



INDEPENDENT KARATE CLUBS

CONSTITUTION & POLICIES

Reviewed 20 January 2026
Secretary (Honorary) Administrator
Colin Constable

Constitution

Section	
1. <u>Title</u>	2
2. <u>Affiliation</u>	2
3. <u>Objectives</u>	2
4. <u>Membership</u>	2
5. <u>Administration</u>	3
6. <u>Functions of the Committee</u>	3
7. <u>Financial Year</u>	3
8. <u>Rules and Regulations</u>	4
9. <u>Constitutional Amendments</u>	5
10. <u>Duties of Officers</u>	5
11. <u>Miscellaneous</u>	5

Policies

Policy Document	
1. <u>IKC General Safeguarding Policy</u>	6
2. <u>IKC Safeguarding Children and Young People Policy</u>	10
3. <u>IKC Safeguarding Adults' Policy</u>	13
4. <u>IKC Abuse of Positions of Trust (PoT) Policy</u>	18
5. <u>Safe Practice Policy (Children& Adults)</u>	21
6. <u>Health & Safety Policy</u>	24
7. <u>Emergencies & First Aid Policy</u>	27
8. <u>Concussion Guidelines Policy</u>	28
9. <u>Equality & Diversity in Sport Policy</u>	30
10. <u>Photography & Social Media Policy</u>	32
11. <u>Code of Conduct for Members, Coaches & Parents</u>	34
12. <u>IKC Whistle Blowing Policy</u>	36
13. <u>Teaching and the Law Policy</u>	37
14. <u>Complaints Procedure Policy</u>	38
15. <u>Data Protection Policy</u>	39

Appendices

Appendix 1	<u>Safeguarding Children/Young People Reporting Concerns Procedures Flow-Charts</u>	40
Appendix 2	<u>IKC Safeguarding Children Incident Report Form</u>	43
Appendix 3	<u>Safeguarding Adults Reporting Concerns Procedures Flow Charts</u>	47
Appendix 4	<u>IKC Safeguarding Adults' Incident Report Form</u>	50
Appendix 5	<u>PoT IKC Coach & Instructor Agreement Sign-Off Form</u>	53
Appendix 6	<u>IKC Safeguarding Policy: Distribution & Contact List</u>	54
Appendix 7	<u>Self-Declaration and Disclosure Form</u>	57
Appendix 8	<u>IKC Bank Details</u>	59
Appendix 9	<u>Indemnity & Public Liability Insurance</u>	60

INDEPENDENT KARATE CLUBS

CONSTITUTION

Reviewed 20 January 2026

1. TITLE

Constitution

The title of the Organisation shall be known as Independent Karate Clubs (hereinafter referred to as 'IKC' or the 'Organisation') and the 'IKC' logo will be known as the 'IKC logo'.

2. AFFILIATION

Constitution

- (i) IKC shall be affiliated to the 'WKF/EKF/BKF through membership of the recognised national governing body for Karate in England (**English Karate National Governing Body (EKNGB)**) and/or such other bodies hereinafter defined shall in their absolute discretion designate from time to time.
- (ii) IKC shall from time to time be affiliated to other bodies to establish karate style affiliations as required to encourage positive relationships with those bodies and to provide expertise for IKC member organisations.

3. OBJECTIVES

Constitution

- (i) To organise and administrate instruction in Karate including participation in courses and tournaments throughout the United Kingdom and World-Wide.
- (ii) to improve the standards of Karate and Self Defence skills of all members within 'IKC'.
- (iii) to encourage and develop Karate in the 'local community' of the 'IKC' member clubs and member organisations.
- (iv) to organise activities which can be of benefit to all members of 'IKC'.
- (v) to establish and encourage the participation of all in the activities organised by 'IKC' regardless of age, race, gender or disabilities.
- (vi) to promote and enhance the image of Karate and encourage participation in the activity.
- (vii) encourage high level coaching and participation in sport karate.

4. MEMBERSHIP

Constitution

- (i) Any individual person, club or group may be capable of being accepted as a member of 'IKC' at the sole discretion of the committee and on fulfilment of any requirements as specified by the aforesaid committee except on grounds of age, race, gender or disabilities.
- (ii) membership of any individual person, club or group may be withdrawn on the grounds of any disciplinary action being taken relating to those members following any event which may bring 'IKC' or Karate into disrepute.

5. ADMINISTRATION

Constitution

(i) The officers of the 'IKC' committee shall be elected at the Annual General Meeting (AGM) and consist of the following: -

Chairperson
Vice Chairperson
Secretary / Administrator
Treasurer
Licence Administrator
Designated Safeguarding Lead (DSL)

Each of the above officers must be an 'IKC' member and hold the grade of Black Belt.

However, if the number of members for a committee cannot be attained, IKC members holding the grade of Brown Belt of at least 3 years standing may be nominated.

(ii) the affairs of the organisation shall be conducted by a 'Technical Committee'. The technical committee shall include the following Instructors and any other senior member group instructors as seen necessary.

Sensei Lesley Darrington
Sensei Colin Constable

(iii) representations from the technical committee shall be put to the IKC committee prior to meetings of the IKC committee.

(iv) the quorum of the committee shall consist of no less than 3 members.

(v) in the event that a quorum is not present at any meeting arranged by the committee then that meeting will be adjourned and the parties concerned notified in writing of the next committee meeting date.

(vi) the AGM shall be held as far as practicable in May of each year and in any case, not later than June, the date fixed by the Secretary.

6. FUNCTIONS OF THE COMMITTEE

Constitution

(i) To meet as necessary.

(ii) to appoint and deal with all matters of ordinary administration, and all matters affecting interests of the members of 'IKC';

(iii) to deal with matters of urgency.

(iv) to appoint sub-committees with the power to co-opt thereon members of the organisation who are not members on the Executive committee.

(v) to submit a report of its activities to the AGM.

7. FINANCIAL YEAR

Constitution

This shall start on 1st January each year and end on 31st December.

Activities of the Organisation will be governed by the rules and regulations. These may be amended by simple majority at any meeting of the Executive.

1. The Chairperson or any other member acting with the Chairpersons approval, shall act as the Organisation representative to the EKF or any other bodies to which the Organisation may, from time to time, be affiliated.
2. The Organisation may arrange competitions and may permit non-members of the Organisation to participate therein at the sole discretion of the Executive provided they are an EKNGB member organisation, club or individual.
3. The Executive may publish rules applicable to competitions arranged by the Organisation, and these rules will be in accordance with the National Governing Body for Karate.
4. Any member of the IKC Organisation shall be answerable to the Executive committee. A disciplinary sub-committee may be convened at any time if those members have committed a breach of the constitution, regulations or to have brought the IKC Organisation or Karate into disrepute.
5. All members involved in the instruction of activities must have a recent/current DBS (CRB) check and have relevant training in the Safeguarding of young people and adults.
6. A disciplinary sub-committee shall consist of at least three people nominated for the purpose of hearing the members' case.
7. Any member who is found to have breached the rules or regulations or who has brought the IKC Organisation or Karate into disrepute may be asked to leave the Organisation or reprimanded and may be reported to the National Governing Body for Karate.
8. Individual Instructors are responsible for ensuring that the training methods deployed in IKC clubs are safe; and are in possession of personal indemnity/ liability insurances.
9. Individual Instructors are responsible for ensuring that their members are holders of current National Governing Body for Karate licence registration.
10. No person below the age of sixteen years shall be allowed to adjudicate in Gradings or any proficiency or skills awards.
11. The Executive committee may, in their absolute discretion, at the AGM or when appropriate, confer any honorary award or grading of distinction upon any person, whether or not they are a member of the Organisation. Only in the most exceptional circumstances will a person be awarded an Honorary 1st dan.
12. The Executive Committee may, at their discretion, amend the licence fees from time to time as appropriate.
13. The Organisation shall have an account - the account name being 'IKC' (Independent Karate Clubs).
14. No monies shall be distributed without the prior authority of the committee or in exceptional circumstances a quorum may be called. All cheques issued shall be signed by the IKC secretary and/or any other designated signatories as required.
15. Nothing herein contained in the Constitution or Rules and Regulations shall prevent the committee making decisions retrospectively.
16. Any rule or regulation may be amended at any meeting of the Executive by a simple majority.

9. CONSTITUTIONAL AMENDMENTS

Constitution

Any amendment to the constitution can only be made at the AGM. Any proposed amendments must be put forward at least 30 days before the AGM and agreed by a simple majority at the AGM.

10. DUTIES OF OFFICERS

Constitution

Chairperson (Honorary)

To chair meetings of the Organisation and in the event of there being equal votes for and against any proposition, then the Chairperson shall have the deciding vote.

Vice Chairperson (Honorary)

To assume duties of the Chairperson in their absence.

Secretary (Honorary) Administrator

The Hon. Secretary shall convene, attend and take minutes of all meetings, and conduct the correspondence of the Organisation on any general matters not covered by the duties of other officers. The Hon. Secretary shall also assume the role of General administrator and co-ordinator for all matters arising concerning the publicity and marketing of the Organisation; Ensuring all insurances, liability and indemnity insurances are up to date and in place; Overseeing and ensuring that the role of the Treasurer and the Licence Administrator is carried out as required by the Governing Body: Organising and implementing Social and club activities as required: Liaising with member Associations and other Organisations as required.

Treasurer (Honorary)

The Hon. Treasurer shall be responsible for the safety and security of the Organisations funds and shall render to the AGM a precise account of the receipts and expenditure for the financial year.

Licence Administrator

The Licence Administrator shall control the issuing of licence receipts and record books and any other related material to members and liaise with anybody as designated by the committee.

Designated Safeguarding Lead (DSL) (Also called: Lead Safeguarding Officer (LSO))

Both Children and Adults have the right to be protected from harm; The DSL shall provide a clear set of guidelines about how they will keep children and adults safe and to respond to child protection concerns. They will ensure that all appropriate members are provided with the most up to date information regarding the safeguarding of Children, Young People and Adults within our organisation and the procedures needed to protect them from harm. (Appendices 1 - 3)

11. MISCELLANEOUS

Constitution

- (i) The constitution, rules and regulations are binding on all members of the organisation.
- (ii) All practising Karate members should be aware that they run the risk from injury and the Committee accept no responsibility from any injury received at any time.

1. IKC GENERAL SAFEGUARDING POLICY

1. Our Safeguarding Policies

Our Safeguarding Policies apply to all staff including instructors, committee members, volunteers or anyone working on behalf of Independent Karate Clubs (IKC).

IKC is committed to providing a safe, positive, and enjoyable environment for all children, young people (under 18), and **Adults at Risk** (as defined by the Care Act 2014) participating in karate. **Safeguarding is everyone's responsibility.**

IKC's policies adopt and adhere to the principles and standards, but not exclusively, set out by the **English Karate National Governing Body (EKNGB)**, the **NSPCC Child Protection in Sport Unit (CPSU)**, and relevant **UK legislation** (e.g., Children Act 1989/2004, Working Together to Safeguard Children) and **The Care Act 2014**.

