



Parent/Carer Code of Conduct

Fencing • Character • Excellence

Together we show up, give our best, support others and keep improving.

Organisation	Cambridge Sword Ltd
Policy title	Parent/Carer Code of Conduct
Policy Number	06
Version	V4
Policy owner	Club Manager, with Welfare Officer oversight
Created	Drawn from existing Cambridge Sword policies and procedures
Updated draft	August 2026
Next review	August 2027, or sooner if guidance, law, club practice or safeguarding requirements change

At a glance

- Parents/carers play an important role in creating a positive club culture.
- Parents/carers should support their child, respect coaches and officials, and raise concerns through the right route.
- Parents/carers are responsible for safe arrival, collection and travel decisions.
- WhatsApp should be used for practical communication, not complaints, criticism or group disputes.
- Parents/carers should follow photography, privacy and safeguarding expectations.

Purpose

This code sets out the conduct expected from parents and carers in connection with Cambridge Sword sessions, competitions, camps, events and communications.

Parents/carers are expected to

- support children positively and encourage effort, learning, respect and enjoyment
- respect coaches, referees, volunteers, organisers and other families
- allow coaches to coach and avoid giving conflicting instructions from the side of sessions or competitions
- ensure children arrive on time, are collected on time and have the kit, food, water and medication they need
- share relevant medical, SEND, welfare or practical information with the club where this helps keep the child safe
- use WhatsApp and email respectfully and only for appropriate club communication
- raise concerns directly and calmly through the appropriate route
- follow photography and filming rules and respect the privacy of other children
- pay fees, booking costs and agreed charges promptly.

Parents/carers must not

- criticise or pressure children, coaches, referees or other parents in a way that damages confidence or welfare
- use abusive, aggressive, discriminatory or intimidating language
- post complaints, criticism of individuals or sensitive information in WhatsApp groups
- share photos or videos of other people's children without permission
- ask coaches or volunteers to manage private arrangements outside agreed club processes
- undermine safeguarding, conduct, kit or supervision requirements.

Parent/carers support with clothing and electric fencing readiness

Parents/carers can support safety by ensuring their child arrives with suitable clothing, water, medication where needed, and any personal kit required for the session or competition.

Where electric fencing is used in after-school sessions, fencers must wear full-length tracksuit bottoms or fencing breeches. Leggings and shorts are not suitable for electric fencing. Parents/carers should also be aware that electronic scoring is introduced only when the coach considers the fencer ready and safe to take part.

Raising concerns

If a parent/carers has a concern, they should raise it with the relevant coach or Club Manager where appropriate.

Safeguarding or welfare concerns should be raised with the Welfare Officer or Club Manager. Formal complaints should follow the Complaints and Concerns Procedure.

Related policies and guidance

This document should be read alongside:

- Arrival, Collection and Supervision Policy
- WhatsApp and Digital Messaging Policy
- Mobile Phones, Photography and Filming Policy
- Behaviour and Anti-Bullying Policy
- Safeguarding and Welfare Policy
- Complaints and Concerns Procedure

Review

This document will be reviewed annually, or sooner if there is a safeguarding concern, complaint, incident, near miss, change in club practice, change in guidance, or change in relevant law or governing body requirements.

Approval and review record

Prepared by	Emily Lucas, Operations Manager	Date	August 2026
Reviewed by	Sarah Paveley, Club Director / Head Coach	Date	
Reviewed by	Hannah Jones, Welfare Officer	Date	
Next review due	August 2027, or sooner if required	Date	