



Karate & Dance Federation

***School Partnership Agreement
Policy***

Policy Overview Information

Policy Title	School Partnership Agreement
Author	Mr. Jake Byrne
Date Written	4 th January 2026
Date Implemented	January 2026
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 Karate & Dance Federation is committed to forming strong, safe, and mutually beneficial partnerships with schools.

This policy ensures that:

- Agreements are clear, documented, and approved by both parties
- Safeguarding, health, and safety standards are upheld at all times
- Roles, responsibilities, and expectations are understood and followed
- Communication between the Federation and partner schools is professional and transparent

2. Scope and application

This policy applies to:

- All Federation-led activities conducted on school premises, including classes, workshops, and performances
- Federation staff, volunteers, and contractors engaging with schools
- Partner schools, including staff, students, and visitors involved in Federation activities

3. Partnership agreement process

- A formal written agreement is established for each school partnership, detailing:
 - Scope of activities
 - Schedule of classes or events
 - Safeguarding responsibilities for both parties
 - Health and safety procedures, including risk assessments
 - Payment or funding arrangements, if applicable
 - Communication protocols and point-of-contact details
- Agreements are reviewed and signed by authorised representatives from both the Federation and the school

4. Safeguarding and supervision

- Federation staff and volunteers adhere to all safeguarding policies when working in schools
- Students are supervised at all times; volunteers and external instructors are never left unsupervised with children
- Schools are informed of relevant safeguarding policies and emergency procedures prior to commencement of activities

5. Health, safety, and risk management

- Risk assessments are conducted for all activities in school settings

- Emergency procedures, first aid provision, and contact details are communicated to school staff
- Any incidents or accidents are reported promptly through **MyKDF** and to the school, in accordance with Federation procedures

6. Roles and responsibilities

- **Senior Leadership:** Approve agreements, monitor partnerships, and ensure compliance with safeguarding and operational standards
- **Staff & Volunteers:** Deliver activities safely, comply with Federation and school safeguarding policies, and report any concerns
- **Schools:** Provide appropriate space, support, and contact points, and collaborate in safeguarding and health and safety procedures

7. Monitoring and review

- Partnership agreements are reviewed at least annually, or sooner if required due to operational, safeguarding, or legislative changes
- Feedback is collected from schools, staff, and participants to improve future collaboration
- Records of agreements and communications are securely maintained for audit and inspection purposes