Key Principles:

- (i) The welfare of the Child, Young Person or Adult is paramount in all circumstances.
- (ii) All Children, Young People and Adults at risk, regardless of age, ability, gender, race, religion, sexual orientation, or background, have the right to be protected from harm.
- (iii) All suspicions and allegations of abuse or poor practice will be taken seriously, responded to swiftly, and dealt with in line with statutory and **EKNGB** procedures.
- (iv) Confidentiality will be maintained wherever possible, but not at the expense of an individual's safety.
- (v) We commit to following the **EKNGB's** formal policies for Child and Adult Safeguarding.
- (vi) To provide a Designated Safeguarding Lead (DSL) to implement the **IKC** Safeguarding policy.
- (vii) To Develop and put into Practice, separate Working Policies for 'Safeguarding Children and Young People' and for 'Safeguarding Adults'.

IKC believes that a Child, Young Person or Adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all Children, Young People and Adults to keep them safe. We are committed to practice in a way that protects them.

2. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is the first point of contact for all safeguarding concerns within the organisation and the lead on policy implementation.

DSL Name: Colin Constable **Contact Number:** 07590 687477 **Email:** safe@ikc.org.uk

DSL Requirements: Must hold a current Enhanced DBS Check and have completed the EKNGB/UK Coaching approved Safeguarding and 'Time to Listen' training.

2.1 DSL Responsibilities

The DSL will:

- (i) act as the first point of contact for all safeguarding concerns.
- (ii) liaise with the EKNGB Lead Safeguarding Officer.

- (iii) ensure the club adheres to this policy and the relevant Codes of Conduct.
- (iv) maintain secure, confidential records of all concerns and reports.
- (v) promote the DSL's contact details prominently within the club.

2.2 Responsibilities of All Instructors, Staff, and Volunteers

All club personnel must:

- (vi) Always Adhere to this policy and the organisation's/club's Code of Conduct.
- (vii) Hold a current, Enhanced DBS check for their role (required for all roles working directly with children).
- (viii) Attend current NGB-approved safeguarding training as required by the EKNGB.
- (ix) Report any concerns or poor practice immediately to the DSL.

3. Safe Recruitment and Vetting

IKC follows the EKNGB's mandatory safe recruitment guidelines to ensure all individuals working with Children, Young People and Adults are suitable.

- (i) Disclosure and Barring Service (DBS) Checks: All coaches, instructors, and volunteers in regulated activity with children must have a current, Enhanced DBS check processed through the EKNGB or a recognised screening provider and checked against the relevant barred lists.
- (ii) References: A minimum of two satisfactory, verifiable references will be obtained before a new coach or volunteer starts their role.
- (iii) Self-Declaration: All applicants must complete a self-declaration form regarding any previous convictions or disciplinary action.
- (iv) Induction: All new staff and volunteers will receive a safeguarding induction, including a review of this policy and the Code of Conduct.

4. Recognising and Reporting Concerns

Types of Concerns

This policy covers all forms of abuse and harm to all Children, Young People and Adults at Risk:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Bullying (including cyber-bullying, discrimination, and harassment)
- Grooming

Procedure for Reporting a Concern

If you have a concern about a Child, Young Person or an Adult's welfare within an EKNGB affiliated club, or an allegation is made against an adult, you **must** follow these steps:

1. **Safety First:** If a Child, Young Person or Adult is in **immediate danger**, **call the Police on 999**.

2. Listen and Record:

- (i) **Listen** to the individual without leading the conversation, making assumptions, or interrupting.

- (ii) **Do not promise confidentiality** as you must share the information to keep them safe.
- (iii) **Record** the concern immediately, using the club's **Incident/Concern Reporting Form (Appendix 3)**. Record facts, dates, times, and direct quotes only.

3. Report:

Report the concern immediately (within 24 hours) to the IKC **Designated Safeguarding Lead (DSL)** **Colin Constable** by Email: safe@ikc.org.uk or Phone: 07590 687477

If the IKC DSL is unavailable, or the concern involves the DSL, report directly to any of the following:

- EKNGB Safeguarding Team by emailing a completed copy of the safeguarding concern form to: **EKNGB Lead Safeguarding Officer**. Email: safeguarding@englishkaratengb.co.uk
- **NSPCC Helpline** (Available 24/7) Tel: 0808 800 5000 or Email: help@nspcc.org.uk You do not have to give your name, and the service is free
- **Local Authority Safeguarding Team**

5. Codes of Conduct and Best Practice

All members, staff, and volunteers are required to sign and abide by the relevant EKNGB-aligned Code of Conduct, which sets clear boundaries and expectations.

Key Rules for Instructors/Staff (Good Practice)

- (i) **Avoid one-to-one situations** where possible; always work in an open and transparent manner.
- (ii) **Appropriate Physical Contact:** Physical contact must be necessary, instructional, and appropriate for the karate context. It should be explained in advance, done openly, and consented to by the student (or parent, where appropriate).
- (iii) **Communication:** All official communication with under-18s should be professional and open, preferably through group platforms or copied to a parent/guardian. Avoid private, individual electronic communication.
- (iv) **Changing Facilities:** Ensure adequate, safe, and supervised changing facilities are available, with separate arrangements for Adults and Children. Encourage Children to change at home where appropriate.
- (v) **Photography/Video:** Written **parental consent** is mandatory for taking and using any photographs or videos of Children, in line with EKNGB guidance.

6. Managing Allegations Against Staff or Volunteers

Any allegation of abuse or serious poor practice made against an Instructor, Coach, or Volunteer will be handled in accordance with EKNGB and statutory procedures.

- (i) The DSL must immediately inform the **Local Authority Designated Officer (LADO)** and the **EKNGB Lead Safeguarding Officer**.
- (ii) The person subject to the allegation may be **temporarily suspended** from contact with children while the investigation is carried out by the statutory agencies (Police/Social Services). This is a neutral act to protect all parties.

7. Policy Review and Contact Information

This policy is a working document and will be reviewed and updated **annually** and after any changes in UK legislation or EKNGB guidance.

Date Adopted: 01 October 2025 **Next Review Date:** 01 October 2026

Contacts:

IKC Designated Safeguarding Officer (DSL): Colin Constable. Tel: 07590 687477 **Email:** safe@ikc.org.uk

EKNGB Lead Safeguarding Officer: safeguarding@englishkaratengb.co.uk

NSPCC Helpline (Available 24/7) **Tel:** 0808 800 5000 or **Email:** help@nspcc.org.uk

Reference

Appendix 6 **IKC Safeguarding Policy: Distribution & Contact List**

Appendix 7 **Self-Declaration and Disclosure Form**

2. IKC SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

1. Our Safeguarding 'Children and Young People' Policy

Note: For this policy, 'Children and Young People' will hereafter be defined as 'Children or Child'.

Safeguarding is defined as **protecting children** from maltreatment; **preventing impairment** of children's health or development; **ensuring** that children grow up in circumstances consistent with the provision of safe and effective care; and **taking action** to enable all children to have the best outcomes. This policy applies to all IKC staff, instructors, volunteers, and members.

2. Principles and Legal Framework

IKC is committed to creating a safe and positive environment for all children (under 18) participating in its activities.

- (i) **Child-Centred Approach:** The welfare of the child is paramount and must come first in all decision-making.
- (ii) **Shared Responsibility:** All individuals associated with **IKC** have a responsibility to safeguard and promote the welfare of children.
- (iii) **Legislation:** This policy is guided by the **Children Acts 1989 & 2004**, the **Children and Social Work Act 2017**, and the guidance contained within **Working Together to Safeguard Children**.
- (iv) **Statutory Guidance:** **IKC** will follow guidance for non-statutory bodies, including advice from the **Child Protection in Sport Unit (CPSU)**, the **Safeguarding Code in Martial Arts** and the **English Karate National Governing Body (EKNGB)**

3. IKC Designated Safeguarding Lead (DSL)

IKC will appoint a **Designated Safeguarding Lead (DSL)** and a Deputy DSL for the organisation.

DSL Responsibilities:

- (i) To act as the first point of contact for all **IKC** staff and volunteers regarding child safeguarding concerns.
- (ii) To manage and record concerns and liaise with Children's Social Care (CSC) and the Police when a referral is necessary.
- (iii) To ensure all **IKC** staff and volunteers receive appropriate safeguarding training.
- (iv) To ensure the policy is reviewed and updated annually.

Designated Safeguarding Lead for IKC: Colin Constable **Tel:** 07590 687477 **Email:** safe@ikc.org.uk

4. Safer Recruitment and Training

IKC is committed to ensuring that all individuals working with children are suitable for the role.

- (i) **DBS Checks:** All staff, instructors, and volunteers who have regular contact with children must undergo an Enhanced Disclosure and Barring Service (DBS) check (including a check of the barred lists) and subscribe to the DBS Update Service to ensure continuous monitoring (Annually).

- (ii) **Recruitment:** IKC will follow a safer recruitment process, including application forms, interviews, references, and a code of conduct agreement.
- (iii) **Training:** All staff and volunteers must complete Safeguarding Training that meets the standards of the **EKNGB** and the Safeguarding Code in Martial Arts and refresh it regularly (recommended every three years).

5. Reporting and Managing Concerns

IKC will respond immediately and appropriately to all concerns or disclosures of abuse, neglect, or poor practice.

A) Procedure for Staff/Volunteers

1. **Listen and Record:** Listen carefully to the child or person raising the concern. Do not promise confidentiality, question or investigate, or express your opinion. Record the facts, using the child's own words where possible, the date, time, and location of the incident/disclosure, and who was involved.
2. **Refer Immediately:** Pass the information and the recording immediately to the **DSL**.
3. **DSL Action (Statutory Referral):** If the **DSL** determines there is reasonable cause to suspect the child is suffering or is likely to suffer Significant Harm, the **DSL** will make a referral to Children's Social Care (or the Police if immediate danger is suspected). The **DSL** will also inform the **EKNGB** Safeguarding Lead (if required by **EKNGB** policy).
4. **Inform Parents:** Parents/carers are generally informed, *unless* informing them would place the child at greater risk of harm or prejudice a Police investigation. This decision rests with the **DSL** and/or statutory agencies.

B) Categories of Concern

IKC recognises the four main categories of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

IKC also considers other risks, including:

- Bullying (including cyberbullying).
- Peer-on-Peer Abuse (Child-on-Child).
- Discriminatory Behaviour.
- Concerns about a child's mental health or wellbeing.

C) Allegations Against Staff or Volunteers

Any allegation against an **IKC** instructor, staff member, or volunteer must be reported immediately to the **DSL**. If the allegation involves the **DSL**, the concern must be reported to the acting Deputy DSL or directly to the Local Authority Designated Officer (LADO). The individual against whom the allegation is made may be suspended from their role, pending an investigation, to protect the child.

[Reporting Procedure Flow Chart: see Appendix 1]

[Safeguarding Children Incident Report Form: see Appendix 2]

6. Codes of Conduct and Practice

IKC expects high standards of behaviour from all associated individuals.

A) Staff and Instructor Code of Conduct



IKC staff and instructors **must** (among others):

- Treat all children with **respect** and dignity.
- Maintain a **professional distance** and avoid favouritism.
- Ensure coaching techniques involving **physical contact** are appropriate, necessary for instruction, and seek to have a second adult present, following the rule of "Openness, Transparency, and Accountability."
- Communicate with children using **appropriate language**.
- Avoid **one-to-one situations** with a child out of sight or hearing of others.
- Report all concerns, no matter how minor, to the DSL.

