

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Staff Code of Conduct &  
Professional Boundaries Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Staff Code of Conduct & Professional Boundaries
<b>Author</b>	Mr. Jake Byrne
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<b>Authorised By</b>	Mr. Jake Byrne
<b>Agreed By</b>	Mr. Neil Byrne Miss. Alyssia Weekes

# *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 status, purpose and professional expectations

The Karate & Dance Federation is committed to maintaining the highest standards of professional conduct, integrity, and ethical behaviour across all areas of its work. This policy defines the standards of behaviour expected of all adults working for or on behalf of the Federation and establishes clear professional boundaries designed to safeguard children, protect staff, and uphold public confidence in the organisation. This policy exists to ensure that all interactions between adults and children are safe, appropriate, transparent, and defensible. It recognises that staff and volunteers hold positions of trust and authority and that misuse, misunderstanding, or erosion of professional boundaries can place children at risk and expose individuals and the organisation to harm.

Adherence to this policy is mandatory. Breaches of the Staff Code of Conduct or professional boundaries are treated seriously and may result in disciplinary action, termination of engagement, referral to safeguarding agencies, and/or legal consequences.

## 2. Scope and application of this policy

This policy applies to all individuals working for, representing, or acting on behalf of the Federation in any capacity. This includes directors, trustees, senior leaders, instructors, assistant instructors, volunteers, administrators, contractors, guest teachers, chaperones, and agency staff.

The policy applies during all Federation activities, including classes, rehearsals, gradings, performances, competitions, trips, events, online activity, and any informal or ancillary interactions connected to Federation activity. Expectations of conduct also extend to behaviour outside working hours where an individual's actions may reasonably be associated with their role within the Federation or may impact the welfare of children or the reputation of the organisation.

All adults are expected to familiarise themselves with this policy as part of their induction and to apply its principles consistently in practice.

## 3. Principles of professional conduct

All staff and volunteers are expected to act with honesty, integrity, fairness, and respect at all times. Professional conduct must reflect the Federation's commitment to safeguarding, equality, inclusion, and the wellbeing of all children and young people.

Individuals must maintain appropriate professional relationships with children, parents, carers, colleagues, and partners. Behaviour must always be child-centred, transparent, and capable of withstanding scrutiny from parents, senior leaders, external agencies, or regulatory bodies.

Staff must not place themselves in situations that could compromise their professional integrity, create a conflict of interest, or give rise to allegations of inappropriate conduct. Where uncertainty exists, individuals are expected to seek guidance from senior leadership rather than relying on personal judgement alone.

## **4. Professional boundaries with children and young people**

Professional boundaries are essential to safeguarding. Staff and volunteers must maintain clear, appropriate, and consistent boundaries in all interactions with children and young people.

Relationships with students must remain strictly professional at all times. Staff must not seek to establish relationships that could be perceived as overly familiar, exclusive, dependent, or personal in nature. Favouritism, special privileges, or differential treatment that cannot be objectively justified are not acceptable.

Physical contact must be appropriate, proportionate, and necessary to the activity being undertaken. In karate and dance, some physical contact may be required for instruction, correction, or safety; however, such contact must always be conducted openly, with the child's consent where appropriate, and in line with Federation safeguarding guidance. Physical contact must never be secretive, unnecessary, or misinterpretable.

One-to-one situations must be avoided wherever possible. Where one-to-one working is necessary, it must take place in open or observable environments, with appropriate risk assessments and parental awareness.

## **5. Communication with children and families**

All communication with children and young people must be appropriate, professional, and related directly to Federation activity. Communication should take place through approved Federation channels wherever possible and should be transparent and auditable.

Staff must not communicate privately with children via personal social media accounts, messaging apps, or personal email addresses. Direct messaging of children is prohibited unless explicitly authorised, recorded, and safeguarded within Federation systems.

Communication with parents and carers must be respectful, factual, and professional. Staff must not engage in arguments, inflammatory language, or informal discussions that could undermine trust or professional boundaries.

## **6. Use of social media and online presence**

Staff and volunteers must exercise caution in their use of social media and online platforms. Individuals must ensure that their online presence does not compromise their professional role, undermine the Federation's reputation, or place children at risk.

Staff must not accept friend or follow requests from students on personal social media accounts. Content posted online must not reference individual students, disclose confidential information, or portray Federation activity in an unprofessional manner.

Any online engagement with children as part of Federation activity must take place through approved platforms, with appropriate safeguards, parental consent, and organisational oversight.

## **7. Gifts, rewards and favouritism**

Staff and volunteers must not offer gifts, rewards, or incentives to individual children that could be perceived as inappropriate, excessive, or indicative of favouritism. Any rewards or recognition must be part of an agreed, transparent Federation system and applied consistently.

Staff must not accept gifts from children or families that could be interpreted as influencing professional judgement. Any gifts offered should be declared to senior leadership and managed in line with Federation procedures.

## **8. Managing behaviour and discipline**

Staff and volunteers are expected to manage behaviour calmly, fairly, and in line with Federation behaviour management policies. Discipline must never involve physical punishment, humiliation, intimidation, or emotional harm.

Language used with children must be respectful and appropriate. Shouting, sarcasm, ridicule, or degrading comments are not acceptable. Behaviour management strategies must be proportionate, consistent, and focused on supporting positive behaviour.

## **9. Safeguarding responsibilities and reporting concerns**

All staff and volunteers have a duty to safeguard children and to report any concerns about a child's welfare or about the conduct of another adult. Concerns must be reported immediately in accordance with the Federation's Safeguarding & Child Protection Policy.

Staff must not attempt to investigate concerns themselves, confront colleagues, or resolve issues informally. Failure to report concerns is considered a serious breach of professional responsibility.

## **10. Allegations, low-level concerns and whistleblowing**

Any concern regarding an adult's conduct, including behaviour that does not meet the threshold for a formal allegation but may indicate a breach of professional boundaries, must be reported to senior leadership.

The Federation encourages a culture of openness and professional challenge. Individuals who raise concerns in good faith will be supported and protected from detriment. Whistleblowing procedures are in place to ensure concerns can be raised safely and appropriately.

## **11. Confidentiality and professional discretion**

Staff and volunteers are entrusted with confidential information and must handle such information responsibly. Confidential information must not be shared inappropriately, discussed in public settings, or disclosed without proper authority. Professional discretion must be exercised at all times. Personal opinions, grievances, or conflicts must not be aired in front of children or families or through informal channels.

## **12. Breaches of the code and disciplinary action**

Breaches of this policy are treated seriously and may result in disciplinary action, termination of engagement, referral to safeguarding authorities, and/or legal action, depending on the nature and severity of the breach.

All breaches will be considered in the context of safeguarding, risk to children, and organisational integrity.

## **13. Monitoring, training and review**

Compliance with this policy is monitored through supervision, training, observation, and management oversight. All staff and volunteers receive training on professional conduct and boundaries as part of their induction and ongoing development. This policy is reviewed annually and updated in response to legislative change, safeguarding learning, or organisational need.