

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Venue Hire & Use Policy

Policy Overview Information

Policy Title	Venue Hire & Use
Author	Mr. Jake Byrne
Date Written	4 th January 2026
Date Implemented	January 2026
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 ensuring that all venues used for classes, events, performances, or external hire are safe, suitable, and managed responsibly.

This policy provides clear guidance on:

- Booking and approval procedures
- Health and safety responsibilities
- Safeguarding requirements
- Terms of use and financial considerations

2. Scope and application

This policy applies to:

- Federation-owned and externally hired venues used for classes, gradings, workshops, performances, or events
- Staff, volunteers, students, parents, and external hirers
- Contractors, visiting instructors, or third parties accessing venues on behalf of the Federation

3. Venue booking and approval

- All venues must be approved by senior leadership prior to use
- Bookings must include details of dates, times, expected numbers, and any specific requirements
- Risk assessments must be completed for each venue, considering physical safety, safeguarding, fire safety, and accessibility
- Confirmation of insurance coverage for the venue must be obtained where necessary

4. Health and safety responsibilities

- The Federation ensures all venues comply with health and safety regulations
- Staff and volunteers are responsible for checking facilities before use, including emergency exits, equipment safety, and first aid access
- Any hazards or incidents are reported immediately via **MyKDF** or the incident reporting system

5. Safeguarding requirements

- All activities conducted in venues must comply with the Federation's safeguarding policies
- Students must be supervised at all times; volunteers and external visitors are never left unsupervised with children
- Access to changing rooms, toilets, and other facilities must be managed safely and respectfully

6. Terms of hire and financial considerations

- Fees for venue hire are agreed in advance and documented in writing
- Payment terms, deposits, and cancellation policies are communicated clearly to hirers
- Internal Federation use of venues is monitored for cost-effectiveness and compliance with operational budgets

7. External hirers and third-party use

- All external hirers must provide evidence of insurance, risk assessments, and safeguarding measures if children are involved
- A written agreement specifying responsibilities, permitted use, and health and safety obligations must be signed
- The Federation reserves the right to terminate hire if terms or safeguarding standards are breached

8. Monitoring and review

- Venue use, incidents, and feedback are monitored regularly
- Risk assessments are updated as necessary for recurring bookings or new activities
- This policy is reviewed annually or sooner if required due to operational, legislative, or safeguarding developments