B) Children's Code of Conduct (IKC Dojo Rules)

Children participating in **IKC** activities **should** (among others):

- Treat other students, instructors, and staff with respect.
- Never use bad language or engage in bullying.
- Know they can talk to the **DSL** or any instructor if they feel worried or unsafe.

C. Parents/Carers Code of Conduct

Parents/carers supporting **IKC** activities **must** (among others):

- Respect the officials, instructors, and other students.
- Ensure their child is medically fit to participate.
- Never attempt to coach or interfere with the instructor during a session.
- Raise any concerns about their child's welfare or poor practice with the **DSL** immediately.

[See: 'Code of Conduct for Members, Coaches & Parents' (Policy (10) page 29)]

7. Photography and Social Media

IKC will manage the use of photographic and video images to protect children's privacy and safety. [See: 'Photography & Social Media Policy' (Policy (9) page 27)]

- Consent:** Written **parental consent** will be obtained before taking or using any images of children.
- Storage:** Images will be stored securely.
- Publishing:** Care will be taken when naming children in publicly available media (e.g., website, social media) and **IKC** will adhere to EKNGB and CPSU guidance.
- Social Media:** Staff and volunteers must adhere to the **Staff Code of Conduct** regarding online behaviour and contact with children. Private, non-sport-related contact with children via social media or messaging platforms is strictly prohibited.

8. Anti Bullying and Welfare

IKC is committed to providing an environment free from bullying and neglect. [See: 'Equality & Diversity Policy' (Policy (8) page 26)]

- Anti-Bullying:** **IKC** will take all reported cases of bullying seriously and implement clear, appropriate disciplinary procedures.
- Welfare:** **IKC** will strive to create a club culture that promotes openness, encourages children to voice concerns, and supports positive mental health.

Reference

Appendix 1 [**Safeguarding Children/Young People Reporting Concerns Procedures Flow-Charts**](#)

Appendix 2 [**IKC Safeguarding Children Incident Report Form**](#)

3. IKC SAFEGUARDING ADULTS' POLICY

1. Our Safeguarding 'Adults' Policy

Independent Karate Clubs (IKC) is committed to creating and maintaining a safe, inclusive, and positive environment where all adults, regardless of age, ability, disability, gender, race, religion, belief, sexual orientation, or background, have the right to be protected from **abuse, harm, neglect, and poor practice**. Some adults may need additional safeguards and/or protection, known as **Adults at Risk**.

IKC recognises its responsibility to safeguard the welfare of all adult members and volunteers in accordance with the **Care Act 2014** and the principles of the **Safeguarding Code in Martial Arts and the policies of the English Karate Notional Governing Body (EKNGB)**.

2. Scope and Definitions

2.1 Scope

This policy applies to all **IKC** instructors, assistant instructors, coaches, volunteers, administrators, and adult participants (aged 18 and over).

2.2 Definition of 'Adult at Risk'

For the purpose of this policy, an adult is considered an **'Adult at Risk'** if they:

- (i) Have **needs for care and support** (whether or not the local authority is meeting any of those needs).
- (ii) Are experiencing, or are at risk of, **abuse or neglect**.
- (iii) As a result of those care and support needs, are **unable to protect themselves** from the abuse or neglect, or the risk of it.

Note: Abuse or poor practice can happen to any adult, not just those meeting the 'Adult at Risk' criteria.

2.3 Types of Abuse

Abuse is defined as a violation of an individual's human and civil rights. The Care Act 2014 identifies ten categories of abuse, including:

1. **Physical Abuse:** Including assault, hitting, slapping, pushing, misuse of medication, burning/scalding, suffocating, throwing, inappropriate physical restraint or otherwise causing physical harm to an adult.
2. **Domestic Abuse:** Including psychological, physical, sexual, financial, emotional abuse; honour-based violence.
3. **Sexual Abuse:** Including rape, sexual assault, and penetrative or non-penetrative sexual acts to which the adult has not consented or was pressured into consenting, kissing, rubbing and touching outside of clothing and encouraging sexually inappropriate behaviour.
4. **Psychological/Emotional Abuse:** Including threats of harm, humiliation, isolation, verbal abuse, or harassment, controlling, intimidation, coercion, verbal abuse and withdrawal from support networks.
5. **Financial or Material Abuse:** Including theft, fraud, exploitation, being put under pressure regarding property or money or the misuse of an adult's money, property, or belongings.

6. **Modern Slavery:** Including human trafficking, forced labour, and domestic servitude.
7. **Discriminatory Abuse:** Including racist, sexist, gender, based on a person's disability or any protected characteristics, age, or other forms of harassment, slurs, or similar treatment.
8. **Organisational Abuse:** Including neglect and poor care practice within an institution or specific care setting, or in relation to care provided in one's own home.
9. **Neglect and Acts of Omission:** Including ignoring medical or physical care needs, or withholding the necessities of life, such as medication, adequate nutrition, or heating.
10. **Self-Neglect:** Including neglecting to care for one's personal hygiene, health, or environment, which may result in serious harm.

2.4 Bullying

Bullying may be physical, emotional, verbal or online.

Abuse behaviour can be assessed on a scale from poor practice to bad practice to abuse. Abuse cannot be easily measured as an action alone. Its severity will partly be defined by the:

- (i) Vulnerability of the adult and the power differential
- (ii) Nature and extent of the abuse
- (iii) Length of time it has been occurring
- (iv) Impact on the individual or group
- (v) Risk of it being repeated or becoming increasingly serious. Adults at Risk may be vulnerable to extremism and 'mate crime' – a 'mate crime' where they are befriended by people who exploit and take advantage of them and/or abuse them in other ways.

3. Guiding Principles (Care Act 2014)

All IKC instructors and staff must adhere to the six statutory principles of adult safeguarding, which underpin the Care Act 2014:

1. **Empowerment:** People being supported and encouraged to make their own decisions and informed consent.
"I am asked what I want, and my wishes and feelings are respected."
2. **Prevention:** It is better to 'take action' before harm occurs.
"I receive clear and simple information about what abuse is and what I can do to keep myself safe."
3. **Proportionality:** The least intrusive response appropriate to the risk presented.
"I am sure that the professionals will work in my interest, involving me and others as appropriate."
4. **Protection:** Support and representation for those in greatest need.
"I get the help and support I need to report abuse and neglect. I get help so that I am safe."
5. **Partnership:** Local solutions through services working with their communities.
"I understand the role of different organisations and professionals working together to achieve the best outcome for me."
6. **Accountability:** Accountability and transparency in delivering safeguarding.
"I understand the roles and responsibilities of everyone in preventing and responding to abuse and neglect."

4. Roles and Responsibilities

4.1 Designated Safeguarding Lead (DSL)

- The DSL is responsible for overseeing the implementation of this policy, managing concerns, and liaising with statutory agencies.
- The DSL is the first point of contact for all safeguarding concerns within the club and the lead on policy implementation.

Name: Colin Constable **Contact Number:** 07590 687477 **Email:** safe@ikc.org.uk

DSL Requirements: Must hold a current Enhanced DBS Check and have completed the EKNGB/UK Coaching approved Safeguarding and 'Time to Listen' training.

4.2 DSL Responsibilities

The DSL will:

- act as the first point of contact for all safeguarding concerns.
- liaise with the EKNGB Lead Safeguarding Officer.
- ensure the club adheres to this policy and the relevant Codes of Conduct.
- maintain secure, confidential records of all concerns and reports.
- promote the DSL's contact details prominently within the club.

4.3 Responsibilities of All Instructors, Staff, and Volunteers

All instructors, volunteers, and staff have a duty to:

- Promote a safe environment and challenge poor practice.
- Be aware of the signs of abuse and poor practice (see section 2.3).
- Follow the reporting procedures if a concern arises.
- Maintain appropriate boundaries and adhere to the **IKC** Code of Conduct.
- Always Adhere to this policy and the club's Code of Conduct.
- Hold a current, Enhanced DBS check for their role (required for all roles working directly with children).
- Attend current **NGB**-approved safeguarding training as required by the **EKNGB**.
- Report any concerns or poor practice immediately to the **DSL**.

5. Reporting Procedures and Responding to Concerns

5.1 Immediate Risk of Harm (Emergency)

If an adult is in **immediate danger** or requires **urgent medical attention**, or if a crime is being committed:

- **Call 999 (Police/Ambulance) immediately.**
- Inform the **DSL** as soon as it is safe to do so.

5.2 Reporting a Non-Immediate Concern (Disclosure or Suspicion)

1. Receive the Information:

- a) **Stay Calm** and listen carefully to the adult.
- b) **Do not prompt or question** the person other than to clarify understanding. Use open questions only (e.g., "Tell me more about that").
- c) **Do not promise confidentiality**, but state that you will share the information only with those who need to know (the DSL/relevant authorities) to keep them safe.
- d) **Reassure** the adult that they are being taken seriously.

2. Record the Information:

- a) As soon as possible after the event, **accurately record** what was said or observed using the adult's own words.
- b) Record the date, time, location, and the names of any witnesses.
- c) Sign and date the record.

3. Report to the DSL:

- a) Immediately report the concern to the IKC **Designated Safeguarding Lead (DSL)**. If the concern is about the DSL, report directly to the Local Authority Social Services or Police.

4. External Referral (Statutory Agencies):

- a) The DSL will be responsible for deciding whether to make an external referral to the **Local Authority Adult Social Services** for a Section 42 Enquiry (**Care Act 2014**) or to the **Police**.
- b) Local Authority Adult Social Services Contact: (To be inserted, specific to IKC's location)

IKC recognises that it is **NOT the role of its staff or volunteers to investigate or decide if abuse has occurred; this is the role of statutory agencies.*

6. Safer Practice and Codes of Conduct

6.1 Codes of Conduct

All **IKC** staff, volunteers, and participants must adhere to the IKC Codes of Conduct, which specify appropriate behaviour and boundaries, particularly in relation to:

- Physical contact (only essential and appropriate contact for training should occur, with respect for personal space and consent).
- Communication (including digital and social media).
- Dealing with poor practice, bullying, and harassment.

6.2 Training and Education

IKC is committed to ensuring that all instructors and volunteers complete appropriate and current Safeguarding Adults training, in line with the requirements of the EKNGB and the Safeguarding Code in Martial Arts.

6.3 Safer Recruitment

IKC will implement safer recruitment practices, including appropriate DBS checks for all those in positions of trust or those working with Adults at Risk, alongside taking up references and conducting robust interviews.

7. Legal Framework

Legal Framework

This policy operates within the following key **UK** legislation and guidance:

- **The Care Act 2014** (Sets out the legal framework for adult safeguarding in England).
- **The Mental Capacity Act 2005 (MCA)** (Governs decisions made on behalf of those who lack capacity).
- **The Human Rights Act 1998.**
- **The General Data Protection Regulation (GDPR) and Data Protection Act 2018** (Governing the handling of confidential information).
- **Equality Act 2010**
- **Protection of Freedoms Act 2012**
- **Safeguarding Vulnerable Groups Act 2006**

The following non-exhaustive list of websites and contacts which may be useful:

- **EKNGB: Lead Safeguarding Officer** safeguarding@englishkaratengb.co.uk
- **Ann Craft Trust: A principal Expert on Safeguarding Adults at Risk** <https://www.anncrafttrust.org>
- **Safeguarding Code in Martial Arts** (Best practice framework for martial arts organisations).

