

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Physical Contact & Touch
Policy***

Policy Overview Information

Policy Title	Physical Contact & Touch
Author	Mr. Jake Byrne
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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 recognises that certain martial arts and dance activities may require physical guidance to support skill development, correction of posture, or safety in technique execution.

This policy ensures that any physical contact is **appropriate, professional, safe, and consensual**, with the welfare and dignity of students as the primary consideration. All staff and volunteers are expected to maintain the highest standards of professional boundaries.

2. Scope and application

This policy applies to all staff, volunteers, contractors, and assistants involved in the instruction or supervision of students.

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

It covers both planned instructional contact and any incidental physical contact necessary to ensure safety or effective teaching.

3. Principles of safe contact

All physical contact must follow these guiding principles:

- **Necessity:** Contact occurs only when required for instruction, safety, or correction.
- **Consent:** Where appropriate, students are informed of the intended contact and permission is sought.
- **Professionalism:** Contact is carried out respectfully, with sensitivity to personal space and cultural considerations.
- **Documentation:** Any significant physical support, injury, or incident is recorded in **MyKDF**.

Staff are trained to use minimal touch, verbal cues, or demonstrations wherever possible, reserving physical guidance for instances where other methods are ineffective or unsafe.

4. Acceptable contact

Acceptable physical contact may include:

- Supporting a student to safely perform a technique in martial arts
- Adjusting posture or alignment during dance instruction
- Guiding students during warm-ups or stretching exercises
- Physical support in the event of a fall or medical incident

All contact is **age-appropriate**, conducted in view of other staff, and carried out in a professional environment.

5. Unacceptable contact

Unacceptable contact includes:

- Touch that is sexual or sexually suggestive in any way
- Contact intended to punish, intimidate, or humiliate
- Touch that breaches the student's dignity, culture, or personal boundaries
- Secretive or isolated physical interactions

Any incident involving inappropriate contact is treated seriously and reported immediately in line with **safeguarding procedures**.

6. Supervision and visibility

Where physical contact is necessary:

- Staff ensure the activity is observable by other adults whenever possible
- Private one-to-one instruction is conducted with caution and parental awareness if required
- Sessions are structured to minimise unnecessary contact and maximise safety

7. Reporting and record keeping

Any incident, concern, or injury resulting from physical contact is recorded in **MyKDF**, including:

- Nature of the contact
- Reason for the contact
- Individuals involved
- Outcome, including any follow-up or medical attention

Records are securely maintained and accessible only to authorised staff.

8. Staff responsibilities

All staff and volunteers are responsible for:

- Understanding and following this policy
- Maintaining professional boundaries at all times
- Seeking guidance from senior leadership if unsure about physical contact
- Recording incidents or observations in **MyKDF**

Senior leadership provides training, guidance, and monitoring to ensure compliance and safe practice.

9. Training and awareness

All staff and volunteers receive induction and refresher training on:

- Appropriate physical contact in martial arts and dance instruction
- Professional boundaries and safeguarding
- Recognising and reporting concerns
- Using **MyKDF** to document any incidents or support needs

10. Monitoring and review

This policy is reviewed annually, or sooner if required due to legislative changes, safeguarding updates, or operational developments.

Risk assessments and supervision practices are monitored to ensure that physical contact remains safe, appropriate, and consistent with safeguarding standards.