

KARATE *& Dance* **FEDERATION**

Karate & Dance Federation

***Safeguarding & Child
Protection Policy***

Policy Overview Information

Policy Title	Safeguarding & Child Protection
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Authorised By	Mr. Jake 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 status, purpose and statement of intent

The Karate & Dance Federation (“the Federation”) acknowledges that safeguarding and promoting the welfare of children and young people is a fundamental responsibility and an integral part of all organisational activity. The Federation recognises that children have a right to grow, learn, train, and perform in environments where they are protected from harm, treated with dignity and respect, and supported to achieve positive outcomes.

This policy sets out the Federation’s formal safeguarding framework. It defines how safeguarding responsibilities are discharged, how concerns are identified, recorded, and managed, and how safeguarding considerations are embedded into every level of governance, leadership, delivery, and operational decision-making across the Federation.

Safeguarding within the Federation is not treated as a discrete or isolated function. It is a core organisational priority that supersedes operational convenience, reputational considerations, staffing pressures, or financial concerns. Where a conflict arises between safeguarding and any other organisational interest, safeguarding will always take precedence.

The Federation operates a zero-tolerance approach to abuse, neglect, exploitation, unsafe practice, or the minimisation of safeguarding concerns. All concerns, regardless of perceived severity, are taken seriously, documented appropriately, and acted upon in line with statutory guidance and this policy.

Failure to comply with this policy may result in disciplinary action, termination of engagement, referral to statutory agencies, and, where appropriate, legal or regulatory action.

2. Scope and application of this policy

This policy applies universally across the Federation and is binding on all individuals who work for, represent, or engage with the organisation in any capacity. This includes directors, trustees, senior leaders, instructors, assistant instructors, volunteers, administrators, contractors, guest teachers, and agency staff.

The policy applies to all children and young people under the age of 18 who participate in Federation activities, regardless of the nature, location, or duration of their involvement. This includes regular classes, trial sessions, one-off workshops, rehearsals, gradings, performances, competitions, events, and online or digital activity delivered by or on behalf of the Federation.

Safeguarding responsibilities extend to all environments in which Federation activity takes place. This includes schools, hired halls, studios, community venues, outdoor spaces, workshops, and any Federation-owned or managed premises. The policy also applies during travel, trips, and events associated with Federation activity.

The obligations set out within this policy apply at all times, including outside normal operating hours, where an individual's conduct may reasonably be connected to their role within the Federation or may impact the welfare of children associated with the organisation.

3. Legal, statutory and guidance framework

This policy is informed by and aligned with the statutory requirements and national guidance governing safeguarding practice in England. The Federation recognises its duty to comply with both the letter and the spirit of safeguarding legislation and guidance, ensuring that safeguarding arrangements are effective, proportionate, and responsive to emerging risks.

Key legislation and guidance informing this policy include the Children Act 1989, the Children Act 2004, Working Together to Safeguard Children, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, the Counter-Terrorism and Security Act 2015 (Prevent Duty), and the Data Protection Act 2018 in conjunction with UK GDPR.

Where the Federation delivers services within schools or in partnership with education providers, it also has regard to Keeping Children Safe in Education and related statutory expectations. Where guidance is updated, the Federation will apply the most current safeguarding standards.

4. Defining safeguarding and forms of abuse

Safeguarding is defined as the action taken to protect children from maltreatment, prevent impairment of health or development, ensure children grow up in circumstances consistent with safe and effective care, and enable children to achieve the best possible outcomes.

The Federation recognises that abuse and harm can occur in all environments and that no setting is immune. Abuse may be perpetrated by adults or by other children and may present as a single incident or as a pattern of behaviour over time. The Federation recognises physical abuse, emotional abuse, sexual abuse, and neglect, as well as peer-on-peer abuse, child sexual exploitation, criminal exploitation (including county lines), online abuse, grooming, coercive control, and radicalisation. Staff are expected to remain professionally curious and alert to both obvious and subtle indicators of harm.

5. Governance, leadership and accountability

Ultimate accountability for safeguarding across the Federation rests with the **Executive Director**, who is responsible for ensuring that effective safeguarding arrangements are in place, adequately resourced, consistently applied, and rigorously monitored.

