

Karate & Dance Fed Ltd - 17150545

Chief Executive Officer: Mr. J Byrne



Student, Parent, Guardian & Visitor Code of Conduct

Kindness – Diversity - Friendship

Document Reference Number	SCL07
Title	Student, Parent, Guardian & Visitor Code of Conduct
Policy Owner	Mr. Jake Byrne
Version	1.0
Date Written	14.09.2026
Date Ratified	September 2026
Next Review Date	September 2027

Version Control

Version	Last Modified	Modified By	Document Changes

1. Purpose and Expectations

Karate & Dance Federation Ltd (KDF) is committed to creating an environment in which students, families, visitors and staff feel safe, respected and welcome. This Code of Conduct sets out the standards expected from students, parents, guardians, carers, spectators and visitors whenever they attend KDF premises, participate in KDF activity, communicate with the organisation or represent themselves in connection with KDF.

The Code is intended to support positive relationships rather than create unnecessary rules. Everyone using KDF is expected to behave in a way that protects safety, dignity, inclusion, learning and the enjoyment of others.

KDF's expectations are grounded in its values of Kindness, Diversity, Friendship and the KDF Promise: Every Student, Every Session, Every Time.

2. Scope

This Code applies during ordinary karate and dance sessions, performances, gradings, awards events, workshops, external activities and any other KDF-organised event.

It also applies to digital communication, social media, WhatsApp, email and other interactions with KDF staff, students or families where the communication relates to KDF.

Serious conduct outside KDF may also be considered where it creates a safeguarding, safety or professional concern affecting KDF users.

3. Shared Responsibility

A positive KDF environment depends on everyone accepting responsibility for their own conduct.

Students are expected to follow reasonable instructions and treat others respectfully. Parents and guardians are expected to model appropriate behaviour and support KDF staff in maintaining safe boundaries. Visitors and spectators are expected to comply with premises and safeguarding arrangements even where they are attending only briefly.

Familiarity with staff or long-term membership does not exempt anyone from this Code.

4. Kindness

Kindness means treating students, staff, families and visitors with patience, dignity and respect.

Unkind behaviour includes deliberate humiliation, intimidation, insults, aggressive criticism, mockery or behaviour intended to make another person feel unwelcome.

Disagreement may occur, but it must be expressed appropriately.

5. Diversity

Diversity means respecting the different identities, abilities, backgrounds, needs and experiences represented across KDF.

Discrimination, racist language, homophobic or transphobic abuse, sexism, ableism, religious hatred or any other prejudicial behaviour will not be accepted.

Students and families are expected to respect reasonable adjustments made for SEND, disability, medical or other individual needs.

6. Friendship

Friendship means supporting a positive community while understanding that friendship must never involve pressure, exclusion, bullying or coercion.

Students should look out for one another and raise concerns with staff where someone appears upset, unsafe or excluded.

Families should also communicate respectfully with one another and avoid creating unnecessary conflict around student relationships.

7. The KDF Promise

The KDF Promise: Every Student, Every Session, Every Time applies to conduct as well as teaching quality.

Every student should be able to participate without being disrupted, frightened, bullied or placed at unnecessary risk by another person's behaviour.

KDF may therefore intervene where conduct undermines the Promise for other students.

8. Student Behaviour

Students are expected to listen to coaches, follow reasonable instructions and take part in sessions in a manner appropriate to their age and ability.

Students are not expected to be perfectly quiet or compliant at all times, and KDF recognises that behaviour may be affected by age, SEND, emotional regulation, communication needs or other circumstances.

Where behaviour becomes unsafe or significantly disruptive, staff will respond proportionately and seek to understand the underlying need while maintaining appropriate boundaries.

9. Respect for Coaches and Staff

Students, parents and visitors must treat coaches, administrators and volunteers respectfully.

Disagreement with a decision does not justify shouting, intimidation, abusive language or personal attacks.

Concerns about coaching, administration or membership should be raised through the appropriate communication or complaints process.

10. Respect Between Students

Students must not bully, threaten, humiliate or deliberately exclude another student.

Physical aggression outside legitimate supervised karate or dance activity is not acceptable.