This policy is mandatory for all IKC staff and participants. Failure to comply may result in disciplinary action up to and including dismissal or exclusion from the organisation/club.

Reference

Appendix 3 [**Safeguarding Adults Reporting Concerns Procedures Flow Charts**](#)

Appendix 4 [**IKC Safeguarding Adults' Incident Report Form**](#)

4. IKC ABUSE OF POSITIONS OF TRUST (PoT) POLICY

1. Abuse of Position of Trust (Legislative Compliance)

1.1. Legislative Context

Effective from 28 June 2022, the *Sexual Offences Act 2003* was amended by the *Police, Crime, Sentencing and Courts Act 2022* (Section 47) to significantly expand the definition of a "position of trust". This legislation criminalises sexual activity between adults in specific influential roles and 16- or 17-year-olds in their care, even where the young person is above the standard age of consent.

1.2. Expanded Scope of Roles

The law now includes non-statutory settings where an adult regularly interacts with a child. Within **IKC**, a person is considered to be in a "position of trust" if they carry out any of the following activities on a **regular basis** in a **sport** context (karate):

- (i) **Coaching** (Sensei roles, assistant instructors).
- (ii) **Teaching** or training.
- (iii) **Supervising** or instructing.

1.3. Key Definitions

- (i) **Sport:** Includes any game where physical skill is the predominant factor and any form of physical recreation engaged in for the purpose of competition or display (applicable to all IKC activities).
- (ii) **Regular Basis:** The activity must be frequent enough to establish a relationship of influence; one-off or infrequent help may not meet this threshold.

1.4. Legal Requirements for an Offence

Under *Section 22A of the Sexual Offences Act 2003*, an offence is committed if an IKC staff member or volunteer (A) is in a position of trust in relation to the young person (B), knows they are in that position of trust, and engages in sexual activity with or in the presence of the young person.

1.5 Organisational Responsibility

IKC staff and volunteers must maintain professional boundaries at all times. Any breach of this legislation will result in immediate suspension, notification of the Disclosure and Barring Service (DBS), and referral to statutory authorities for criminal investigation.

2. Reporting Procedures & Mandatory Training

Following the 2022 expansion of the "Position of Trust" definition, the following procedures and training standards are mandatory for all **IKC** staff and volunteers.

2.1. Internal Reporting Procedure (Whistleblowing & Safeguarding)

IKC staff and volunteers have a professional and legal duty to report any concerns regarding an adult abusing their position of trust:

- (i) **Initial Report:** Concerns must be reported immediately (within **one working day**) to the IKC Designated Safeguarding Lead (DSL) or their deputy.

- (ii) **Whistleblowing Protection:** Reports made in good faith are protected under the *Public Interest Disclosure Act 1998*, ensuring staff are not penalised for raising concerns.
- (iii) **Documentation:** Staff must make a contemporaneous, written record of the concern, including dates, times, and verbatim details of any disclosures.

2.2. External Referrals (LADO & DBS)

If an allegation meets the threshold of harm or a potential criminal offence:

- (i) **Local Authority Designated Officer (LADO):** The IKC DSL must notify the LADO within **24 hours** of the allegation.
- (ii) **Disclosure and Barring Service (DBS):** IKC has a **legal duty** to refer an individual to the DBS Barring Service if they are removed from "regulated activity" because they have harmed or pose a risk of harm to a child.
- (iii) **Police Involvement:** Any concerns suggesting a criminal offence under the *Sexual Offences Act 2003* must be reported to the police immediately.

2.3. Mandatory Training Requirements

To ensure full compliance with the *Police, Crime, Sentencing and Courts Act 2022*, all relevant **IKC** staff must complete the following:

- (i) **Induction Training:** New IKC staff and volunteers in coaching or teaching roles must receive PoT-specific training within **one month** of starting.
- (ii) **Regular Refresher:** Staff must undergo refresher training every 3 years.

Role-Specific Content: Training must explicitly cover the legal definitions of "sport" and "regular basis" specific to the **karate** environment.

3. Code of Conduct for Positions of Trust (IKC Coaches & Instructors)

This Code of Conduct outlines the professional boundaries required by the new legislation. All **IKC** staff and volunteers must adhere to these standards to ensure the safety of young people and prevent the abuse of power.

3.1. Prohibited Conduct

IKC staff and volunteers in a position of trust must not:

- (i) **Engage in Sexual Activity:** Any sexual contact, including online communication or image-sharing, with a 16- or 17-year-old in their care is a **criminal offence**.
- (ii) **Establish Inappropriate Intimacy:** Avoid "grooming" behaviours, such as providing gifts, excessive personal attention, or secretive communication.
- (iii) **Private Social Media Contact:** Do not direct message anyone under 18 via email, text, or social media. All essential IKC communication should involve parents or use open, transparent club forums.

3.2. Professional Boundaries

To maintain a safe **IKC** environment, staff and volunteers must:

- (i) **Be Child-Centred:** Ensure all interactions are aimed solely at improving the young person's skills and development in karate.

- (ii) **Maintain Transparency:** Avoid taking children to private residences or being alone with them in unobserved settings (e.g., outside the dojo environment).
- (iii) **Lead by Example:** Demonstrate positive personal behaviour and treat all young people fairly without showing favouritism within the club.
- (iv) **Recognise Power Dynamics:** Acknowledge that the influence held as a Sensei or instructor creates an unequal power relationship that must never be exploited.

3.3. Managing Boundary Blurred Situations

If a young person appears to be seeking an inappropriate relationship with an IKC staff member, the staff member must:

- (i) **Refrain from Encouragement:** Be careful not to respond in any way that could be interpreted as encouraging the behaviour.
- (ii) **Report Immediately:** Bring the situation to the attention of the IKC Welfare Officer or DSL immediately.

3.4. Consequences of Breach

- (i) **Disciplinary Action:** Any breach of this code will lead to IKC disciplinary investigation and may result in dismissal.
- (ii) **Criminal Referral:** Alleged criminal acts will be referred to the Police under the *Sexual Offences Act 2003*.

4. PoT IKC Coach & Instructor Agreement Sign-Off

All staff, Coaches, Instructors (Senseis), and Volunteers at **Independent Karate Clubs (IKC)** are required to sign this declaration. This confirms your understanding of the [Police, Crime, Sentencing and Courts Act 2022](#) and your commitment to the **IKC** safeguarding standards.

Agreement Sign Off - See Appendix 5 (Link below)
Copy, Sign return / email to 'Independent Karate Clubs DSL'

Reference

Appendix 5 [PoT IKC Coach & Instructor Agreement Sign-Off Form](#)

5. SAFE PRACTICE POLICY (CHILDREN & ADULTS)

1. Introduction

This policy outlines the expected professional standards, conduct, and practical rules for all instructors, coaches, staff, and volunteers (collectively referred to as "IKC Personnel") to ensure the physical and emotional safety of **Children (under 18), Young People and Adults (including Adults at Risk)** within all IKC activities.

2. General Safe Conduct and Environment

Principle	Safe Practice Standard
Safety First	Ensure the training area (Dojo) is checked before every session for safety hazards (clean floor, secure mats, no loose equipment) and that a current First Aider is present or easily accessible.
Appropriate Supervision	Maintain appropriate supervision ratios, particularly for children and larger classes. Never leave children unattended.
Openness and Visibility	All coaching and interaction should take place in an open environment. Avoid private, unobserved situations with a single child or Adult at Risk. The 'Rule of Two' (having two adults present) should be adhered to whenever possible.
Preparation	All participants must be physically and mentally prepared for training. Instructors must ensure a thorough warm-up and cool-down are completed to prevent injury.
Inclusivity	Treat all members, regardless of age, gender, ability, or background, with equal respect and dignity. Challenge any form of discrimination or exclusionary behaviour immediately.

3. Physical Contact and Coaching

Physical contact in karate must always be **necessary, appropriate, instructional, and consensual**.

Area	Safe Practice Standard
Justification	Any physical contact must be necessary for coaching technique, correcting posture, or ensuring safety (e.g., catching a fall, supporting a limb).
Communication & Consent	The need for physical contact must be explained clearly to the student before it happens. For children, the instructor should ensure there is implied or verbal consent from the child and, where necessary, parental awareness. Consent must be sought from adults, especially Adults at Risk.

Appropriate Contact	Contact should be brief, light, and focused only on the area required for the instruction. Avoid contact with sensitive areas (chest, stomach, groin, buttocks).
Public Nature	Physical guidance and contact should always be delivered openly, with other students or staff in clear sight.
Avoidance	Never use physical punishment, restraint (unless absolutely necessary to prevent injury to self or others), or aggressive force.
Sparring & Kumite	Sparring rules must be strictly adhered to. Appropriate protective equipment (gum shields, gloves, shin/instep protectors) is mandatory . Instructors must ensure students are appropriately matched by age, size, and experience.

4. Communication and Digital Contact

Principle	Safe Practice Standard
One-to-One Communication	Children: Staff must not engage in private, one-to-one electronic communication (text, social media messages) with children. All necessary communication should be sent via group chat or copied to the parent/guardian and the Club DSL.
Professionalism	All Members: Communication must be professional. Avoid developing inappropriate relationships or showing favouritism. Never use derogatory, humiliating, or sexually suggestive language.
Social Media	IKC Personnel must maintain professional boundaries on personal social media. Do not 'friend' or 'follow' child members (or use private accounts to contact adults at risk). Do not post private information, images, or derogatory comments about any member.
Photography/Video	Written parental consent is mandatory for taking, storing, or publishing images of children. Images must be stored securely and used only for approved club purposes. (see this policy: section 7)

5. First Aid and Injury Management

Area	Safe Practice Standard
Medical Records	Ensure all participants (or their parents/carers) complete a medical/emergency contact form and inform the instructor of any relevant conditions (e.g., asthma, epilepsy, allergies) before training begins.

First Aid Provision	A suitably qualified and current First Aider must be available for all sessions. A well-stocked, accessible first aid kit must be available on site.
Injury Protocol	All injuries, even minor ones, must be recorded in the club's Incident Log. Parents/carers must be notified of all significant injuries to children before they leave the premises.
Concussion Protocol	If a concussion is suspected, the individual (child or adult) must be immediately removed from play and must not return to training until cleared by a medical professional. The "Recognise, Remove, Refer, Rest, Recover" protocol must be followed. See: 'Concussion Guidelines Policy' (Policy (7) page 23)

6. Managing Allegations and Poor Practice

Any concern, suspicion, or allegation regarding inappropriate behaviour or poor practice must be dealt with by the **Designated Safeguarding Lead (DSL)** immediately.

