

(Appendix 4) EQUALITY & DIVERSITY IN SPORT

1. Principles

The Independent Karate Clubs (IKC) objectives are founded on principles of inclusion for people with learning disability at all levels in sport.

IKC oppose all forms of unlawful and unfair discrimination and is committed to eliminating discrimination and encouraging diversity and inclusion within our workforce, volunteering, partnerships we support and throughout our areas of activity.

2. Objectives and Purpose

The purpose of this policy is to provide equality and fairness for those working within and with the organisation in various capacities and to ensure there is no discrimination on grounds of gender, gender identity, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, belief or age.

IKC will aim to have coaches, volunteers and stakeholders that are; truly representative of all sections of society and those we engage with; that feel and are respected; operating in an environment that enables everyone to give their best and feel valued for their contributions.

All coaches, volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for, promotion and training or any other benefit will be on the basis of aptitude and ability. Volunteers will be recruited in the spirit of this policy. All coaches and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the coaches will be fully utilised to maximise the efficiency of the organisation.

3. Commitment

IKC's commitment is to:

- (i) Create a working environment that promotes dignity and respect for all
- (ii) Ensure fair access to all to the opportunities we offer
- (iii) Create an environment in which individual differences and the contributions of all our coaches, sportsmen, sportswomen and volunteers are recognised and valued
- (iv) Eliminate discrimination and promote equality of opportunity between different groups in society through the course of our activities
- (v) Develop programmes and action to help people realise their true potential by ensuring that appropriate training, development and progression opportunities are available
- (vi) Regularly review all our practices, policies and procedures to ensure fairness in our day to day activities
- (vii) Help all who engage and operate with us to understand that breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings

4. Legal Requirements

IKC is required by law not to unlawfully discriminate against its stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to IKC.

5. Discrimination, Harassment, Bullying and Victimisation

IKC specifically recognises the following as being unacceptable:

- Unlawful discrimination which take the forms of either direct or indirect discrimination.
- Harassment
- Bullying
- Victimisation

IKC regards discrimination, harassment, bullying or victimisation as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

For full details of each area and how IKC will deal with such situations (Please see Constitution '4 Membership' (ii). Also 'Rules and Regulations' (item 4).

6. Reasonable Adjustments

When a decision is made about an individual the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

IKC recognises that it has a duty to make reasonable adjustments for disabled people. IKC will consider all requests for adjustments and where possible for IKC, will accommodate reasonable requests and will work with disabled stakeholders to implement any adjustments that will enable them to participate more fully.

7. Transgender Athletes

IKC is fully supportive and understanding of the issues arising for those who are transgender. IKC will defer to the rulings and policy of the Karate or Sports National Sport Governing Bodies where a question concerning Transgender athletes arises in relation to competitions where gender is a significant selection issue.

8. Policy Implementation, Communication and Review

The IKC committee has overall responsibility for ensuring that the Equality and Diversity objectives are met including appropriately reviewing the policy. The committee is ultimately responsible for ensuring any breaches are dealt with.

The Chief Instructor is responsible for the day to day implementation of the policy and for achieving any equality related actions resulting from implementation of the policy.

The Chief Instructor and Committee shall review the Equality and Diversity Policy as and when required, but not less than once every 3 years.

IKC will seek appropriate advice when reviewing its Policy to ensure it continues to reflect the current legal framework and good practice.

All stakeholders have the responsibility to respect, follow and promote the spirit and intentions of IKC's Equality and Diversity Policy.

This Policy will be published on the IKC website and referenced in coach, volunteer and athlete induction packs.

