

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Community Engagement Policy

Policy Overview Information

Policy Title	Community Engagement
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 **building strong, positive relationships with the local community**, enhancing the accessibility, inclusivity, and impact of its programs.

This policy ensures that:

- Engagement initiatives align with the Federation's values and strategic objectives
- Community activities are conducted ethically, safely, and inclusively
- Feedback from the community informs continuous improvement of programs

2. Scope and application

This policy applies to:

- All Federation-led community initiatives, outreach programs, workshops, performances, and events
- Staff, volunteers, students, and parents participating in community-focused activities
- Partner organisations, schools, charities, and local authorities involved in engagement projects

3. Principles of community engagement

Community engagement under the Federation is guided by the following principles:

- **Inclusivity:** Activities are accessible to all members of the community, regardless of age, ability, or background
- **Transparency:** Purpose, expectations, and outcomes of engagement are clearly communicated
- **Collaboration:** Partnerships with schools, local authorities, charities, and other organisations are conducted professionally and ethically
- **Safeguarding:** All activities prioritise the safety and wellbeing of children, young people, and vulnerable adults

4. Roles and responsibilities

- **Senior Leadership:** Approve community engagement initiatives, allocate resources, and ensure safeguarding compliance
- **Operations Staff:** Plan, coordinate, and manage community programs, including risk assessments and logistics
- **Staff & Volunteers:** Deliver activities safely, follow safeguarding procedures, and maintain professionalism
- **Partner Organisations:** Collaborate in planning and delivering activities in line with Federation standards

5. Planning and risk management

- All community engagement activities are planned in advance, with clear objectives and measurable outcomes
- Risk assessments are conducted for each initiative, addressing physical safety, safeguarding, accessibility, and operational risks
- Appropriate insurance coverage is confirmed, including public liability and event-specific requirements

6. Communication and promotion

- Activities are promoted responsibly, with clear information about participation, expectations, and any costs
- Feedback from participants and partners is encouraged and recorded to inform improvements
- Positive outcomes and achievements are shared with the community while respecting privacy and safeguarding obligations

7. Monitoring and review

- Community engagement initiatives are monitored to evaluate impact, participation, and quality
- Lessons learned are incorporated into future planning and policy updates
- This policy is reviewed annually or sooner if required due to operational, legislative, or inspection requirements