

NBYC Instructor Code of Conduct

We expect instructors at NBYC to adhere to the following standards, while employed as an instructor on a course at the club. These standards help us to maintain the high standard of instruction that we are proud to offer, supporting our instructors to act in a professional manner with their students, and ensuring the ongoing safety of both students and instructors. Not adhering to this code may result in an instructor being unable to work, either for the day, the duration of the course, or indefinitely.

The following standards are expected:

1. Timekeeping.

We expect NBYC instructors to arrive on time for briefings and teaching sessions. If you are teaching a 1-2-1 session, please note that you are expected to be on site 30minutes prior to the session taking place to ensure that kit and equipment is ready for you to start your session on time.

2. Clothing

Instructors must dress in an appropriate manner for teaching. An NBYC tshirt is to be worn where possible. Appropriate length shorts or trousers must be worn, of a material which will not get heavy if the instructor is forced to enter the water.

3. Technical Kit

Personal buoyancy must be worn at all times whilst on the water. Personal buoyancy must be worn correctly, including all zips and clips.

Appropriate PPE kit is to be worn where required. This may include; waterproofs, hat, gloves. This kit must allow instructors to continue to do their job regardless of the conditions.

Instructors are expected to carry a knife in their personal buoyancy whilst on the water, which is to be used, when necessary, in rescue situations. This knife must fold, have a hooked nose to the blade, and ideally a safety lock.

4. Safeguarding

All instructors at NBYC are required to read, sign, and adhere to the club's safeguarding policy, reporting any concerns immediately to the club's safeguarding officers. Our Club Safeguarding Officers are; Sophie Witham & Kate Aitken, their contact details are available in the Club's Safeguarding Policy and are displayed around the Club.

5. Professional Standard

Instructors are expected to maintain professional relationships with their students for the duration of the course which is taking place.

6. Club Kit

Instructors will be allocated club kit on our larger courses (this kit may include safety boats, first aid kits etc.) and may be required to allocate kit themselves. All club kit is to be treated with respect, and returned in the same condition that it was issued in at the end of the day's teaching. Any breakages are to be reported either to the Senior Instructor on site, the Club Office, or the club's Bosun.

7. Lesson Plans and Structure

As a Recognised Training Centre, it is crucial that our teaching meets the standards set out by the RYA for their courses and certification. At NBYC we are proud to provide teaching of an exceptionally high standard at every level of course.

To maintain this standard, instructors are expected to have a written lesson plan for each session that they run. Their plan will ensure that their sessions have a clear briefing, with clear session aims, a well organised activity and a comprehensive debrief. Sessions will be organised to be safe, fun and have good learning outcomes.

Should you have any queries about the contents of the Instructor Code of Conduct, please speak to either Rose Angell (Head of Training) or Ruth Owen (Chief Instructor).