

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

**Karate & Dance Federation**

***Behaviour & Code of Conduct  
Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Behaviour & Code of Conduct
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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 providing a safe, respectful, and positive environment for all students, staff, volunteers, parents, and visitors.

This policy sets clear expectations for behaviour, outlines the responsibilities of all stakeholders, and provides procedures for managing breaches, conflicts, or inappropriate conduct. The Federation encourages self-discipline, mutual respect, and accountability in line with safeguarding best practice.

## 2. Scope and application

This policy applies to:

- All students, children, and young people attending Federation classes, gradings, performances, or events
- All staff, volunteers, contractors, and assistants involved in teaching, supervision, or administrative roles
- All parents, carers, and visitors during any interaction with Federation activities

It covers behaviour within classes, online platforms, communications, trips, and events, including digital communications via **MyKDF**.

## 3. Behaviour expectations for students

Students are expected to:

- Show respect to staff, volunteers, peers, and visitors
- Follow instructions promptly and safely during activities
- Maintain a positive attitude towards learning and participation
- Respect equipment, facilities, and other people's property
- Use language and behaviour that is polite, inclusive, and free from bullying or harassment

Positive behaviour is recognised and rewarded through verbal praise, certificates, or other incentives in line with Federation practice.

## 4. Behaviour expectations for staff and volunteers

Staff and volunteers are expected to:

- Model professional, courteous, and respectful behaviour at all times
- Maintain clear boundaries and uphold safeguarding principles
- Deliver instructions and feedback in a positive and constructive manner
- Address inappropriate behaviour promptly, calmly, and consistently
- Record significant incidents or concerns in **MyKDF**, ensuring accurate and timely documentation

Staff are also responsible for fostering an inclusive and supportive environment where students feel safe and respected.

## 5. Behaviour expectations for parents and carers

Parents and carers are expected to:

- Support the Federation's policies and procedures
- Respect staff, volunteers, other students, and families
- Communicate concerns calmly and respectfully
- Avoid behaviour that may disrupt classes, events, or activities
- Use appropriate channels for feedback or complaints, as outlined in the **Complaints & Compliments Policy**

## 6. Managing inappropriate behaviour

Inappropriate behaviour may include:

- Bullying, harassment, or discrimination
- Disrespectful or aggressive conduct
- Damage to property or unsafe actions
- Disruption to activities or events
- Breaches of Federation policies, safeguarding principles, or digital conduct

The Federation adopts a staged approach to manage such behaviour:

1. **Verbal warning and guidance** – Explaining why behaviour is inappropriate and expected alternatives
2. **Temporary removal or time-out** – Separating the individual from the activity if necessary for safety or calm
3. **Parent/carer involvement** – Communicating the incident and agreeing next steps
4. **Formal sanctions** – Suspension or exclusion from classes or events in extreme or repeated cases

All incidents and actions are recorded in **MyKDF** to ensure transparency, accountability, and monitoring of trends.

## 7. Positive reinforcement

The Federation emphasises positive reinforcement to encourage good behaviour, including:

- Verbal praise and encouragement
- Certificates, belts, or badges for achievement and effort
- Recognition in newsletters or at events
- Peer encouragement and teamwork

Positive reinforcement fosters a culture of respect, confidence, and enjoyment.

## 8. Online conduct and digital communication

All users of **MyKDF** and other digital platforms are expected to:

- Communicate respectfully and professionally
- Avoid inappropriate language, bullying, or harassment
- Report any concerns regarding digital behaviour to staff immediately

Digital behaviour is monitored as part of safeguarding and may be addressed under this policy if breaches occur.

## 9. Roles and responsibilities

- **Senior Leadership:** Ensure policy implementation, monitor incidents, and set behaviour standards
- **Staff & Volunteers:** Model, monitor, and manage behaviour; record incidents in MyKDF
- **Parents & Carers:** Support expectations, encourage positive behaviour, and engage in constructive communication
- **Students:** Adhere to behaviour expectations, participate safely, and treat others with respect

## 10. Training and awareness

All staff and volunteers receive training in:

- Positive behaviour management
- Safeguarding and professional boundaries
- Conflict resolution and de-escalation
- Accurate incident recording in **MyKDF**

Students are introduced to behaviour expectations during induction and reinforced through ongoing class practice.

## 11. Monitoring and review

Behaviour records, incidents, and sanctions are monitored regularly via **MyKDF** to identify trends, ensure fairness, and inform improvements.

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