Area	Safe Practice Standard
Reporting	All IKC Personnel must report concerns to the DSL within 24 hours . Do not attempt to investigate the matter yourself.
Listening	If a disclosure is made, listen without leading or promising confidentiality. Record exactly what was said (facts and quotes) and pass the record immediately to the DSL.
Maintaining Confidentiality	Share information only with the DSL and those statutory agencies who need to know. Do not discuss the allegation with colleagues, other parents, or club members.
Referral	The DSL will be responsible for making an external referral to the Local Authority (MASH/Adult Social Services) or the Police, where appropriate.

IKC Personnel Declaration:

I have read and understood the IKC Safe Practice Policy and agree to always adhere to these standards.

Designated Safeguarding Lead (DSL)

Colin Constable



6. HEALTH & SAFETY POLICY

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

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 toenails 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. Club/Dojo Risk Assessment

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

NOTE: (This form is available to all Instructors and Coaches for download)

Dojo / Premises Risk Assessment Record Form

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.

7. EMERGENCIES & FIRST AID POLICY

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 First Aid' procedure and can 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.

8. CONCUSSION GUIDELINES POLICY

This policy is based on the '**If in doubt, sit them out**' principle, which is the core guidance for managing suspected concussions in UK sport. To Access the Full Guidelines visit:

Sport Recreation Alliance: <https://sportandrecreation.org.uk/campaigns-and-policy/concussion/concussion-guidelines-for-grassroots-sport>

'If in doubt, sit them out' Guidance Document: <https://sportandrecreation.org.uk/files/uk-concussion-guidelines-for-grassroots-non-elite-sport---november-2024-update-061124084139.pdf>

1. What is Concussion?

Concussion is a traumatic brain injury resulting in a disturbance of brain function. It affects the way a person thinks, feels and remembers things. Loss of consciousness (being 'knocked out') occurs in less than 10% of concussions and is not required to diagnose concussion. However, anyone who loses consciousness because of a head injury has had a concussion.

Anyone with suspected concussion should be immediately removed from the field of play and assessed by an appropriate Healthcare Professional or access the NHS by calling 111 within 24 hours of the injury.

2. What Causes Concussion?

Concussion can be caused by a direct blow to the head but can also occur when knocks to other parts of the body result in rapid movement of the head (e.g. whiplash type injuries)

3. Immediate Action: 'If In Doubt, Sit Them Out'

If a student **shows any signs or symptoms of a concussion**, or if there is **any doubt** about a potential head injury:

- **Stop them training immediately.**
- **Do not** allow them to return to the current training session or competition.
- **Do not** allow them to be left alone.
- **Do not** attempt to diagnose the injury yourself.

- (i) All those suspected of sustaining a concussion should be assessed by an appropriate onsite Healthcare Professional or by accessing the NHS by calling 111 within 24 hours of the injury.
- (ii) If there are concerns about other significant injury or the presence of 'red flags' then the player should receive urgent medical assessment onsite or in a hospital Accident and Emergency (A&E) Department using ambulance transfer by calling 999 if necessary.

4. Identifying a Potential Concussion

A concussion can occur without a direct blow to the head and is a traumatic brain injury. Look for **any** of the following signs (observed by others) or symptoms (reported by the injured person):

Signs (Observed)	Symptoms (Reported)
Loss of consciousness (even brief)	Headache or "pressure" in the head
Clumsiness, poor balance, or coordination	Dizziness or feeling "foggy"
Vomiting or nausea	Confusion, difficulty concentrating or remembering
Blank or vacant look	Sensitivity to light or noise
Seizure or convulsion	Trouble sleeping or sleeping more than usual

NOTE: The above list is not exhaustive and further 'Red Flags' information can be obtained from the '**If in doubt, sit them out**' Guidance Document

5. Post-Incident Management

1. **Inform the Parents/Guardians:** Immediately contact the student's parent or guardian and explain that a suspected concussion has occurred.
2. **Medical Clearance Required:** Advise the parents/guardians that the student **must be assessed by a doctor** (GP or hospital) before they can consider returning to any sport.
3. **Provide Documentation:** Give the parents/guardians a copy of this policy and, if available, a leaflet on concussion management.

6. Return to Training (Return to Play – RTP)

A student **must not** return to any form of training, sparring, or competition until they have:

1. **Medical Clearance:** Received a written note from a doctor confirming they are fit to start the Return to Play (RTP) protocol.
2. **Completed the RTP:** Followed a **graduated, step-wise Return to Play protocol** (typically 6 steps over several days/weeks) without experiencing a return of symptoms. *Note: This process should be guided by a medical professional.*

Crucially, the student must be symptom-free at rest and during each step of the RTP before progressing to the next step.

7. Club Responsibility

- (i) The club and its coaches are responsible for **Enforcing** the '**If in doubt, sit them out**' rule.
- (ii) We are **not** responsible for medical diagnosis or managing the student's recovery away from the club.
- (iii) Our role is to ensure **safety** during club activities.

9. EQUALITY & DIVERSITY IN SPORT POLICY

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 based on 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 takes 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.

6. Reasonable Adjustments

When a decision is made about an individual the only personal characteristics that may be considered 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

- (i) 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.
- (ii) 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.
- (iii) The Chief Instructor and Committee shall review the Equality and Diversity Policy as and when required, but not less than once every 3 years.
- (iv) IKC will seek appropriate advice when reviewing its Policy to ensure it continues to reflect the current legal framework and good practice.
- (v) All stakeholders have the responsibility to respect, follow and promote the spirit and intentions of IKC's Equality and Diversity Policy.
- (vi) This Policy will be published on the IKC website and referenced in coach, volunteer and athlete induction packs.
- (vii) 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>

10. PHOTOGRAPHY & SOCIAL MEDIA POLICY

1. Photography & Filming

Note: This policy applies to:

- All children and young people involved with **Independent Karate Clubs** - any person under the age of 18.
- All parents and carers with responsibility for a child involved with **Independent Karate Clubs**
- All staff and volunteers involved with **Independent Karate Clubs**

Our statement

Our commitment to keeping children and young people safe whilst in our care is our highest priority. Photos and videos celebrate achievements and are a great way to promote our organisation but must be created and used responsibly and with respect for the privacy and safety of our participants.

Our policy

Our policy outlines how **Independent Karate Clubs** put guidance and safeguards in place for the appropriate use of photography and filming of our participants, and our expectations for all participants, coaches, staff, volunteers, parents, carers and spectators

What we'll do

As part of our photography and filming policy we will take, store and process images and videos in accordance with the **UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**. We will also:

1. promote and prioritise the safe use and storage of images and videos.
2. value, listen to and respect all children, parents, carers, staff, volunteers and spectators.
3. ensure robust photography and filming procedures are in place.
4. adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
5. gain written consent from children and parents or carers before taking or sharing any photos or videos – participants, parents and carers can withdraw their consent at any time.
6. make sure images and videos are used in accordance with the consent provided.
7. outline the use and storage of any images and videos taken when consent is requested.
8. put measures in place if a child, parent or carer does not wish to give consent to be photographed or filmed.
9. use images and videos for the purpose of training, promoting and celebrating our organisation.
10. store images securely and limit access to authorised individuals only.
11. allow authorised staff who have received appropriate training to take photos and videos.
12. monitor and manage the use of images to prevent misuse.
13. encourage participants, parents, carers and spectators to report any concerns about inappropriate use of images or videos to a member of staff or lead safeguarding officer, in line with our safeguarding procedures.
14. act immediately to address any reported concerns or worries.
15. provide training to staff and volunteers on the policy and its importance.
16. only use external agencies who abide by our organisations photography and filming policies.
17. adhere to our online safety policy when sharing any images or videos online.

What we won't do

As part of our photography and filming policy we will not:

- take, use, or share photos or videos that could be considered inappropriate or abusive.
- include full names and addresses alongside images of children and young people.
- use images or videos that could make a child easily identifiable.

Monitoring

This policy will be reviewed every three years, or in the following circumstances:

- changes in legislation or government guidance.
- guidance as required by **English Karate National Governing Body (EKNGB)**
- as a result of any other significant change, event or case reviews.

This policy was last reviewed on **01 January 2026**

Signed *Lesley Darrington*.

Lesley Darrington (6 Dan)
IKC Chief Instructor

2. Social Media

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube) are a common means of communication and self-expression.

Members must understand the implications of using Social Media:

- (i) It's essential that volunteers, members and players make informed decisions about how they use the internet, mobile phone and email communications to protect our club and our people.
- (ii) Everyone involved in our club has the responsibility to safeguard both on and off the dojo premises, including communications.

It is the responsibility of all members to:

- (i) Refrain from publishing comments about other clubs, players or referees and any controversial or potentially inflammatory subjects.
- (ii) Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.
- (iii) Clubs should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- (iv) The club will be responsible for reviewing responses to online posts and resolving any concerns before they are posted.

11. CODE OF CONDUCT FOR MEMBERS, COACHES & PARENTS

1. Principles

For all Members, Parents, Coaches, and Children of Independent Karate Clubs

This Code of Conduct outlines the expected standards of behaviour for everyone involved with the **Independent Karate Clubs and its affiliated clubs**.

Adherence to this code is a condition of membership and ALL Members, Parents/Carers are required to read this policy and agree to abide by the IKC's Code of Conduct.

The welfare and safety of all participants are paramount and are aligned with UK best practice in sports safeguarding.

2. Shared Principles for Everyone

All members must:

- **Respect and Integrity:** Treat everyone with respect, courtesy, and dignity, regardless of their gender, age, ability, background, race, religion, or sexual orientation.
- **Safety First:** Prioritise the well-being and safety of all participants above performance development.
- **Fair Play:** Abide by the rules of the association and the spirit of karate. (**Bushido**), always demonstrating and promoting fair play and good sportsmanship.
- **No Abuse or Bullying:** Never engage in or condone any form of **bullying, harassment, verbal abuse, physical abuse**, or emotional harm.
- **Zero Tolerance:** Never engage in or condone any form of **bullying, harassment, verbal abuse, physical abuse**, or emotional harm.
- **Language:** Use appropriate, respectful language. Swearing or abusive gestures are strictly prohibited.
- **Respect Decisions:** Respect the decisions of instructors, officials, and event organisers.
- **Confidentiality:** Respect the confidentiality of other members and the club's private matters.

3. Code of Conduct for All Members (Adults & Children)

This applies to **All Individuals** who have enrolled as students with the Association.

- **Discipline:** Demonstrate the discipline and etiquette expected of a martial artist, including bowing, punctuality, and showing respect to the training environment (Dojo).
- **Hygiene & Attire:** Maintain a clean uniform (Gi) and good personal hygiene. Fingernails and toenails must be kept short for the safety of all partners. No jewellery should be worn during training.
- **Listen:** Listen carefully and always follow the instructions of the Instructor/Coach.
- **Self-Control:** Exercise a high degree of control in all techniques, especially when sparring or performing partnered drills, to prevent injury.
- **Health:** Do not train if you are unwell or have an injury that could be aggravated or spread to others. Inform the instructor of any new injuries or health conditions.

