

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

**Karate & Dance Federation**

***Attendance, Supervision &  
Late Collection Policy***

# *Policy Overview Information*

<b>Policy Title</b>	Attendance, Supervision & Late Collection
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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 ensuring that all children, young people, and participants are accounted for and supervised appropriately at all times while in the Federation's care.

This policy ensures that attendance is recorded accurately, supervision ratios are maintained, and safe collection procedures are followed, thereby safeguarding children and preventing unintentional harm.

Parents, carers, staff, and volunteers all play a role in supporting the safe attendance, supervision, and collection of participants.

# 2. Scope and application

This policy applies to all students, children, and young people attending Federation activities, classes, gradings, performances, and events.

It applies to all staff, volunteers, and contractors responsible for supervising or delivering Federation activities.

It covers all aspects of attendance monitoring, supervision during sessions, and collection by parents or carers.

# 3. Attendance recording

Accurate attendance records are maintained for all children and participants using the **MyKDF platform**, which allows digital tracking, auditing, and reporting.

Attendance is recorded:

- At the start of every session or class
- When participants leave the session
- For any absences or late arrivals

Staff must ensure records are updated promptly and any unexplained absences are investigated immediately.

# 4. Supervision ratios and responsibilities

Supervision is provided at all times according to:

- Age and developmental needs of participants
- Type and risk of activity being undertaken

Staff and volunteers are responsible for maintaining clear sightlines, monitoring behaviour, and ensuring a safe environment.

Any hazards or unsafe behaviour must be addressed immediately, and incidents recorded according to Federation procedures.

Breaks, transitions between activities, and changes in location are carefully supervised to maintain safety at all times.

## 5. Late arrivals and early departures

Late arrivals must be signed in using the **MyKDF platform**, and staff must ensure children are accounted for and briefed on any instructions missed.

Early departures require notification from a parent or carer, and staff must ensure the child is safely released and recorded in MyKDF.

Where a child arrives late or leaves early without prior notice, staff must take all reasonable steps to locate parents or carers and ensure the child's safety.

## 6. Collection by parents and carers

Children are only released to individuals authorised on their registration form.

Staff must verify the identity of anyone collecting a child who is unfamiliar.

If a parent or carer is unavoidably delayed, staff will attempt to contact them using the details provided in **MyKDF**. Children are never left unsupervised to wait for collection.

## 7. Uncollected children

If a child is not collected at the expected time:

1. Staff ensure the child is safe and remain with them in a supervised location.
2. Attempts are made to contact parents or carers using the **MyKDF contact details**.
3. If parents or carers cannot be reached, emergency contacts are called.
4. After a reasonable period, and if no adult can be reached, local safeguarding guidance is followed, including referral to social care if necessary.

A full record of the incident, including times, attempts to contact parents, and actions taken, is recorded in **MyKDF**.

## 8. Absences and monitoring

All absences are recorded and monitored for patterns of concern.

Parents or carers are encouraged to notify staff via MyKDF if a child will be absent.

Where a child fails to attend without notification, staff follow up promptly to ensure the child's safety and update attendance records.

## 9. Roles and responsibilities

- **Senior Leadership:** Ensure staffing levels, supervision policies, and attendance systems comply with safeguarding requirements.
- **Staff & Volunteers:** Supervise children safely, record attendance accurately in **MyKDF**, and follow collection procedures.
- **Parents & Carers:** Provide accurate collection details, notify of absences or delays, and comply with collection procedures.

## 10. Training and awareness

All staff and volunteers receive induction and refresher training on supervision, attendance recording, and collection procedures.

Parents and carers are informed of this policy through registration materials and communications via **MyKDF**.

## 11. Monitoring and review

Attendance records, supervision arrangements, and late collection incidents are monitored regularly to identify trends, prevent risks, and ensure continuous improvement.

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