Safeguarding accountability cannot be delegated away from senior leadership. While specific operational responsibilities may be assigned to designated roles, senior leadership retains responsibility for ensuring safeguarding systems function effectively and that failures or weaknesses are addressed promptly and decisively. The Federation appoints a **Designated Safeguarding Lead (DSL)** and at least one **Deputy Designated Safeguarding Lead**. These roles carry formal authority and are central to the Federation's safeguarding framework. The DSL provides professional leadership, receives and manages safeguarding concerns, determines thresholds for escalation, and liaises with statutory agencies and safeguarding partners.

The DSL has the authority to make safeguarding referrals independently and without seeking permission where a child may be at risk of harm.

6. Roles and responsibilities of staff, instructors and volunteers

All adults working with or on behalf of the Federation share a collective responsibility to safeguard children. Safeguarding is not the sole responsibility of the DSL or senior leadership; it is the duty of every individual to act when concerns arise.

All staff, instructors, and volunteers are required to read and understand this policy, complete safeguarding training, maintain professional boundaries, and adhere to Federation codes of conduct. Individuals must understand how to recognise safeguarding concerns, how to respond appropriately to disclosures, and how to report concerns without delay.

No individual may investigate safeguarding concerns, attempt to resolve them informally, or decide that a concern is not serious enough to report. Failure to follow safeguarding procedures constitutes a serious breach of professional responsibility.

7. Identifying and responding to safeguarding concerns

Safeguarding concerns may arise through direct disclosure, observed changes in behaviour or presentation, physical indicators, concerning interactions, information shared by third parties, or online activity.

When a child makes a disclosure, staff must respond calmly, listen carefully, and provide reassurance without making promises of confidentiality. Leading questions must be avoided, and the child's words should be respected and recorded accurately.

All concerns must be reported to the DSL immediately. Where the DSL is unavailable, concerns must be escalated to a Deputy DSL or senior leader without delay. If a child is believed to be at immediate risk of harm, emergency services must be contacted without hesitation.

8. Recording, information sharing and confidentiality

Accurate, timely record-keeping is a critical component of effective safeguarding practice. All concerns, disclosures, and actions taken must be recorded in writing as soon as possible.

Records must be factual, dated, signed, and written using clear, objective language. Where possible, the child's own words should be recorded verbatim. Records must clearly document decisions made and the rationale underpinning those decisions. Safeguarding records are stored securely and separately from general organisational records. Information is shared strictly on a need-to-know basis and in line with data protection legislation. Data protection considerations must never be used as a reason to withhold information where doing so would place a child at risk.

9. Escalation, referrals and multi-agency working

The DSL is responsible for determining whether concerns meet the threshold for early help, referral to Children's Social Care, or police involvement. Decisions are informed by statutory guidance, local safeguarding arrangements, and professional judgement.

The Federation recognises the importance of effective multi-agency working and will cooperate fully with external agencies to safeguard children. Where disagreements arise regarding thresholds or responses, concerns will be escalated appropriately and persistently.

10. Allegations against staff or volunteers

Any allegation that a member of staff or volunteer has harmed a child, may pose a risk of harm, or has behaved in a way that indicates unsuitability to work with children must be reported immediately to the DSL or Executive Director.

Allegations are managed in line with Local Authority Designated Officer (LADO) procedures. The Federation will take immediate steps to protect children while ensuring that fair, lawful, and proportionate processes are followed.

11. Safer recruitment and training

The Federation operates safer recruitment practices designed to prevent unsuitable individuals from working with children. These include enhanced DBS checks, identity verification, reference checks, and mandatory safeguarding training prior to unsupervised contact with children.

Safeguarding training is refreshed regularly, and training records are maintained and monitored.

12. Monitoring, compliance and review

This policy is reviewed annually and following any serious safeguarding incident, legislative change, or identified organisational learning.

Compliance is monitored through supervision, audits, and management oversight. Where weaknesses are identified, prompt corrective action is taken.

13. Policy breaches

Any breach of this policy is treated as a serious matter and may result in disciplinary action, termination of engagement, referral to statutory bodies, and/or legal action.