



**Karate & Dance Federation**

***Managing Allegations Against  
Staff, Volunteers & Contractors  
Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Managing Allegations Against Staff, Volunteers & Contractors
<b>Author</b>	Mr. Jake Byrne
<b>Date Written</b>	4 <sup>th</sup> January 2026
<b>Date Implemented</b>	January 2026
<b>Review Date</b>	January 2027
<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 statement and safeguarding commitment

The Karate & Dance Federation is committed to providing a safe environment for all children and young people. It recognises its duty to respond appropriately to any allegation, concern, or suspicion that an adult working with or on behalf of the Federation may have behaved in a way that could place a child at risk.

This policy ensures that allegations are taken seriously, handled promptly, and managed fairly, with due regard to the welfare of children and the rights of adults involved.

Safeguarding children is always the primary consideration, and no internal process will override the need to protect a child from harm.

## 2. Scope and application

This policy applies to all staff, volunteers, contractors, trustees, directors, instructors, assistants, and any other adults working with or on behalf of the Federation, whether paid or unpaid.

It applies to concerns arising within Federation activities as well as behaviour outside the organisation where the individual's conduct may pose a risk to children.

This policy applies regardless of where the alleged incident occurred, including online environments, private settings, or external activities.

## 3. What constitutes an allegation

An allegation may relate to behaviour where an adult has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk of harm
- Behaved in a way that raises concerns about their suitability to work with children

Allegations may arise from a single incident, a pattern of behaviour, a disclosure, or information from another organisation or agency.

## 4. Immediate actions and safeguarding response

Where an allegation is made, the immediate priority is to ensure the safety and welfare of the child or children involved.

No attempt should be made to investigate the allegation internally or to interview the adult involved prior to consultation with the appropriate safeguarding authorities. If a child is believed to be at immediate risk of harm, emergency services will be contacted without delay.

The Federation will take appropriate steps to manage risk, which may include temporary suspension or redeployment, without prejudice, while safeguarding enquiries are undertaken.

## **5. Reporting allegations**

Any concern or allegation regarding an adult's behaviour must be reported immediately to the Federation's senior leadership or designated safeguarding lead.

Staff, volunteers, parents, carers, and children are encouraged to raise concerns and are reassured that allegations will be taken seriously and handled sensitively.

Failure to report concerns may itself be considered a breach of safeguarding responsibilities.

## **6. Role of the Local Authority Designated Officer (LADO)**

The Federation will contact the Local Authority Designated Officer (LADO) within one working day of becoming aware of an allegation that meets the LADO threshold.

The LADO provides oversight, advice, and coordination regarding the management of allegations and determines the appropriate course of action, which may include police involvement, children's social care enquiries, or internal disciplinary processes.

The Federation will fully cooperate with the LADO and any other external agencies involved.

## **7. Confidentiality and information sharing**

Information relating to allegations is handled with strict confidentiality and shared only with those who have a legitimate need to know.

The Federation recognises the importance of balancing confidentiality with the need to safeguard children and will share information appropriately in line with statutory guidance.

Media or public statements are not made without appropriate advice.

## **8. Supporting those involved**

The Federation recognises that allegations are stressful for all parties involved. Children and families are supported appropriately throughout the process, with their welfare remaining the central focus.

Adults who are subject to allegations are treated fairly and supported, including access to appropriate advice, while safeguarding processes are followed.

## **9. Record keeping**

A clear, accurate, and confidential record of all allegations, actions taken, decisions made, and outcomes is maintained.

Records are stored securely and retained in line with safeguarding and data protection requirements.

Records relating to substantiated allegations are retained on personnel files as required by law and guidance.

## **10. Outcomes and disciplinary action**

Following the conclusion of external investigations, the Federation will consider appropriate internal action.

Outcomes may include no further action, additional training, disciplinary procedures, termination of engagement, or referral to the Disclosure and Barring Service (DBS). Where an individual is removed from their role due to safeguarding concerns, the Federation will make the appropriate statutory referrals.

## **11. Whistleblowing and protection from retaliation**

The Federation encourages a culture of openness and accountability. Individuals who raise concerns in good faith are protected from victimisation, retaliation, or disadvantage.

Concerns may be raised through internal whistleblowing procedures or directly to external safeguarding authorities.

## **12. Training and awareness**

All staff and volunteers receive safeguarding training that includes guidance on recognising, reporting, and responding to allegations.

Senior leadership receives additional training on managing allegations and working with the LADO.

## **13. Monitoring and review**

This policy is reviewed annually or sooner if required due to changes in legislation, guidance, or safeguarding practice.