4. Code of Conduct for Coaches and Instructors

Instructors have a duty of care and act as professional role models. They must:

- **Duty of Care:** Place the well-being and safety of students above all other considerations.
- **Qualifications:** Hold appropriate, valid qualifications, DBS/background checks, and adequate insurance cover, keeping these up to date.
- **Best Practice:** Always work within the Association's Safeguarding Policy and procedures for child protection, first aid, and risk management.
- **Professional Conduct:** Maintain consistently high standards of personal behaviour and appearance. Never smoke, consume alcohol, or use illegal drugs before or whilst instructing.
- **Effective Instruction:** Ensure all activities are appropriate to the age, ability, and experience of those taking part.
- **Recruitment:** Never attempt to recruit or poach students from other affiliated clubs or associations.
- **Physical Contact:** Only use physical contact to develop skills or ensure safety and do so openly. Always provide an explanation and seek consent before touching a student.
- **Supervision:** Never spend excessive time alone with a child or young person away from others.
- **Equipment:** Provide and maintain safe and appropriate facilities and equipment.

5. Code of Conduct for Parents/Carers

Parents/Carers play a vital role in supporting the association and their children. They must:

- **Positive Support:** Be a positive role model and offer constructive and genuine encouragement to their child and all other children.
- **Respect the Role:** Show respect for the Instructor's expertise and decisions. Any concerns should be raised calmly and privately outside of class time.
- **Non-Interference:** Do not interfere with training or coach the child from the side-lines during a class or competition.
- **Safeguarding:** Ensure the safe and timely drop-off and collection of your child. Do not leave the premises until you are certain the session is running.
- **Confidentiality & Social Media:** Be responsible when posting on social media. Do not post negative, defamatory, or abusive comments. Do not share photographs or videos of other children without explicit permission.
- **Information:** Complete and return all consent forms promptly and keep the club informed of any changes to contact or medical information.

6. Breaches and Reporting

Any breach of this Code of Conduct will be taken seriously and handled in line with the Association's Disciplinary Procedures, which may result in a warning, suspension, or termination of membership.

If you have a concern about the welfare or behaviour of any member, adult or child, please speak immediately to your instructor or contact the Club DSL or Senior Instructor for confidential support.

12. IKC Whistle Blowing Policy

This policy outlines the steps to take if you suspect a member (coach, volunteer, staff, or peer) has engaged in poor practice, abuse, or harassment toward a child.

This document should be read in conjunction with the English Karate NGB Child Protection Policy and Discipline Code.

1. Core Principle: Welfare is Paramount

The welfare of the child or young person **must always be of paramount importance**. You have a duty to act immediately if you suspect harm.

Immediate Action: Removing Risk

If you discover or suspect a child is in a position of harm or potential harm, you must:

1. **Recruit a Colleague:** Seek the help of another trusted adult.
2. **Remove the Child:** Take immediate steps to remove the child or young person from the situation of harm (e.g., contact parents/carers for safe removal from the club environment).
3. **Remember: Doing nothing is not an option.**

2. Reporting a Concern

Any concerns for the welfare of any child must be reported immediately.

A - Internal Disclosure (Preferred)

You **MUST** inform an appropriate person within the club or the NGB structure. This disclosure can be made in confidence.

- **Initial Contact:** Your Club DSL/Welfare Officer.
- **Next Steps:** Safeguarding Officer or Lead Safeguarding Officer (within the NGB structure).

All information received will be treated confidentially and shared only with those individuals required to manage and resolve the situation.

B - External Disclosure (Required for serious/immediate risk)

If the incident is a **serious case of abuse**, or if you do not feel able to disclose your concerns to the Welfare Officers, you **MUST** contact external statutory agencies directly:

- **Police:** For matters requiring immediate investigation or intervention.
- **Children's Social Care Services:** Local council services for child protection.
- **The NSPCC:** Experienced in managing child protection matters (Helpline: 0800 800500).

C - Anonymous Disclosure

If you feel you can only disclose anonymously, contact any of the external agencies listed above, or the English Karate NGB Lead Safeguarding Officer, providing as much detail as possible to assist in minimizing harm to the child.

III. Support and Protection

Independent Karate Clubs assures all coaches, volunteers, and staff that we will **fully support and protect** anyone who, in good faith, reports their concerns.

- **Support Network:** The Club DSL or Welfare Officer will be available to offer help and advice. You are not expected to deal with this alone.
- **Protection:** We will ensure supervision and support are available both during and following an incident or allegation. You will not face unfair consequences for a concern reported in good faith.

13. TEACHING AND THE LAW POLICY

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.

14. COMPLAINTS PROCEDURE POLICY

Complaints Procedure

Independent Karate Clubs are committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

If you have a complaint, please contact us with the details. We have 28 days to consider your complaint.

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care partner who will review your matter file and speak to the member of staff who acted for you.
3. We will then invite you to a meeting to discuss and hopefully resolve your complaint. S/he will do this within 14 days of sending you the acknowledgement letter.
4. Within three days of the meeting, we will write to you to confirm what took place and any solutions s/he has agreed with you.
5. If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including his/her suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange for someone unconnected with the matter.

We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

Complaints can be emailed to: admin@IKC.org.uk

15. DATA PROTECTION POLICY

Independent Karate Clubs Data Protection Policy

1. Introduction

IKC is committed to protecting the privacy of our members, instructors, and volunteers. This policy outlines how we collect, use, and store personal data in compliance with UK law.

2. Data We Collect

We only collect information necessary to run the club safely, including:

- (i) **Member Details:** Name, date of birth, address, and contact information.
- (ii) **Emergency & Health:** Emergency contact names/numbers and relevant medical conditions or allergies.
- (iii) **Technical Data:** Grading history, attendance records, and licence/insurance details.

3. Lawful Basis for Processing

We process data under the following legal grounds:

- (i) **Contract:** To manage your membership and provide karate instruction.
- (ii) **Legal Obligation:** To meet safeguarding and health and safety requirements.
- (iii) **Legitimate Interests:** To communicate club updates and manage gradings.
- (iv) **Consent:** For marketing or use of photographs on social media (which can be withdrawn at any time).

4. Data Sharing

We do not sell your data. We only share it with:

- (i) **Governing Bodies:** (e.g., English Karate Federation) for licensing and gradings.
- (ii) **Emergency Services:** If required for your vital interests.
- (iii) **Insurers:** To maintain club and student indemnity.

5. Security & Retention

- (i) **Storage:** Digital data is stored on password-protected devices. Paper records are kept in locked filing cabinets.
- (ii) **Retention:** We keep member data for the duration of membership. Following departure, data is reviewed and deleted within [e.g., 12 months], unless needed for legal or insurance purposes.

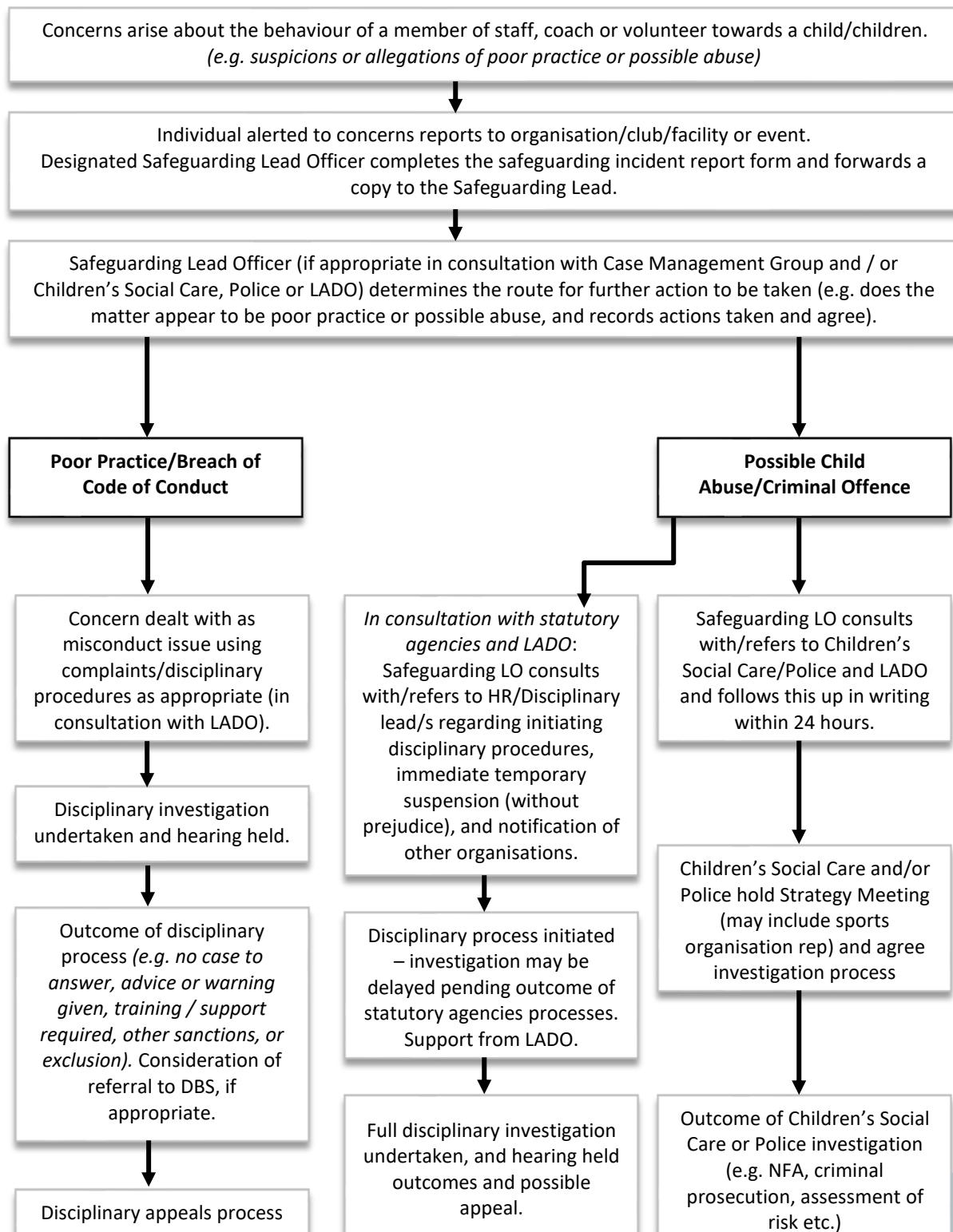
6. Your Rights

Under the UK GDPR, you have the right to:

- (i) **Access:** Request a copy of the data we hold on you.
- (ii) **Rectify:** Ask us to correct inaccurate information.
- (iii) **Erase:** Request deletion of your data where it is no longer necessary.

