



CHILD PROTECTION AND SAFEGUARDING POLICY

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Policy owner: Designated Safeguarding Lead

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Safeguarding concerns should be marked **Private and Confidential – Safeguarding**.



1. Policy statement

Koku-Ryu Martial Arts, referred to in this policy as “KRMA”, is committed to safeguarding and promoting the welfare of every child and young person involved in its activities.

A child is anyone who has not yet reached their eighteenth birthday. This includes students, junior instructors, volunteers and employees aged 16 or 17.

The welfare, safety, rights and best interests of the child are paramount. Every child has the right to participate in martial arts in a safe, welcoming, inclusive and child-centred environment, free from abuse, neglect, exploitation, bullying, discrimination and avoidable harm.

KRMA recognises that safeguarding is everyone's responsibility. All employees, instructors, assistant instructors, junior instructors, volunteers, contractors, visiting coaches, officials and other adults involved with KRMA must understand and follow this policy.

No concern is too small to report. A person does not need proof that abuse has occurred before raising a safeguarding concern.

KRMA will:

- promote and prioritise the safety and wellbeing of children;
- listen to children and take their views seriously;
- provide clear procedures for identifying, reporting and responding to concerns;
- ensure that staff and volunteers understand their safeguarding responsibilities;
- take immediate and proportionate action when concerns arise;
- work with children's social care, the police, the Local Authority Designated Officer and other safeguarding agencies;
- recruit and supervise staff and volunteers safely;
- maintain accurate, confidential and secure safeguarding records;
- provide appropriate safeguarding training;
- challenge unsafe, discriminatory, abusive or inappropriate behaviour;

- protect children from retaliation after raising a concern; and
- review safeguarding arrangements regularly.

Failure to comply with this policy may result in disciplinary action, suspension, dismissal, removal from KRMA activities, termination of a volunteer role, referral to the Disclosure and Barring Service, referral to the police or referral to other relevant authorities.



2. Scope

This policy applies to:

- all KRMA classes and programmes;
- private and one-to-one lessons;
- competitions, demonstrations, gradings and seminars;
- holiday activities and camps;
- trips, transport and overnight stays;
- online training and digital communications;
- social events connected with KRMA;
- activities delivered at schools, leisure centres and community venues;
- KRMA staff, instructors, volunteers, contractors and visiting professionals;
- children attending as students, spectators, visitors or junior team members; and
- behaviour occurring outside KRMA where it may indicate that an adult poses a safeguarding risk to children.

This policy must be read alongside KRMA's:

- Staff and Instructor Code of Conduct;
- Safer Recruitment Policy;
- Whistleblowing Policy;
- Complaints Policy;
- Equality, Diversity and Inclusion Policy;
- Online Safety and Social Media Policy;
- Photography and Video Policy;
- Data Protection Policy;
- Health and Safety Policy;
- First Aid and Accident Procedures;

- Missing Child and Late Collection Procedures;
- Transport and Trips Procedures; and
- disciplinary procedures.

Where another policy conflicts with this policy, the action that best protects the child must take priority.



3. Legal and guidance framework

This policy has been developed with regard to relevant legislation and guidance in England, including:

- Children Act 1989;
- Children Act 2004;
- Children and Social Work Act 2017;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Freedoms Act 2012;
- Sexual Offences Act 2003;
- Domestic Abuse Act 2021;
- Counter-Terrorism and Security Act 2015;
- Female Genital Mutilation Act 2003;
- Modern Slavery Act 2015;
- Equality Act 2010;
- Human Rights Act 1998;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- Crime and Policing Act 2026;
- Working Together to Safeguard Children 2026;
- current Department for Education safeguarding guidance for out-of-school settings;
- Keeping Children Safe in Education, where KRMA works in or on behalf of a school; and
- North Lincolnshire Children's Multi-Agency Resilience and Safeguarding arrangements.

Working Together to Safeguard Children 2026 applies to organisations with functions relating to children and expressly includes voluntary organisations, private organisations and sports clubs.

The Department for Education's out-of-school settings guidance applies to sports training and addresses safeguarding, child protection, safe and suitable people and governance.

Where KRMA works with a school or college, Keeping Children Safe in Education 2025 applies until 31 August 2026 and Keeping Children Safe in Education 2026 applies from 1 September 2026.



