an accident, then the instructor could be held at fault as he gave instruction and then left the training area unsupervised.*
13. This information is given to highlight the need to train safely for the benefit of students and instructors and avoid unnecessary claims which would be stressful and possibly expensive to the instructor involved and to the ZNSBR-NSD-UK.