7. Contact & Complaints

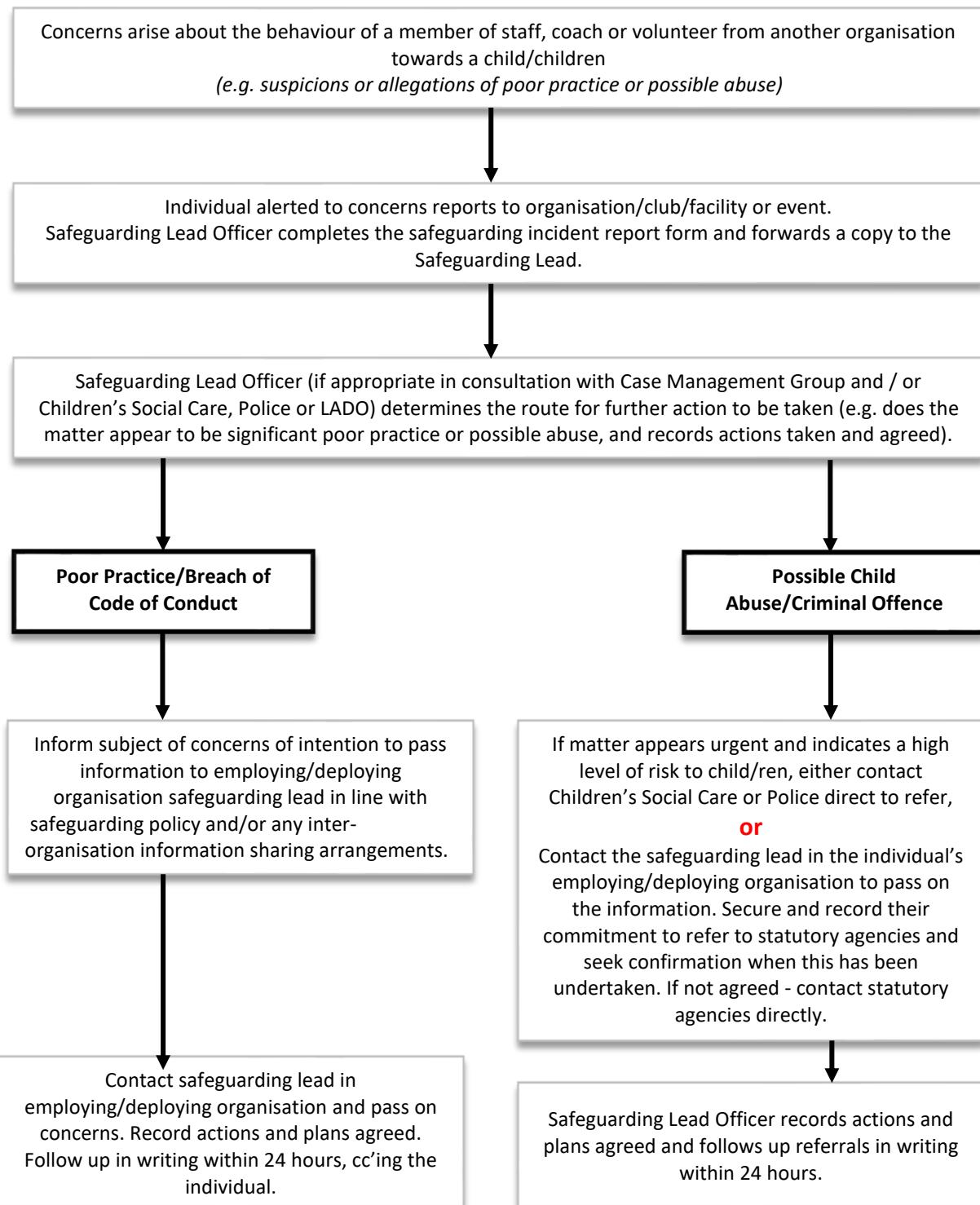
For any data queries, contact the Club Secretary at [Insert Email/Phone]. If you are unhappy with our response, you can complain to the Information Commissioner's Office (ICO).

Appendix 1**SAFEGUARDING CHILDREN/YOUNG PEOPLE
REPORTING CONCERN PROCEDURES FLOW-CHARTS****Outline safeguarding reporting concerns procedure (1)****1. About the behaviour of the organisation's staff member or volunteer
(e.g. allegation about a coach or officer's behaviour towards a child)**

Outline safeguarding reporting procedure concerns (2)

2. About the behaviour of another organisation's staff member or volunteer

(e.g. allegations reported about an individual working for a partner organisation)



Outline safeguarding reporting procedure concerns (3)

3. About children and young people arising outside of sport

(e.g. at home, school or in the community)

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety.
(e.g. **suspicions of bullying at school, allegations of abuse within the family etc.**)

If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

Safeguarding Lead Officer makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken/agreed (including who will inform parents).

Safeguarding Lead Officer sends written safeguarding report to Children's Social Care / Police within 24 hours and considers need for support or advice for original referrer or others involved.

Appendix 2

IKC SAFEGUARDING CHILDREN INCIDENT REPORT FORM

The form MUST be used in the event of any concerns regarding the safeguarding of children or vulnerable adults.

The form is available from the **IKC web site:** <https://www.ikc.org.uk/safeguarding/reporting>

FORM STARTS ON NEXT PAGE



Independent Karate Clubs

Safeguarding Children Incident Report Form

Complete as much information as possible

Your name:	Name of Club/Association:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parent's / carer's been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide details of what was said/action agreed: 	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i> Name: Position within the sport or relationship to the child: Telephone numbers: Email address:	
Date and times of incident:	

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Include as many 'exact words' as possible

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES, please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Please send completed form to:

Designated Safeguarding Lead - Colin Constable

Email: safe@ikc.org.uk

Tel: 07590 687477

All information contained on this form will be treated confidentially and in line with data protection.

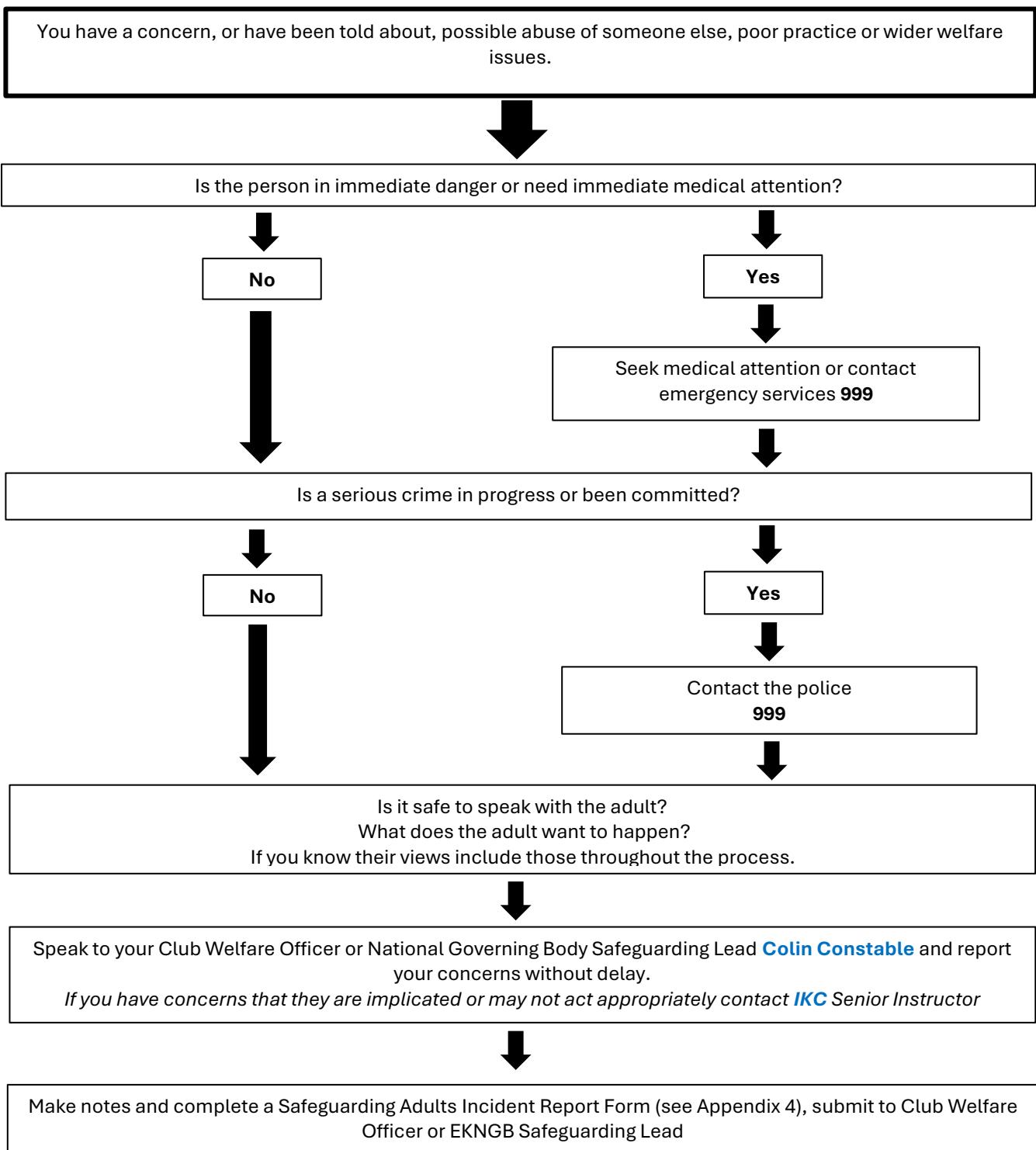
Please complete the form to the best of your ability, try to refrain from expressing personal opinions and views and supply as much detailed information and facts as possible

IKC OCTOBER 2025

Appendix 3

SAFEGUARDING ADULTS REPORTING CONCERNs PROCEDURES FLOW-CHARTS

Reporting Concerns About Others (Flowchart 1)

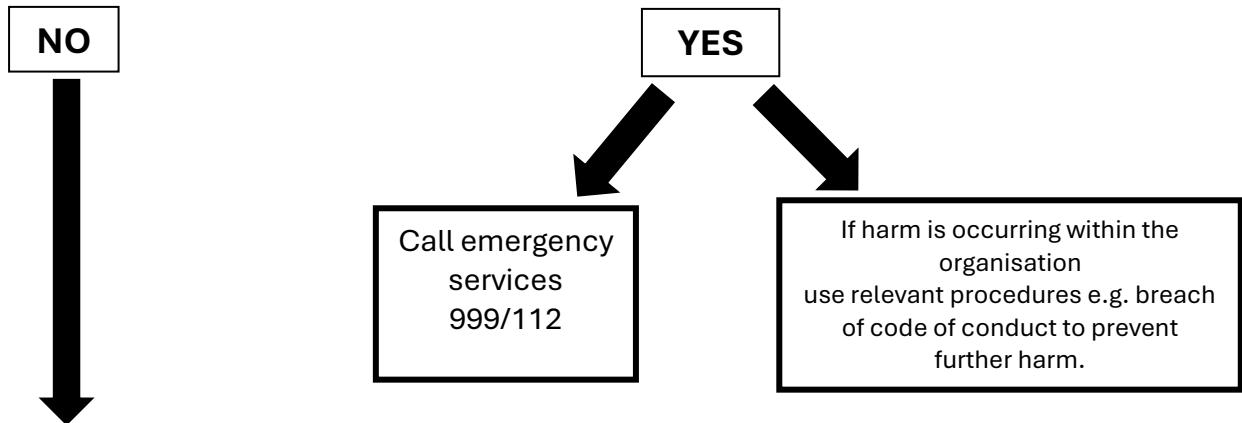


Procedure for Safeguarding Lead* (Flowchart 2)

Colin Constable

Steps 1-5 Initial response (as soon as you receive the Safeguarding referral)

Step 1: Is someone at immediate risk of harm/ danger or in need of immediate medical attention?



