



NEJKA ONLINE COACHING SAFETY POLICY



A guide to safe practice & safeguarding for online coaching

North East Ju-Jitsu Kobudo Association

Online Coaching Safety Policy

Introduction

This policy provides guidance on how The North East Ju-Jitsu Kobudo Association uses livestreaming through the internet via digital media programs & apps such as video conferencing app Zoom which will be used for the purpose of coaching Ju-Jitsu, Kobudo, self defence, martial arts based fitness programs & online gradings.

Aims

The aims of the online coaching safety policy are:

1. To ensure we provide a safe, positive, engaging & enjoyable learning experience through the coaching of martial arts online following good coaching practice & online safeguarding.
2. To ensure that Coaches understand the digital media programs & apps being used for the purpose of online coaching & ensure to the best of their abilities that it is made safe for use.
3. To provide clear guidelines on how this teaching program will be used & the requirements for the participation in the online classes for parents, children, young persons & adults.

Requirements for joining The Online Class

The requirements for joining the online are:

1. All participants must be members of The North East Ju-Jitsu Kobudo Association.
2. Any members under the age of 18yrs will be required to be registered by their parents or guardians. All adult students will be required to register for access to online classes. All participants will be required to register with Head Coach: Miss Dorothy Adamson.
3. Parents & adults students will be required to join The NEJJKKA Zoom Facebook page which is a closed group for online students for the purpose of obtaining the logging in codes for joining the classes and updates & information for the online classes. The page also shows & shares photos & videos of participants during their online class. This is in line with our NEJJKKA policy for photography & filming.

Joining the Online Classes

1. Parents & adults will be required to download the Zoom App.
2. Codes to join Classes can be obtained from The NEJJKKA Zoom Page or sent direct to adults' messenger or email address.
3. Parents or adult students enter the code and enter the online waiting room where they are permitted to join the class by the host which will be the Class Coach for the lesson.

Requirements for setting up in preparation for the Online Class

1. A large area within the house or outside such as a garden that is made safe & adequate for participating in the class.
2. A room with adequate lighting & ventilation should be used.
3. All participants must wear appropriate clothing to meet the needs of the activity.
4. All participants should have bottled water or a drink for rehydration during the session.
5. Any equipment is checked by the participants or parents to ensure safe for use.
6. A parent or guardian must be present at all times whilst their child or children are taking part in the session to monitor, assist where needed & to participate in any of the activity with their child such as skills, drills, impact pad training & fun based challenges to enhance their child's participation.
7. Young people should have an open area that is adequate for the session & can be openly observed by parents or guardians.
8. Ensure that the device being used to participate in the online session is placed where the participants can clearly view the online coach who is conducting the lesson.

Guidelines for Coaches in preparation for the Online Class

1. The Coach should make participants aware of the type of class that is being organised online: NEJJKA Syllabus Coaching, Kobudo training, general martial arts training or fitness & mobility training through ZOOM members Facebook & related NEJJKA Facebook pages, email or messenger or other arranged contact means.
2. The Coach will have the session organised to teach & meet the needs of the individual or group participants.
3. The Coach will organise the logging in numbers & how these will be displayed on The NEJJKA ZOOM Facebook page (closed group) or sent to parents/adults so they can join the lesson at the appropriate time.
4. The Coach will need to be aware that they will be the host & they will be live streaming their lesson in real time from their place of teaching, their home, garden or elsewhere.
5. The Coach will need to ensure that their surroundings & environment are appropriate for their livestream.
6. The Coach should have contact details at hand in the event of an accident or emergency where a participant or parent may require medical assistance & the Coach will have to contact the emergency services on their behalf providing contact numbers & address. This information will only be used for the purpose of emergency situations

Hosting the Online Class

1. When participants & parents join enter the logging in codes, they will be admitted to a waiting room via their Zoom app.
2. The Coach will then admit them to the livestream online class.
3. The Coach will welcome all participants to the class, the coach will outline the following lesson plan, the coach will outline safety & awareness guidelines & check the wellbeing of all participants before starting the online Class.
4. The Coach will need to inform all participants that on group classes that whatever is spoken can be heard by all participants & the Coach may be required to mute their sound. Their participation may be seen by other group members & by clicking on the coaches screen it will enlarge so they only see the Coach.
5. The Coach will actively engage with participants whether it is individual or group coaching ensuring that everyone taking part has an engaging, positive & enjoyable participation.

6. All instruction & demonstration will be shown clearly by the Coach to best of their ability using online teaching & devices to broadcast their class.
7. As the class ends the coach may ask for feedback, inform the participants of coaching plans for next session, arrange time & day for next session.
8. The Coach will end the session or may explain in advance that they are taking the session to time out where when 40 minutes have been reached under the agreed Zoom usage time it automatically closes the session.