Students must also respect personal boundaries and stop behaviour where another student clearly indicates discomfort or distress.

11. Bullying and Harassment

Bullying may be physical, verbal, relational or online and may involve repeated behaviour, imbalance of power or targeted exclusion.

KDF will not dismiss bullying as ordinary banter where it causes harm.

Harassment linked to protected characteristics or sexualised behaviour may also constitute a safeguarding concern and will be escalated where appropriate.

12. Sexualised and Inappropriate Behaviour

Sexual comments, unwanted touching, sexual jokes, pressure for images or other inappropriate sexualised behaviour are not acceptable.

This applies between students as well as to behaviour by adults.

Any serious or repeated concern may be managed under KDF's safeguarding procedures.

13. Physical Contact and Personal Space

Students should respect one another's personal space outside legitimate coached contact.

Parents and visitors should also avoid unnecessary physical contact with children who are not in their care.

Where physical support is required for safety or assistance, it should be appropriate and respectful.

14. Language

Swearing, aggressive shouting, sexualised language and discriminatory language should not be used in a way that creates an unsafe or hostile environment.

KDF will respond according to age, context, intent and impact.

Younger children or students with communication needs may require teaching and redirection rather than punitive responses.

15. Attendance and Punctuality

Students should attend regularly and arrive on time where reasonably possible so that sessions can begin safely and consistently.

Parents and guardians should inform KDF where significant absence or lateness is expected.

Persistent absence may be followed up because attendance can affect progression, welfare and safeguarding.

16. Arrival

Students should enter through the approved access arrangements and should not enter restricted staff or storage areas without permission.

Parents and guardians should ensure younger children are handed over in accordance with KDF procedures rather than simply being left outside unsupervised.

Students should arrive with appropriate clothing, footwear and required personal equipment.

17. Collection

Parents and guardians are responsible for collecting children according to agreed arrangements and at the appropriate time.

Children must not be collected by an unauthorised person where KDF has been informed that collection restrictions apply.

Where collection arrangements change, KDF should be notified in advance where reasonably practicable.

18. Late Collection

Occasional unavoidable delay should be communicated as soon as possible.

Repeated late collection may create safeguarding and staffing difficulties and may result in discussion with the parent or guardian.

KDF staff should not routinely be expected to remain indefinitely after sessions because collection arrangements have repeatedly not been made.

19. Spectating

Spectating is permitted where KDF arrangements allow, but spectators must remain within designated viewing or waiting areas.

Spectators must not interfere with teaching, call instructions from the side, repeatedly interrupt coaches or enter active training spaces without permission.

Where spectating disrupts a student or session, KDF may ask the spectator to modify their behaviour or leave the area.

20. Spectator Sign-In

Spectators and visitors are expected to complete KDF's sign-in requirements each time these apply.

Sign-in supports fire safety, safeguarding and accountability and should not be treated as optional because the person attends regularly.

Families should cooperate with staff if sign-in is requested.

21. Siblings and Other Children

Parents and guardians remain responsible for children who accompany them but are not participating in the session.

Siblings must not be allowed to run through training areas, use equipment unsupervised or disrupt classes.

Where a sibling's behaviour creates repeated safety or safeguarding concerns, the parent may be asked to supervise elsewhere or make alternative arrangements.

22. Premises and Equipment

Everyone using KDF premises is expected to treat the building, equipment, furniture and displays respectfully.

Equipment should only be used for its intended purpose and under staff instruction where necessary.

Damage, defects or breakages should be reported rather than hidden.

23. Restricted Areas

Offices, storage areas, staff spaces, cleaning cupboards and other restricted areas must not be entered without permission.

Access controls exist for safeguarding, security and safety purposes.

A door being open or unlocked does not create automatic permission to enter.

24. Keyless Entry and Security

Visitors, parents and students must follow KDF's keyless-entry arrangements.

Door codes must not be shared with unauthorised people and secure doors must not be propped open for convenience.

Where a person is not recognised, they should use the approved doorbell or access process rather than following someone else through the entrance.

25. Fire and Emergency Procedures

Everyone on site must follow staff instructions during fire evacuation, lockdown or another emergency.

