

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

Visitor & Volunteer Policy

Policy Overview Information

Policy Title	Visitor & Volunteer
Author	Mr. Jake Byrne
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Review Date	January 2027
Authorised By	Mr. Jake Byrne
Agreed By	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 Federation welcomes visitors and volunteers as an important part of its community and operations.

This policy ensures that all visitors and volunteers:

- Are appropriately supervised
- Understand safeguarding and safety expectations
- Act in a manner consistent with Federation policies and procedures

2. Scope and application

This policy applies to:

- Parents, carers, or guardians attending classes, events, or workshops
- Volunteers assisting with classes, gradings, performances, or trips
- External visitors including inspectors, contractors, and guest instructors

3. Responsibilities

- **Senior leadership:** Approve volunteer roles, supervise implementation, and monitor compliance
- **Staff:** Supervise volunteers and visitors, provide guidance on safeguarding, and report concerns in **MyKDF**
- **Visitors & volunteers:** Comply with all Federation policies, safeguarding procedures, and instructions from staff

4. Safeguarding requirements

- Volunteers and regular visitors are subject to **DBS checks** and safeguarding induction
- One-off visitors are supervised at all times
- Volunteers and visitors are provided with clear guidance on boundaries, acceptable conduct, and emergency procedures

5. Supervision and expectations

- Volunteers working with children are never left unsupervised
- Visitors are briefed on evacuation procedures, first aid provision, and reporting incidents
- Volunteers and visitors are expected to maintain professionalism and model positive behaviour

6. Induction and training

- Volunteers complete safeguarding and operational induction

- Training covers behaviour expectations, emergency procedures, and relevant policies
- Regular volunteers are provided updates and refresher training as required

7. Monitoring and review

- Records of visitors and volunteers, including inductions and DBS checks, are maintained securely in **MyKDF**
- Policy is reviewed annually or sooner if required due to safeguarding or operational developments