This Policy should be read in conjunction with the 'Sport England' Mapping Disability – The Facts (Sport England January 2016) <https://www.sportengland.org/media/3988/mapping-disability-the-facts.pdf>

(January 2017)

(Appendix 5) HEALTH & SAFETY POLICY

1. Safe Training Environment – (Karate, Self Defence & Other relevant Physical activities)

<http://www.englishkaratefederation.com/governance/docs/ekf-risk-management-1a-270308.pdf>

IKC instructors must be qualified and experienced and ensure the 'Health and Safety' of students and others by providing, as far as is reasonable, a safe practicing environment maintaining discipline but at the same time enjoyable training sessions especially with children. The following key areas should be checked:

Suitable Preparation for Training

ALL training activities should comprise of the following to ensure the safe learning environment and to avoid injuries to the students where appropriate:

- (i) ALL participants must wear suitable clothing (Karate Gi/Suit – beginners/informal training; suitable loose clothing. No jewelry to be worn and finger and toe nails must be short and clean.
- (ii) Introduction to the activities to follow and recap if appropriate of the last training session.
- (iii) Warm up activities including initial movements and a thorough stretch of all muscle groups which will be used during the training sessions.
- (iv) Activities to gently raise the heart rate to the training level to follow.
- (v) Students must only practice what they have been taught so as to prevent injuries from executing dangerous techniques or techniques they do not understand so as to avoid injuries especially regarding Children.
- (vi) Instructors will ensure that all techniques are carried out with regard to the target areas e.g. NO CONTACT POLICY TO THE HEAD for CHILDREN UNDER 16 years, must be thoroughly adhered to with only touch contact to the face target for Adults.
- (vii) Contact to the body must also be controlled to avoid injury from heavy blows.
- (viii) Appropriate PP equipment will be worn when sparring and competition work or other appropriate activities where contact to the body may be envisaged.
- (ix) Instructors must ensure equipment such as focus pads, kick bags etc. are used with care to ensure no injuries especially regarding children and those with disabilities.
- (x) The Age, Size, Weight and any other considerations (SEN, disabilities etc.) must be taken into account when practicing competition type activities to ensure no injuries occur.
- (xi) Self defence type activities involving weapons shall only be carried out under the strict supervision of the instructor and only with 'dummy' type weapons e.g. rubber knives.
- (xii) Main training activities must be followed by an appropriate warm down and include: Cool Down phase, Developmental Stretching Phase, Pulse Raiser Phase as appropriate to the training.
- (xiii) Care MUST be taken during Stretching and Flexibility training especially with children who are still in their developmental stages of growing up and those with disabilities and SEN to ensure no injuries occur to the muscles or joints.

Floor Surface

- (i) An ideal training surface for all aspects of karate would be a sprung wooden or padded vinyl type floor.
- (ii) If premises have a more solid floor the instructor should explore ways of providing safe covering, for example suitable mats that are well maintained and lock together.
- (iii) If training does take place on a solid floor, the Instructor must ensure the suitability and content of the lesson to minimise injury.
- (iv) All floor surfaces must be clean and devoid of all sharp objects, for example broken glass and splinters, and be free from hazards, such as loose boards or major holes or cracks.
- (v) The surface should have sufficient grip to maintain stability yet allow twisting, and this grip should not be allowed to deteriorate through condensation, which often results from hard training on cold floors. Adequate ventilation via windows, doors and fans will often alleviate this problem.
- (vi) Any blood spills should be wiped - this is important because of the danger of contamination through cuts and cracks in the feet.

Lighting

- (i) Lighting must be adequate for safe vision.
- (ii) Artificial lighting should be well positioned to avoid glare and direct shine. Curtains or blinds should be used to prevent glare from the sun.

Heating

- (i) An Instructor must use common sense regarding a suitable temperature in which to conduct a lesson. As a guide, this is comfortable room temperature (around 18 degrees Centigrade).

Ventilation

- (i) Again the Instructor must use common sense. Fresh air is necessary for strenuous exercise, and there should be provision for opening of windows, doors or operation of extractor fans.

Surrounding Area

- (i) Pillars, low beams and radiators should be well padded to avoid impact injuries.
- (ii) Wall fixings such as fire extinguishers, pictures, clocks and notice boards should be properly and securely mounted.
- (iii) Unsecured objects, such as stacked chairs or items on shelves must be checked for stability - a class landing in unison can have the effect of a minor earthquake!
- (iv) Instructors must be aware of possible dangers caused by glass, and keep a safe border area away from any non-toughened or unprotected windows and mirrors.
- (v) It is also important to have a safety area if there are spectators, or if some class members are sitting.