Fire exits must remain clear and no one should re-enter the building until authorised.

Parents and spectators must not disrupt emergency procedures by attempting to collect children independently during an active evacuation or lockdown unless instructed.

26. Food and Drinks

Food and drinks should be consumed only in appropriate areas and in accordance with KDF's food and allergen arrangements.

Students should not share food or drinks where allergy or hygiene concerns may arise.

Hot drinks must be kept away from active training areas and younger children.

27. Allergies and Medical Needs

Parents and guardians must provide accurate information about significant allergies, medical conditions and emergency medication.

Essential emergency medication must accompany the student where required for safe participation.

Families must inform KDF of relevant changes so that staff are not relying on outdated information.

28. Uniform and Clothing

Students should follow KDF uniform or clothing requirements applicable to their class.

Clothing should allow safe participation and should not create avoidable trip, entanglement or injury risks.

Reasonable adjustments may be made for disability, sensory needs, religion or medical circumstances.

29. Personal Belongings

Students and visitors are responsible for their own personal belongings unless another arrangement applies.

Valuable items should not be brought unnecessarily.

Bags and belongings must not be left where they obstruct walkways, exits or training areas.

30. Mobile Phones and Devices

Student and spectator use of mobile phones must not interfere with sessions, safeguarding or privacy.

Phones should not be used to photograph or record children contrary to KDF's photography rules.

Staff may instruct devices to be put away where use becomes disruptive.

31. Photography and Filming

Photography and filming must comply with KDF's Online Safety, Photography, Filming & Digital Communication Policy.

Parents and spectators must respect photography restrictions and must not film in toilets, changing areas or other private spaces.

Where KDF instructs that photography is not permitted, this must be followed.

32. Social Media

Students, parents and visitors should use social media responsibly when referring to KDF, staff or other students.

Concerns should not be turned into online harassment, targeted abuse or public naming of children.

Posting content that bullies, humiliates or identifies another child inappropriately may result in safeguarding or membership action.

33. WhatsApp and Digital Communication

KDF WhatsApp channels are used for general updates and are restricted to administrator posting.

Parents and guardians should use appropriate direct communication routes where an individual response is required.

General update channels must not be used to circulate confidential student, medical or safeguarding information.

34. Recording Staff Without Permission

Parents, visitors and students should not covertly record private conversations with staff where doing so creates safeguarding, privacy or professional concerns.

Where a person wishes to record a formal meeting, this should be discussed in advance where reasonably practicable.

This does not prevent anyone from preserving legitimate evidence of serious wrongdoing where lawful, but routine covert recording damages trust and should not replace appropriate complaint processes.

35. Aggressive Behaviour

Aggressive, threatening or intimidating behaviour toward staff, students or other families will not be tolerated.

This includes shouting in someone's face, threats, deliberate intimidation, threatening gestures, abusive messages or aggressive confrontation.

KDF may ask the individual to leave immediately and may contact police where necessary.

36. Violence

Physical violence toward another student, member of staff, parent or visitor is prohibited except where legitimate physical contact forms part of supervised training.

Any assault or credible threat may result in immediate safeguarding, disciplinary or police action.

KDF will prioritise immediate safety and then investigate the circumstances proportionately.

37. Alcohol, Drugs, Smoking and Vaping

No person should attend KDF in a condition where alcohol or drug use makes their behaviour unsafe.

Smoking and vaping are not permitted inside KDF premises.

Students must not possess or use illegal drugs, alcohol or age-restricted nicotine products during KDF activity.

38. Safeguarding Concerns

Anyone may raise a safeguarding concern with KDF staff.

Parents and visitors should report concerning behaviour rather than investigate children or staff themselves.

Where a concern involves immediate danger, emergency services should be contacted without delay.

39. Confidentiality

Parents, students and visitors should respect the privacy of other families.

KDF cannot discuss another student's medical, safeguarding, disciplinary or membership circumstances simply because another parent requests an explanation.

Rumours, speculation or sharing confidential information may cause significant harm.

40. Complaints and Disagreements

KDF welcomes concerns raised appropriately and will not treat a genuine complaint as misconduct simply because the organisation disagrees with it.

