

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Anti-Bullying Policy

Policy Overview Information

Policy Title	Anti-Bullying
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 is committed to providing a safe and supportive environment where all students, staff, volunteers, parents, and visitors are treated with respect and dignity.

Bullying, in any form, is unacceptable and will not be tolerated. The Federation is committed to taking all reasonable steps to prevent bullying, respond promptly and effectively to incidents, and promote awareness and education around bullying behaviour.

2. Scope and application

This policy applies to:

- All students, children, and young people attending Federation classes, gradings, performances, or events
- All staff, volunteers, contractors, and assistants involved in teaching, supervision, or administrative roles
- All parents, carers, and visitors during any interaction with Federation activities
- Bullying that occurs in person or through digital platforms, including **MyKDF**, social media, or other online communications

3. Definition of bullying

For the purposes of this policy, bullying is defined as **repeated, intentional behaviour that causes hurt, distress, or fear to another individual.**

Bullying can be:

- **Physical:** hitting, pushing, or damaging property
- **Verbal:** name-calling, teasing, threats, or offensive remarks
- **Relational:** exclusion, spreading rumours, or damaging relationships
- **Cyberbullying:** use of digital platforms, social media, or messaging to harass, intimidate, or humiliate

4. Prevention and education

The Federation takes proactive measures to prevent bullying, including:

- Promoting a culture of respect, inclusivity, and kindness
- Educating students, staff, and volunteers about bullying, its effects, and how to respond
- Encouraging students to report concerns promptly to staff
- Regularly reviewing and monitoring behaviour through **MyKDF** records and incident logs
- Ensuring supervision ratios and structured class environments reduce opportunities for bullying

5. Responding to incidents of bullying

When bullying is identified, the Federation follows these steps:

1. **Immediate action** – Staff intervene to stop the behaviour and ensure the safety of those affected
2. **Investigation** – Gather facts from all parties involved, including witnesses, and document the incident in **MyKDF**
3. **Communication** – Parents or carers of both the victim and the perpetrator are informed and engaged in resolving the situation
4. **Resolution and consequences** – Appropriate actions are taken based on severity and frequency, which may include verbal warnings, mediation, behaviour contracts, or temporary suspension
5. **Follow-up** – Ongoing monitoring and support are provided to both the victim and perpetrator to prevent recurrence

6. Roles and responsibilities

- **Senior Leadership:** Ensure anti-bullying measures are implemented, monitor trends, and provide guidance to staff
- **Staff & Volunteers:** Recognise, prevent, and respond to bullying incidents; record all incidents in **MyKDF**
- **Students:** Report bullying and contribute to a positive environment
- **Parents & Carers:** Support anti-bullying measures, report concerns, and engage constructively in resolution

7. Support for victims and perpetrators

The Federation provides support tailored to the needs of individuals affected by bullying:

- Victims receive emotional support, guidance, and reassurance
- Perpetrators are given opportunities to reflect, understand the impact of their behaviour, and learn positive strategies
- External professional support is accessed where appropriate

8. Monitoring and review

Bullying incidents and trends are monitored regularly via **MyKDF** to identify patterns and inform improvements.

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