Step 2 – Safeguarding Report Details

If you have been sent a Safeguarding Adults Report Form check that you can understand what is written and that all the necessary parts have been completed

If you are being contacted directly request a completed Safeguarding Adults Report Form (staff and volunteers) or fill in the form with the person making the report (public/adult themselves)

Step 3- Person Making the Report

Inform, reassure and advise the person making the report e.g. what to do/what not to do. Explain what will happen next. Reinforce the need for confidentiality.

Step 4- Person at Risk

What are the risks? What are the views of the adult? Are they an adult at risk? Do they need support to make decisions about their safety?

Do you need to contact the adult directly? Is it safe for you to do so?

Step 5 – Person at Risk

If it is safe to do so - ensure the person at risk has information about what will happen next. Make sure they have been given information about other organisations that can support them (see Appendix XXX).

Steps 6- 14 Taking Action

Step 6 – Consult and Decide

As needed consult Case Management Group/chair **EKNGB**, Local Authority/the Police and decide which one or more of the following actions need to be taken.

Step 7

If a serious crime is suspected contact the police

Criminal enquiry, investigation, proceedings

Step 8

If you believe there is an 'adult at risk' make a safeguarding adults report to the Local Authority

Safeguarding adults process led by Local Authority

Step 9

If harm is suspected of being caused within [name of organisation]
e.g. by an employee, contracted worker, volunteer or member report to relevant manager/s

Organisation takes **short term steps** within relevant policy to **prevent harm** e.g. suspend employee, coach, volunteer or member

Step 10

Consult with and inform the adult

Organisation decides who will maintain regular contact with the adult/s who have been at risk of harm

Step 11

Take advice from and **coordinate actions** taken by **IKC** with those of **other agencies**. **Attend and contribute to Safeguarding Adults strategy meetings**

Step 12

Hold Case Management meeting to coordinate actions by IKC

Possible outcomes: e.g.

- Criminal Caution or Conviction
- Police referral back to organisation
- Referral to Independent Barring Board
- Unsubstantiated– no further action

Possible outcomes e.g.

- LA enquiries triggered
- Adult supported to 'make safeguarding personal'
- Other adults at risk identified
- Multi-agency meetings to coordinate actions
- New/changed care and support and protection plan for any adult at risk
- NOT an adult at risk – information and advice provided

Possible outcomes: e.g.

- Informal resolution
- Education and training
- Formal warning
- Dismissal
- Role conditions applied
- Contract ended
- Referred to Independent Barring Board
- Unsubstantiated – no further action

Possible Outcomes: e.g.

- Adult receives information about the process
- Adult supported to have their views and experience heard
- Adult supported to gain support from other agencies
- Adult continues to participate in organisation/sport

Steps 13 and 14

Recording and reporting

Ensure decisions made, actions taken, and outcomes logged and reported

Appendix 4**IKC SAFEGUARDING ADULTS' INCIDENT REPORT FORM**

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of adult (you have concerns about)	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Instructor or Other Significant Name	
Name of organisation / club	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened
Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	

Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the adult	
Discussion would put the adult or others at risk. Please explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	
Section 7 – Risk to others	
Are any other adults at risk Yes/No/Not known – delete as appropriate If Yes, please fill in another form answering questions 1-6	
Are any children at risk Yes/No/Not known Delete as appropriate If Yes, please fill in a safeguarding children referral form and attach to this.	
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?	
Actions by club: e.g. person causing harm suspended, session times changed.	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 10: Contact with Welfare Officer/others within the club	

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead: Date and time Signed: _____ Date: _____	

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Safeguarding Lead)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of [insert name of your organisation]?

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

Appendix 5

PoT IKC COACH & INSTRUCTOR AGREEMENT AND SIGN-OFF FORM

Agreement and Sign-Off

All staff, Instructors (Sensei's), Coaches and Volunteers at **Independent Karate Clubs (IKC)** are required to sign this declaration. This confirms your understanding of the [Police, Crime, Sentencing and Courts Act 2022](#) and your commitment to the **IKC** safeguarding standards.

Declaration of Understanding and Compliance

I, _____ (Full Name), holding the position of _____ at **Independent Karate Clubs (IKC)**, hereby acknowledge and agree to the following:

1. ***Legislative Awareness:** I have read and understood the sections of the [Sexual Offences Act 2003](#) (as amended in 2022) regarding **Positions of Trust**. I understand that it is a criminal offence to engage in sexual activity with a 16 or 17 year-old while in such a position.
2. **Code of Conduct:** I agree to abide by the **IKC Code of Conduct**, maintaining professional boundaries and avoiding any behaviour that could be construed as an abuse of my role as a karate instructor or supervisor.
3. **Reporting Duty:** I understand my legal and professional obligation to report any concerns regarding the conduct of other adults at **IKC** to the [Designated Safeguarding Lead \(DSL\)](#) or the [Local Authority Designated Officer \(LADO\)](#).
4. **DBS Referral:** I am aware that **IKC** has a [legal duty to refer](#) my details to the **Disclosure and Barring Service (DBS)** should I be removed from my role due to a safeguarding concern or breach of trust.
5. **Training:** I commit to completing the **IKC** Safeguarding, and PoT induction training and any subsequent refreshers as required.

Signed: _____

Date: _____

Print Name: _____

***Read the following short document:**

[Sexual Offences Act 2003](#)

<https://www.legislation.gov.uk/ukpga/2003/42/part/1/crossheading/abuse-of-position-of-trust>

*This document will be held on your personnel file in accordance with **IKC Data Protection** policies.*

Appendix 6

IKC SAFEGUARDING POLICY: DISTRIBUTION & CONTACT LIST

This is a crucial component for ensuring our policy is actionable and compliant.

This comprehensive **Safeguarding Contact & Distribution List** details both the internal club members responsible for implementing the policies and the critical external agencies for reporting concerns.

This list outlines the internal roles that must receive a copy of and adhere to the policy, and the essential external contacts for reporting any safeguarding concerns relating to both children and adults at risk.

1. Internal Key Roles (For Policy Distribution & Immediate Reporting)

- These individuals are the first point of contact within IKC for any concerns.
- All must have an Enhanced DBS check and up-to-date safeguarding training.

Role	Responsibility	Name	Contact Details
Designated Safeguarding Lead (DSL)	Primary point of contact for all concerns, responsible for making statutory referrals.	Colin Constable	Tel: 07590 687477 Email: safe@ikc.org.uk
Deputy DSL	Acts in the absence of the DSL	Lesley Darrington	Tel: 07904 975918 Email: safe@ikc.org.uk
IKC Chief Instructor	Overall responsibility for the club's operations and policy implementation.	Lesley Darrington	Tel: 07904 975918 Email: admin@ikc.org.uk
All IKC Instructors & Coaches	All personnel working with children/adults must sign and adhere to the policy.	(List attached separately)	N/A

2. External Statutory and Support Agencies

These agencies are responsible for investigation and intervention. **IKC staff should not attempt to investigate; they must report to the DSL or an external agency.**

Category	Contact Name / Service	Contact Details	Purpose
Emergency	Emergency Services Police/Fire/Ambulance	Tel: 999	Immediate risk of serious harm or life-threatening situation (child or adult).
Police	Local Police (SNHT)	Tel: 101	Non-immediate crime reporting or concerns.

Children's Safeguarding	London Borough of Barking & Dagenham MASH/Children's Social Care	020 8227 3811 (Mon-Fri, 9am - 4:45pm) 020 8215 3000 (Evenings, weekends, bank holidays)	Statutory referrals point for suspected child abuse or neglect.
	Essex County Council MASH/Children's Social Care (Children & Families Hub)	Office Hrs: 0345 603 7627 (Evenings, weekends, bank holidays) 0345 606 1212	
Adults Safeguarding	London Borough of Barking & Dagenham Local Authority Adult Social Services	020 8227 2915 (Mon-Fri) 020 8594 8356 (Evenings, weekends, bank holidays)	Statutory referrals point for concerns about an Adult at Risk (Care Act 2014).
	Essex County Council Local Adult Social Services (Adult Social Care Connects)	0345 603 7630 (Mon-Thurs 8:45am - 5pm, Fri 8:45am - 4:30pm) 0345 606 1212 (Evenings, weekends, bank holidays)	
Staff Allegations	London Borough of Barking & Dagenham Designated Officer (LADO)	020 8227 3811 (Office Hours) ChildrensServices2@lbhd.gov.uk (Ensure forms are sent securely)	Management of allegations against staff/volunteers working with children. To be contacted within one working day for all new allegations against staff/volunteers working with children
	Essex County Council Designated Officer (LADO)	LADO Duty Line 03330 139 797 (Office Hours) LADO@essex.gov.uk (Contact first to request a secure link for the referral form)	
NGB Contact	English Karate NGB (EKNGB) Lead Safeguarding Officer Mr D. Mlambo	safeguarding@englishkaratengb.co.uk	NGB reporting and advice for sport-specific concerns.
National Advice	NSPCC Helpline	Tel: 0808 800 5000 Email: help@nspcc.org.uk	Confidential advice and support for concerns about a child.
National Advice	Ann Craft Trust	0115 951 5400	Specialist support for safeguarding disabled children and adults in sport.

3. Policy Distribution List

The final approved policy document, codes of conduct, and contact list **must be distributed** to and acknowledged by:

- All IKC Instructors, Coaches, and Volunteers.
- All IKC Administrative Staff.
- All new recruits/volunteers during their induction.
- The English Karate NGB (EKNGB) upon request or submission.

The policy must also be prominently displayed and made easily available to all members (adults, and parents/carers of children) via the club noticeboard, website, or on request.

Appendix 7

Self-Declaration and Disclosure Form

Independent Karate Clubs

Self-declaration and disclosure form

for regulated activity roles eligible for a DBS, that involve contact with Children (under 18 years old), Young People and Vulnerable Adults

Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee or volunteer information				
Name				
Address				
Contact number(s)				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state)

Note: As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual			
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>	
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>	

3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
5. Have you ever been known to any Children's Services department or the police as being a risk or potential risk to children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

Confirmation of declaration

Please tick the boxes below and then sign this form.

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.

In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

Signature	
Print name	
Today's date	

Appendix 8

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 9 INDEMNITY & PUBLIC LIABILITY INSURANCE

Appendices

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

Policy Holder: Colin Constable

Coaches: Lesley Constable (Darrington), Colin Constable, Svpnil Amin

Renew Date: 31 March 2026 **Policy Number:** I4S404338 **Action:** (Secretary / Administrator)

Insurers Details:	Telephone:	Web:	email:
Insure4Sport The Royals Altrincham Road Manchester M22 4BJ	0333 400 9429	www.insure4sport.co.uk	admin@insure4sport.co.uk

Renewal:

Public Liability

Effective from: 31/03/2025 Renewal Date: 31/03/2026

Amended: 21/10/2025 (Additional coach)

Professional Indemnity

Effective from: 31/03/2025 Renewal Date: 31/03/2026

Amended: 21/10/2025 (Additional coach)