

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Inclusion & Additional Needs
Policy***

Policy Overview Information

Policy Title	Inclusion & Additional Needs
Author	Mr. Jake Byrne
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Review Date	January 2027
Authorised By	Mr. Jake Byrne
Agreed By	Mr. Neil Byrne
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Policy Logistics

This policy is intended for the Karate & Dance Federation, which means that both companies within this umbrella organisation must adhere to the policies and procedures in place. These companies are: Central Karate Academy CIC and Midlands Dance Academy Ltd.

Umbrella organisation and governance structure

The Karate & Dance Federation operates as an umbrella organisation responsible for the strategic governance, safeguarding oversight, and operational standards applied across its constituent entities. While Central Karate Academy CIC and Midlands Dance Academy Ltd are separate legal entities with distinct legal structures, they function collectively under the Federation for the purposes of policy implementation, safeguarding assurance, quality control, and risk management.

All policies issued under the name of The Karate & Dance Federation establish a single, consistent framework of expectations, procedures, and standards that apply across both organisations. This ensures that children, families, staff, volunteers, and external partners experience the same level of protection, professionalism, and accountability regardless of which legal entity is delivering a particular activity.

Where statutory, regulatory, or reporting obligations differ due to the legal status of each entity, those obligations are met within the relevant organisation. However, the highest standard of practice set out within Federation policy will always apply. No individual, department, or entity operating within the Federation may adopt a lower standard than that required by Federation policy.

Ultimate responsibility for ensuring compliance with Federation policies sits with the Federation's senior leadership, who retain oversight of safeguarding, health and safety, professional conduct, and quality assurance across all activities delivered under the Federation name.

1. Policy statement and commitment

The Karate & Dance Federation is committed to creating an inclusive, safe, and supportive environment for all students, regardless of ability, disability, additional needs, or neurodiversity.

This policy ensures that students with Special Educational Needs and Disabilities (SEND) are able to participate fully in all activities, classes, and events, and that barriers to participation are identified and removed wherever possible.

The Federation recognises the value of diversity and strives to promote equality, dignity, and respect for all participants.

2. Scope and application

This policy applies to all students, children, and young people attending Federation classes, gradings, performances, or events.

It applies to all staff, volunteers, and contractors involved in supporting, teaching, or supervising students, including those with SEND.

It covers all aspects of planning, teaching, and supervising to ensure accessibility, participation, and safety.

3. Identifying additional needs

The Federation identifies students with additional needs through:

- Registration and enrolment information recorded in **MyKDF**, including medical, educational, and support requirements
- Parent or carer communication
- Staff observations during sessions
- Liaison with external professionals or agencies where necessary

Early identification allows the Federation to plan appropriate support and make reasonable adjustments for participation.

4. Planning and reasonable adjustments

Reasonable adjustments are implemented to ensure all students can participate safely and effectively. These may include:

- Modified techniques, exercises, or equipment in martial arts and dance classes
- Additional supervision or support staff
- Adjusted class timings, groupings, or pacing
- Access to quiet spaces, sensory supports, or rest periods
- Communication supports, including visual cues or personalised instructions

Staff use **MyKDF** to record and track individual support plans, adjustments, and progress, ensuring a personalised approach for each student.

5. Staff responsibilities

All staff and volunteers are expected to:

- Understand and implement inclusion strategies
- Promote equity and respect in every activity
- Recognise signs of additional needs and respond appropriately
- Maintain confidentiality while recording support measures in **MyKDF**
- Communicate effectively with parents, carers, and professionals regarding progress and adjustments

Senior leadership provides training, guidance, and supervision to ensure staff feel confident in supporting students with additional needs.

6. Parental and carer involvement

Parents and carers are key partners in the provision of SEND support.

The Federation communicates regularly with parents via **MyKDF**, providing updates on progress, adjustments, and strategies for support.

Parents and carers are encouraged to provide relevant information about their child's needs, medical requirements, or learning preferences to ensure safe and effective participation.

7. Promoting inclusion in group activities

The Federation actively promotes inclusion by:

- Encouraging peer support and collaboration
- Avoiding segregation unless necessary for safety or individual support
- Ensuring class planning is flexible to accommodate diverse needs
- Celebrating achievement for all students, recognising progress regardless of ability

8. Monitoring and review

Individual support, participation, and progress are monitored through **MyKDF**, ensuring that adjustments remain effective and responsive to changing needs.

This policy, and individual support strategies, are reviewed annually, or sooner if a student's needs change, new guidance emerges, or operational requirements evolve.

9. Training and awareness

All staff and volunteers receive training in SEND awareness, inclusive practice, and reasonable adjustments.

Training includes:

- Understanding different learning needs and disabilities
- Communication strategies for diverse learners
- Adapting physical activities safely
- Recording and monitoring support plans in **MyKDF**