Complaints should be factual and directed through KDF's appropriate complaint or management process.

Abusive, threatening or repetitive harassment of staff is different from making a legitimate complaint and may result in restrictions.

41. Challenging Coaching Decisions

Parents may ask reasonable questions about teaching, progression or grading decisions.

They should not challenge coaches aggressively during active sessions or undermine staff in front of students.

Where a longer discussion is needed, this should take place through an appropriate appointment or communication route.

42. Reward, Grading and Selection Decisions

KDF may make decisions concerning rewards, grading, performances, class activities and other opportunities according to its curriculum and operational arrangements.

Not every student will receive the same recognition at the same time.

Families should raise concerns respectfully and should not direct hostility toward other students who receive awards or opportunities.

43. SEND and Reasonable Adjustments

Some students may require different instructions, breaks, sensory support, communication methods or behaviour approaches.

Other families must respect these adjustments and should not interpret different support as unfair treatment.

KDF will not disclose confidential diagnostic or medical information to justify why another student receives an adjustment.

44. Behaviour Support

KDF will aim to respond to behaviour through teaching, support, redirection and proportionate boundaries.

Where behaviour is linked to SEND, emotional regulation or additional needs, staff will consider appropriate adjustment while still protecting the safety and learning of others.

Reasonable adjustment does not mean that unsafe behaviour must be permitted without intervention.

45. Parent and Guardian Responsibility

Parents and guardians are expected to support KDF's reasonable rules, communicate significant needs and model respectful behaviour.

They should avoid encouraging children to ignore coaches, challenge other students directly or retaliate against perceived unfairness.

Concerns should be brought to staff rather than managed through confrontation between families.

46. Visitors

Visitors must follow staff instructions, remain within authorised areas and comply with safeguarding, sign-in, security and emergency procedures.

Visitors who are disruptive, abusive or unwilling to follow safety arrangements may be asked to leave.

Repeated or serious concerns may result in future access being restricted.

47. Breaches of the Code

Where this Code is breached, KDF will consider the seriousness, context, impact, age of the student, additional needs, previous concerns and whether the behaviour appears accidental, impulsive, repeated or deliberate.

Responses may include discussion, reminder of expectations, behaviour support, written warning, temporary restrictions, change to spectating arrangements or other proportionate measures.

Serious safeguarding, violence or criminal concerns may be referred immediately to appropriate external agencies.

48. Restriction of Spectator or Visitor Access

KDF may restrict a parent, guardian, spectator or visitor from attending particular areas or sessions where their behaviour repeatedly disrupts provision or creates a safety or safeguarding concern.

Where possible, restrictions should be proportionate and communicated clearly.

A restriction on an adult's spectating does not automatically mean the student's membership must end where safe alternative arrangements can be maintained.

49. Suspension or Termination of Membership

Serious or repeated breaches may result in temporary suspension or termination of a student's membership where lesser measures have not been sufficient or where immediate risk requires stronger action.

Such decisions should be proportionate and should consider the welfare of the student as well as the wider KDF community.

KDF will not use membership termination as a substitute for making safeguarding referrals where external action is required.

50. Related Policies and Review

This Code should be read alongside KDF's Safeguarding & Child Protection Policy, Safeguarding Adults Policy, Safeguarding Roles, Reporting & Responding to Concerns Policy, Allegations & Low-Level Concerns About Adults Policy, Online Safety, Photography, Filming & Digital Communication Policy, Medical Needs, Medication & Individual Healthcare Support Policy, Allergy Awareness & Anaphylaxis Policy, Site Security, Keyless Entry, Access Control & Lockdown Policy, Visitors, Spectators, Hirers & Contractors Safety Policy, Attendance Policy, Uniform Policy, SEND Policy, Early Years Policy, Aggressive & Volatile Behaviour Policy, Complaints Policy and other relevant membership and safeguarding procedures.

This Code will normally be reviewed annually, but earlier review may occur following a significant conduct incident, safeguarding review, changes to premises arrangements or wider organisational learning.

KDF will continue to maintain clear expectations that protect student welfare while creating a welcoming community built on Kindness, Diversity, Friendship and the KDF Promise: Every Student, Every Session, Every Time.