Spatial Considerations

- (i) There must be adequate amount of space for the numbers attending and the nature of the lesson or activity.
- (ii) If the room is too full, collision injuries could occur, and it will also be more difficult for the Instructor to monitor the class and for students to clearly see the Instructor.
- (iii) Good discipline is important to maintain safe spacing of students.

Changing Facilities

- (i) Instructors who own or privately rent facilities are responsible for providing clean, tidy and well stocked changing rooms and toilets, washing facilities and drinking water.
- (ii) If a club trains in a sports centre and facilities are not adequate, the Instructor should lobby facility management for improvements.

Emergency Exits

- (i) Instructors must be fully aware of the facilities' rules and regulations.
- (ii) Fire escapes should be clearly marked and known and kept free from obstruction.
- (iii) A central assembly point should be known and detailed.

Equipment

- (i) Any equipment used should be in safe working order and only used by appropriate groups.
- (ii) Students should be encouraged to use recommended protective equipment, for example, gum shields and groin guards.
- (iii) Students who need glasses should wear 'Sports-safe' type, and not be allowed to spar without these or suitable contact lenses.
- (iv) No jewellery should be worn, and nails should be short.

2. Emergencies and First Aid

All coaches and instructors must have First Aid Training and carry a suitable and well stocked First Aid Kit which must be regularly replenished, suitably marked and visible throughout instruction sessions.

- (i) In the event of an emergency or accident, an Instructor will often be the one best suited and expected to take charge.
- (ii) Instructors should be aware of fire exits and evacuation procedures, and be able to account for all students. For this reason, it is best that students should sign in before each class if possible.
- (iii) The following points need to be considered when dealing with emergencies:
 - Keep calm, take charge of the situation, organise immediate help.
 - Deal promptly with any potentially life threatening situation.
 - Give reassurance to any injured party.
 - Be aware that people may be affected by shock.
 - Hospital treatment may be required and no drugs, food or drinks should be given.
- (iv) **ALL** incidents requiring First Aid **MUST BE** recorded in the 'Accident Record Book', and treatment followed up with parents or carers in the case of minors.
- (v) Accident prevention is always the first priority, but should an accident happen, the instructor should be able to care for any injured person without causing further complications, and know if it is necessary to call an ambulance or send that person to hospital.
- (vi) The Instructor should always have at hand the location of the nearest casualty hospital and be able to arrange transportation if required.
- (vii) The Instructor should be versed in what is commonly known as 'Emergency Aid' procedure, and have the ability to deal with life-threatening situations - for example choking, cardiac arrest, epilepsy and severe bleeding - quickly and confidently.
- (viii) Contact numbers of students, participants and relevant facilities must be kept on hand in case of emergency.

3. Club/Dojo Risk Assessment

The following should be carried out before every training session by the Instructor or designated person:

Risk Levels: N Negligible L Low M Medium H High

No	POTENTIAL RISK	RISK LEVEL				MANAGEMENT OF RISK
		N	L	M	H	
1	Grit on floor from outdoor shoes etc					Walk dojo floor, scanning for debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If excessive grit/dust found, manually sweep with brush before allowing training to commence.
2	Broken glass/plastic on floor					Assess overhead lighting and windows for damage. Walk dojo floor, scanning for glass/plastic debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If shards found, manually sweep with brush (larger pieces only) and vacuum rest before allowing training to commence.
3	Gym equipment, chairs etc. around perimeter of dojo					Where obstruction cannot be moved out of the way, ensure at least 1m clearance is maintained throughout the training session. Extra vigilance required throughout the training session.
4	Wet patches on floor from leaking roof or drink spillage					Mop up floor and ensure dry before allowing training on damp area, report problem to caretaker/janitor etc. Drinks to be prohibited from the vicinity of the main training area.
5	Lacerations from uncut fingernails, toenails or jewellery.					Advise students to keep fingernails and toenails cut short. Prohibit the wearing of all body jewellery i.e. rings, earrings, neck chains including all body piercing. If jewellery/piercing cannot be removed then they must be taped over during training.
6	Trip hazard from trousers that are too long.					Advise students to wear only correctly fitting karate-gi trousers.
7	Impact injury from incorrectly controlled techniques					Advise students to exercise control at all times and wear protective equipment i.e. mitts, groin/chest guards, shin protectors and gum shields where considered appropriate.
8	Spread of contagious foot conditions such as athletes foot, verrucas etc.					Shield infected feet with suitable non-slip foot covering while training. Training shoes should be considered as a last resort as others train on bare feet, extreme care must be taken. Consideration should be given to segregating student with training shoes during certain activities thus avoiding the risk of injury to others
9	Children wandering off, getting lost or abducted at end of class or during toilet visits.					Operate a "meet and greet" policy i.e. parents must bring younger children into the dojo and pick them up from the dojo (not the car park). Limit toilet visits where possible and when necessary arrange for supervised group trips i.e. accompanied by a responsible person.
10	Accidental physical contact between children training in a class.					Aim to match size/weight of children paired together. Also take into consideration differing technical ability of students.

(June 2019)

(Appendix 6) TEACHING AND THE LAW

- (i) An instructor has a legal as well as a moral obligation to ensure the safety, well-being and best interests of their students/participants.
- (ii) Accidents and injuries may occur during any type of strenuous physical activity and new members or participants in other IKC activities, (or their parents or carers) must be asked to sign a statement to this effect, known as a disclaimer, before starting any activity; but this does not absolve the Instructor of their duty to behave responsibly.
- (iii) Students/participants must accept a degree of responsibility for their own safety and that of their fellow students, and must also accept that these risks exist.
- (iv) It is, however, imperative that instructors do all that is reasonably possible to prevent such mishaps and this includes the correct training of students/participants, with great emphasis on control, checking that the environment is safe, and a commitment to safe teaching practices to minimise the risks.
- (v) IKC Instructors will receive updated literature on health and safety matters, and it is their responsibility to maintain up-to-date guidelines and abide by them.
- (vi) Where Self Defence is taught, the following points should be carefully considered:
 - It must be made clear that the training may only improve the ability of a student to defend themselves, and a false sense of confidence should not be instilled. It should be emphasised that the best defence is to avoid conflict.
 - It must be emphasised that only reasonable force may be used in self-defence, that is, the minimum amount required ensuring a return to a safe situation.
- (vii) In the case of Karate instruction, an Instructor must ensure that all necessary insurances are in place, by ensuring that they and all their members are licenced, and, if appropriate, that they personally have extended Professional Indemnity insurance.
- (viii) Any records should be kept secure and confidential and used only in the best interest of the members and where electronic data is used, it must be kept in compliance with the Data Protection Act.

(Appendix 7) IKC BANK DETAILS

Bankers Details:

METRO BANK

One Southampton Row
LONDON
WC1B 5HA

Tel: 0345 0808500

www: metrobank.plc.uk

Account: Community Current Account

Account Number: 15907417

Sort Code: 23-05-80

IBAN: GB18MYMB23058015907417

(Appendix 8) IKC PERSONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE DETAILS

IKC must maintain its Personal Indemnity & Public Liability Insurance Policy and to be renewed annually.

Renew Date: 31 March 2019

Action: (Secretary / Administrator)

Insurers Details:

Telephone:

Web:

email:

Insure4Sport
The Royals
Altrincham Road
Manchester
M22 4BJ

0800 1585330

www.Insure4sport.co.uk

admin@insure4sport.co.uk

Schedule & Certificate 01/04/2019



Insurance Schedule - Coaches & Instructors

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You will only be entitled to insurance cover under the section(s) which you have selected and for which you have paid the required premium. Cover is in respect of sports coaching and instructing activities only for the sports category(s) selected.

