

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Behaviour Management &
Positive Conduct Policy***

Policy Overview Information

Policy Title	Behaviour Management & Positive Conduct
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 purpose and values

The Karate & Dance Federation is committed to creating safe, inclusive, respectful, and positive learning environments in which all children and young people are supported to develop discipline, confidence, self-control, and respect for others. Behaviour management within the Federation is underpinned by the belief that positive behaviour is best encouraged through clear expectations, consistent boundaries, and supportive relationships.

This policy sets out the Federation's approach to promoting positive conduct and managing behaviour in a manner that safeguards children's dignity, emotional wellbeing, and physical safety. Behaviour management strategies are designed to be proportionate, age-appropriate, and aligned with safeguarding best practice.

The Federation does not tolerate behaviour management approaches that involve physical punishment, humiliation, intimidation, or emotional harm.

2. Scope and application

This policy applies to all children and young people participating in Federation activities, as well as to all staff, volunteers, and individuals responsible for supervising or instructing them.

The policy applies across all settings, including classes, rehearsals, gradings, performances, competitions, events, trips, online sessions, and any activity delivered under the Federation name.

All staff and volunteers are expected to apply this policy consistently and to model the positive behaviours they expect from students.

3. Promoting positive behaviour

The Federation promotes positive behaviour through clear communication of expectations, encouragement of effort and progress, and recognition of achievement. Expectations regarding behaviour are explained to students in an age-appropriate manner and reinforced regularly.

In karate, this includes promoting respect, discipline, focus, and adherence to dojo etiquette. In dance, this includes respect for instructors, peers, personal space, and the learning environment. Across both disciplines, kindness, cooperation, and inclusivity are actively encouraged.

Positive behaviour is reinforced through praise, encouragement, progression systems, and recognition of effort and improvement. Staff are expected to use constructive language that builds confidence and motivation.

4. Roles and responsibilities

Staff and volunteers are responsible for creating structured, well-managed sessions that support positive behaviour. This includes planning engaging activities, setting clear boundaries, and responding consistently to behaviour concerns.

Children and young people are encouraged to take responsibility for their own behaviour and to understand how their actions affect others. Parents and carers are viewed as partners in supporting positive behaviour and are kept informed where concerns arise.

Senior leadership holds overall responsibility for ensuring behaviour management approaches are appropriate, consistent, and aligned with safeguarding requirements.

5. Managing challenging behaviour

The Federation recognises that children may display challenging behaviour for a range of reasons, including developmental stage, additional needs, emotional distress, or external factors. Behaviour is therefore approached with empathy and understanding, alongside clear boundaries.

Where challenging behaviour occurs, staff respond calmly and proportionately. Strategies may include verbal reminders, redirection, time-limited removal from an activity, or adjusted support within the session.

Behaviour management strategies are tailored to the individual child's needs and circumstances wherever possible. Where patterns of challenging behaviour emerge, staff work collaboratively with parents and carers to identify appropriate support strategies.

6. Physical intervention and restraint

Physical intervention is not used as a routine behaviour management strategy within the Federation. Physical restraint is only ever considered as a last resort where it is necessary to prevent immediate harm to the child or others.

Any physical intervention must be reasonable, proportionate, and in line with safeguarding guidance. All incidents involving physical intervention are recorded and reported to senior leadership, and parents or carers are informed.

Staff receive guidance on managing behaviour safely and are not expected to place themselves or children at risk.

7. Use of language and tone

Language used with children and young people must be respectful, supportive, and appropriate. Shouting, sarcasm, ridicule, or derogatory language is not acceptable under any circumstances.

Instructions and corrections are delivered clearly and constructively, with an emphasis on learning and improvement rather than punishment. Staff are expected to remain calm and professional even in challenging situations.

8. Supporting children with additional needs

The Federation is committed to inclusive practice and recognises that some children may require additional support to manage behaviour. Reasonable adjustments are made where appropriate to ensure all children can participate safely and positively. Staff work with parents, carers, and, where appropriate, external professionals to understand individual needs and implement supportive strategies.

9. Bullying and peer-to-peer behaviour

The Federation does not tolerate bullying, harassment, or discriminatory behaviour in any form. This includes physical, verbal, emotional, and online behaviour. Concerns regarding peer-to-peer behaviour are taken seriously and addressed promptly in line with safeguarding procedures. Children are encouraged to speak up if they feel unsafe or uncomfortable.

10. Sanctions and consequences

Where behaviour does not meet expected standards, appropriate consequences may be applied. These are proportionate, age-appropriate, and focused on helping the child understand the impact of their behaviour.

Sanctions may include verbal warnings, temporary removal from an activity, or, in serious or persistent cases, suspension from sessions. Exclusion is only considered as a last resort and is managed by senior leadership.

11. Recording and reporting behaviour concerns

Significant or repeated behaviour concerns are recorded and shared with senior leadership. Records are used to monitor patterns, inform support strategies, and ensure consistency.

Behaviour incidents that raise safeguarding concerns are reported immediately in line with safeguarding procedures.

12. Training, monitoring and review

Staff and volunteers receive guidance and training on positive behaviour management as part of their induction and ongoing development. This policy is reviewed annually and updated to reflect safeguarding learning, best practice, and organisational development.