



Karate & Dance Federation

***Safeguarding When Working In
Schools Policy***

Policy Overview Information

Policy Title	Safeguarding When Working In Schools
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
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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 ensuring the **safety and wellbeing of all children and young people** when Federation staff, volunteers, or contractors work in schools.

This policy ensures that:

- Safeguarding responsibilities are clearly defined for both the Federation and partner schools
- Staff understand their roles, boundaries, and legal obligations
- Procedures for reporting concerns or incidents are clear, accessible, and followed consistently

2. Scope and application

This policy applies to:

- All Federation staff, volunteers, and contractors delivering classes, workshops, performances, or events in schools
- Partner school staff and management collaborating with Federation activities
- Students and children participating in Federation activities on school premises

3. Safeguarding responsibilities

- All staff and volunteers working in schools must have completed relevant **DBS checks**, safeguarding training, and induction procedures
- Supervision ratios are maintained at all times; children are never left unsupervised
- Federation staff follow all school safeguarding policies and procedures, including reporting lines and child protection protocols
- Staff must act immediately if they observe or are informed of any safeguarding concerns, recording details in **MyKDF** and reporting to both the Federation safeguarding lead and the school's designated safeguarding lead (DSL)

4. Boundaries and professional conduct

- Physical contact with students is only permitted when it is necessary for instruction, guidance, or safety, and must follow the Federation's Physical Contact & Touch Policy
- Staff must maintain professional behaviour at all times and avoid situations that could compromise safety or be misinterpreted
- Mobile phone, photography, and social media use must comply with Federation and school policies

5. Health, safety, and risk management

- Risk assessments are completed for all Federation activities within school premises
- Emergency procedures, first aid provision, and contact protocols are communicated with school staff before sessions begin
- Any incidents, accidents, or near misses are recorded in **MyKDF** and reported promptly to the school and Federation senior leadership

6. Roles and responsibilities

- **Senior Leadership:** Oversee safeguarding compliance, provide guidance, and ensure policies are implemented in school settings
- **Safeguarding Team:** Monitor activity, review reports, and manage escalation of concerns
- **Staff & Volunteers:** Adhere to safeguarding and health and safety procedures, maintain supervision, and report concerns immediately
- **Schools:** Support Federation activities, provide appropriate facilities, and collaborate on safeguarding and emergency procedures

7. Monitoring and review

- Federation safeguarding procedures in schools are reviewed annually or sooner if required by legislative updates, inspection recommendations, or incidents
- Feedback from schools, staff, and parents is collected to inform ongoing improvements
- Records of safeguarding training, incidents, and communications are maintained securely in **MyKDF**