Insured	Mr Colin Constable		
Address	31 Pemberton Gardens Chadwell Heath Romford Essex RM6 6DH		
Period of Insurance	From: 01/04/2019 To: 31/03/2020 23:59:59	Number of Coaches	3
Sport	Karate	Sport Category	A,B
Coach(es)	Colin Constable; Lesley Constable ; Dave Blackett		
Territorial Limits	UK	Policy Number	145404338

Section	Cover	Sum Insured	Excess
Public Liability	Public Liability	£1 Million Limit of indemnity any one Occurrence for the conduct of the Sport/Activities noted above however in respect of Products Liability this shall be any one Occurrence and in the aggregate any one Period of Insurance	N/A
Professional Indemnity	Professional Indemnity	£1 Million Limit of indemnity any one Claim and in the aggregate any one Period of Insurance for the conduct of the Sport/Activities noted above	N/A
Personal Accident	Accidental Death	N/A	N/A
	Permanent Disablement	N/A	N/A
	Loss of Limbs	N/A	N/A
	Loss of Sight	N/A	N/A
	Physiotherapy	N/A	N/A
	Hospitalisation	N/A	N/A
	Broken Bones	N/A	N/A
Emergency Dental	N/A	N/A	N/A
Loss of Income	Loss of Income	N/A	N/A
Sports Equipment	Sports Equipment	N/A	N/A
Employers Liability	Employers Liability	N/A	N/A

The Royals, Altrincham Road, Manchester M22 4BJ. Insure4Sport is a trading name of Rippe Insurance Services Limited, Registered in England No. 04507332. Authorised and regulated by the Financial Conduct Authority. Registration Number 313411

Certificate of Insurance

This certificate is confirmation that
Mr Colin Constable
Has Public Liability cover of up to £1 Million and Professional Indemnity of up to £1 Million

Public Liability
Effective from: 01/04/2019
Until: 31/03/2020

Professional Indemnity
Effective from: 01/04/2019
Until: 31/03/2020

Subject to the terms and conditions of Insure4Sport
Policy Number: 145404338

Signed on behalf of the underwriters

John Woosley
Authorised Signatory, Insure4Sport

This certificate is proof that the policy holder has Public Liability and Professional Indemnity. For full terms and conditions of the policy please refer to your insurance schedule and policy information booklet.

Insure4Sport, The Royals, Altrincham Road, Manchester M22 4BJ
Tel: 0800 158 5530
email: admin@insure4sport.co.uk
www.insure4sport.co.uk

(Appendix 9) DBS - Lead Safeguarding Officer

This document must be updated with the Lead Safeguarding Officer's post

Current SGO Colin Constable

Enhanced Certificate
Page 1 of 2
Disclosure & Barring Service

DBS Fee Charged	Certificate Number 001526691634
	Date of Issue: 18 APRIL 2016
Applicant Personal Details	Employment Details
Surname: CONSTABLE	Position applied for: CHILD AND ADULT WORKFORCE - SPORTS COACH
Forename(s): COLIN	Name of Employer: IKC INDEPENDENT KARATE CLUBS
Other Names: NONE DECLARED	
Date of Birth: 07 JULY	Countersignatory Details
Place of Birth: LONDON STEPNEY	Registered Person/Body: COMPLETE BACKGROUND SCREENING LTD
Gender: MALE	Countersignatory: RACHEL BEDGOOD

Police Records of Convictions, Cautions, Reprimands and Warnings
NONE RECORDED

Information from the list held under Section 142 of the Education Act 2002
NONE RECORDED

DBS Children's Barred List information
NONE RECORDED

DBS Adults' Barred List information
NONE RECORDED

Other relevant information disclosed at the Chief Police Officer(s) discretion
NONE RECORDED

Enhanced Certificate
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.

THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY
Continued on page 2

Disclosure and Barring Service, PO Box 165, Liverpool, L69 7JD Helpline: 03000 200 190