

# **KARATE** *& Dance* **FEDERATION**

**Karate & Dance Federation**

***Substance Misuse Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Substance Misuse
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<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 commitment

The Karate & Dance Federation is committed to maintaining a safe, healthy, and professional environment for all students, staff, volunteers, parents, and visitors. Substance misuse — including alcohol, drugs, tobacco, vaping, or illegal substances — is strictly prohibited during classes, events, or on Federation premises. This policy ensures clear guidance on prevention, management, and reporting of substance-related incidents.

## 2. Scope and application

This policy applies to:

- All students, staff, volunteers, and contractors during classes, events, or trips
- Parents and visitors while on Federation premises or participating in events
- Federation vehicles or transport used for activities

## 3. Responsibilities

- **Senior leadership:** Implement policy, monitor compliance, and provide guidance.
- **Staff & volunteers:** Model appropriate behaviour, monitor students, and report concerns in **MyKDF**.
- **Students & parents:** Adhere to the policy and report any suspected breaches.

## 4. Prevention and education

The Federation promotes awareness by:

- Educating students about the risks of substance misuse
- Maintaining clear rules in handbooks and welcome packs
- Reinforcing expectations during inductions and ongoing classes

## 5. Procedures for managing incidents

If substance misuse is suspected or identified:

1. **Immediate action** – Ensure safety of all involved and isolate the individual if necessary.
2. **Investigation** – Gather facts discreetly and document in **MyKDF**.
3. **Communication** – Inform parents/carers (for students) or senior leadership (for staff/volunteers).
4. **Sanctions and support** – Appropriate disciplinary measures are applied; support or referrals may be provided.

Serious breaches may result in suspension, exclusion, or referral to relevant authorities.

## **6. Monitoring and review**

All incidents are logged in **MyKDF** for transparency and review.

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