Conduct of the Coach for Online Coaching

1. The Coach shall always demonstrate proper personal behaviour & conduct.
2. The Coach will ensure that all participants will have a good positive experience so they can continue to achieve their potential through online coaching
3. The Coach will create a learning environment where everyone can participate & excel through their online class.
4. The Coach will treat all participants with respect, being sensitive to the needs of individual participants when coaching.
5. Monitor the safety & welfare of participants during the online class.
6. Communicate with & provide feedback to participants in a way that reflects respect & care.
7. Being prepared to adapt lessons to meet the needs & abilities of different participants.
8. To assist, help, support or act upon any questions, enquiries, issues that may arise during or after the online class.
9. To communicate with participants, parents & guardians in a calm respectful & professional manner should any issues arise regarding bad or inappropriate behaviour, disruptive behaviour, bad or dangerous practice, disrespectful behaviour or any issues regarding the safety & welfare of the individual or group.

Conduct of the Parent or Guardian for Online Coaching Classes

1. Ensure that you register your child/children for the online classes through Coach Dorothy Adamson & you keep their registration & membership current & up to date.
2. You download the required apps or software required for the online classes, gain an understanding of the software, monitor that is safely being used during the online classes & if you have or come across any issues or concerns to notify or contact NEJKA so that these can be addressed as we need to ensure that all participants have safe & enjoyable experience whilst using the likes of Zoom for online teaching.
3. Ensure that you organise a safe, appropriate open training area to meet the needs of the online lesson & that any equipment being used has been checked before the lesson, so it is safe for use.
4. Ensure that your child is dressed appropriately for their lesson, a drink is provided & any required equipment has been organised prior to the session starting.
5. A parent must be present at all times especially with young children to monitor the session, ensure their safety & wellbeing, behaviour, offer assistance with any difficulties, assist with some aspects of the lesson such as interacting with their child to assist with the likes of skills & drills, fun based challenge games. To communicate with the coach to help with any difficulties or challenges that a child may encounter during their lesson.
6. At times with online coaching your child may experience challenges, difficulties & frustration with learning certain techniques, always be supportive, helpful & patient with your child & the online Coach. Working together in positive & constructive manner these challenges will be addressed & overcome to the benefit of all.

7. Behave positively with your child whether from the side-lines or being involved in their lesson, always gave them plenty of encouragement & praise, be supportive & help toward making their session an enjoyable & positive experience.
8. Talk to us if you have any concerns or issues, if your child is experiencing difficulties during their session, we are here to listen & support & will always do our best to address any issues raised.
9. The online classes are for the purpose of learning, progressing & continuing the practice of the participants Martial Arts practice. We want this to be a positive, enjoyable & engaging experience, we understand many parents may wish their child to continue their training but parents must ensure that it is something that child wishes to do or is giving the opportunity to do & if the child no longer wishes to participate or is seeming to participate due to peer pressure this will have an effect on the child's wellbeing & online coaching may not be suitable for your child.
10. You must not record any online lessons on any device or PC without prior agreement & consent of the coach before the session & if yes to abide by what has been agreed by yourself & the coach or if no respect & abide by the decision of the coach.
11. If your child is unable to take part in their online class or should they no longer wish to or are unable to part in any further online classes, please ensure that you inform the coach.

Conduct of Children & Young People for Online Coaching Classes

1. Ensure that you have all the required equipment for your session & are dressed appropriately for your practice.
2. Your training area at home should be large enough to allow you to actively participate in your session.
3. Your behaviour & martial art etiquette should reflect the same as if you were in your normal class conditions.
4. Listen to your coach at all times & follow instructions. Be enthusiastic & ensure a willingness to participate.
5. Always be respectful with you attitude & behaviour during group lesson when other participants are taking part in the same lesson.
6. Do not take pictures or record any sessions on any device or PC.
7. Respect the coach, their aim is to provide you with an engaging, positive & enjoyable learning session to help you progress & achieve in your martial arts training to achieve your goals.
8. Always show best behaviour, this way we can all work together to provide a safe learning environment free from bullying, harassment, inappropriate behaviour & discrimination.
9. If you receive any online abuse during or after an online class ensure that The Online NEJJKA Coaching Team is contacted, this is not acceptable behaviour & the issue will be addressed immediately.
10. Do not openly share logging in numbers for your online training session.
11. If you receive any messages through the ZOOM app asking you join a meeting that you are unaware of immediately inform your parents or guardian. No one from the online NEJJKA coaching team will contact you directly to arrange or invite you to online meetings. Your parents or guardian will obtain the numbers prior to your session from The NEJJKA Zoom page or it will be sent to the parent/guardian via other means of digital communication
12. Always keep yourself safe online, know what is right & what is wrong, know what is appropriate & not appropriate. If ever you feel that you are at risk, never suffer in silence, you are not alone. Talk to your parents/ guardian, a trusted teacher, a welfare officer, the police. You can contact The NSPCC Helpline: 0808 800 5000

Conduct for Adults Online Coaching Classes

1. Ensure that you have all the required equipment for your session & are dressed appropriately for your practice.
2. Your training area at home should be large enough to allow you to actively participate in your session.
3. Your behaviour & martial art etiquette should reflect the same as if you were in your normal class conditions.
4. Listen to your coach at all times & follow instructions.
5. Always be respectful with you attitude & behaviour during group lesson when other participants are taking part in the same lesson.
6. Do not take pictures or record any sessions on any device or PC unless this has been agreed with the coach and if a group session with the other participants prior to the session to respect their privacy.
7. Respect the coach, their aim is to provide you with an engaging, positive & enjoyable learning session to help you progress & achieve in your martial arts training to achieve your goals.
8. Inform the coach at the start of the session if you have any injuries or feeling unwell.
9. If you begin to feel unwell, dizzy, disorientated during the session or sustain an injury you must stop immediately & inform the coach.
10. If you receive any online abuse during or after an online class ensure that The Online NEJJKA Coaching Team is contacted, this is not acceptable behaviour & the issue will be addressed immediately.
11. Do not openly share logging in numbers for your online training session.
12. If you receive any messages through the ZOOM app asking you join a meeting that you are unaware of do not join the meeting. No one from the online NEJJKA coaching team will contact you directly to arrange or invite you to online meetings. You will receive logging in numbers for sessions on The NEJJKA Zoom Facebook Page or sent to you via prior arrangement through your coach.
13. Ensure that you gain an understanding of the apps that you are using for your online classes through sources such as their home page or tutorials on YouTube & keep your apps always updated.
14. If you are unable to take part in the online class or should they no longer wish to or are unable to part in any further online classes, please ensure that you inform the coach.

Managing the NEJJKK Online Classes

1. NEJJKK ZOOM Online will be managed by Sensei Dorothy Adamson 7th Dan, Head Coach of the North East Ju-Jitsu Kobudo Association
2. Parents & guardians will be required to enrol their children up to the age of 17yrs on the online classes through Sensei Dorothy Adamson. All children & young people must be members of NEJJKK & have an up to date registration/insurance cover.
3. Adult students will be required to enrol through Sensei Dorothy Adamson. All adults must be members of NEJJKK & have an up to date registration/insurance cover.
4. The NEJJKK ZOOM Facebook page is a closed page for NEJJKK Zoom Online participants & parent only with run by admins Sensei Dorothy Adamson & Sensei Stephen Eglitis, both have Enhanced DBS Clearance, registered & insured coaches through NAKMAS, completed safeguard training, N.V.Q. Qualified Coaches.
5. Logging in numbers will be displayed on The NEJJKK ZOOM Facebook Page, Logging in numbers can also be sent by email, messenger or to an agreed contact format to adult students & parents/guardians only.
6. Children & young adults will not receive messages or direct invitations to join meetings or online classes from the Online Coaching Team, messages & invitations will be sent to parents or guardians only.
7. Photos & videos will only be used for the purpose of showing participants participation in the NEJJKK online classes for the purpose of engaging in martial arts practice, showing participants training towards their forthcoming goals in a positive & meaningful way & for the purpose of promotion to encourage other participants to join the NEJJKK Online Class. Photos & videos will only be taken or recorded by the parent/guardian of their own children, adult student taken by them self or a partner, the online coach only with the permission of the group or parent & child. Photos & videos will only be used with permission of all parties involved.
8. Required personal information such as names, home address & contact phone numbers will be kept confidential & only will used for the purpose of contacting you in an emergency or a matter of urgency. We will only share your details to the emergency services if a participant or parent became seriously ill or became unconscious during an online class & we have to contact the emergency services on your behalf to provide the information for your assistance.

We expect all children & parents, young persons & adults to follow the behaviours, requests & guidelines set out in this code and The Online Coaches will also abide by this code. If there are any concerns, issues or breaches, The Online Coaching Team will act immediately when these become apparent.

The North East Ju-Jitsu Kobudo Association is committed to implementing this policy and addressing any concerns quickly and within these guidelines.

The North East Ju-Jitsu Kobudo Association Online Safety Team

Contacts:

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NEJKA Welfare Officer: Miss Julie Anderson BA (Hons): julieniamh17@icloud.com