4. Definitions

Safeguarding

Safeguarding means protecting children from maltreatment and exploitation, preventing harm to their health or development, ensuring they receive safe and effective care and taking action that enables them to achieve the best possible outcomes.

Child protection

Child protection is a part of safeguarding. It concerns the action taken when there is reason to believe that a particular child is suffering or is likely to suffer significant harm.

Abuse

Abuse is a form of maltreatment. It may be caused by an adult or another child. It may occur in person or online and may involve an individual failing to act to prevent harm.

Significant harm

Significant harm is the threshold used to determine when compulsory intervention may be necessary to protect a child. KRMA staff must not attempt to decide whether this legal threshold has been met before reporting a concern.

Position of trust

Adults who coach, teach, train, supervise or care for children hold positions of responsibility and trust. They must maintain appropriate professional boundaries at all times.

KRMA prohibits sexual, romantic, exploitative or otherwise inappropriate relationships between an adult in a position of trust and any child under 18, including students aged 16 or 17.

5. Equality and additional vulnerability

KRMA will safeguard every child regardless of:

- age;
- disability;
- sex;
- gender reassignment;
- race, nationality or ethnicity;
- religion or belief;
- sexual orientation;
- communication needs;
- neurodivergence;
- family circumstances;
- care status;
- socio-economic background; or
- level of martial arts ability.

Some children may face additional barriers to recognising or reporting abuse. This may include:

- disabled children;
- children with special educational needs;
- children with communication difficulties;
- children in care or previously in care;
- children who are young carers;
- children affected by domestic abuse;
- children experiencing homelessness or poverty;
- children who identify as LGBTQ+;
- children from minority ethnic or religious communities;

- children who have previously experienced trauma;
- children who are isolated from supportive adults; and
- children whose behaviour is wrongly assumed to be caused only by a disability or diagnosis.

Staff must avoid assumptions and consider the child's communication method, individual needs, lived experience and wishes.

Reasonable adjustments will be made so that children can understand safeguarding information, report concerns and participate safely.



6. Forms of abuse and safeguarding concern

Staff and volunteers must remain alert to all forms of abuse and harm, including:

Physical abuse

This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, excessive physical punishment or otherwise causing physical harm.

In martial arts, physical abuse may also include:

- deliberately using excessive force;
- unsafe or punitive sparring;
- forcing a child to train through injury;
- using exercise as humiliation or excessive punishment;
- deliberately mismatching children in contact activities;
- using weapons or equipment irresponsibly;
- failing to provide required protective equipment; or
- ignoring recognised medical or safety restrictions.

Emotional abuse

This may include persistent criticism, humiliation, intimidation, threats, rejection, scapegoating, silencing, isolation, discriminatory abuse or placing expectations on a child that are inappropriate for their age or ability.

Sexual abuse

Sexual abuse includes forcing, persuading or enticing a child to take part in sexual activities, whether or not the child understands what is happening.

It may include:

- physical sexual contact;
- sexualised touching;
- sexual comments or conversations;
- exposing a child to sexual material;

- grooming;
- encouraging a child to create or share sexual images;
- viewing, possessing or distributing sexual images of children;
- exploitation through technology; or
- an adult forming an inappropriate relationship with a child.

A child cannot consent to being sexually abused.

Neglect

Neglect is the persistent failure to meet a child's basic physical or emotional needs. It may include failure to provide adequate food, clothing, shelter, supervision, medical care, protection from danger or emotional support.

Within martial arts activities, neglect may include failing to:

- supervise children properly;
- respond to an injury or medical condition;
- provide water or rest;
- protect children from unsafe temperatures;
- follow collection arrangements;
- respond to bullying;
- maintain safe equipment; or
- act when a child is visibly distressed or at risk.

Child-on-child abuse

Children can abuse other children. This may occur in person or online and can include:

- bullying;
- physical assault;
- sexual harassment;
- sexual violence;
- harmful sexual behaviour;

- coercion or controlling behaviour;
- abusive intimate relationships;
- hazing or initiation practices;
- discriminatory abuse;
- threatening or humiliating behaviour;
- image sharing;
- upskirting;
- cyberbullying; or
- exploitation.

Child-on-child abuse must never be dismissed as “banter”, “part of growing up”, “just fighting” or normal martial arts behaviour.

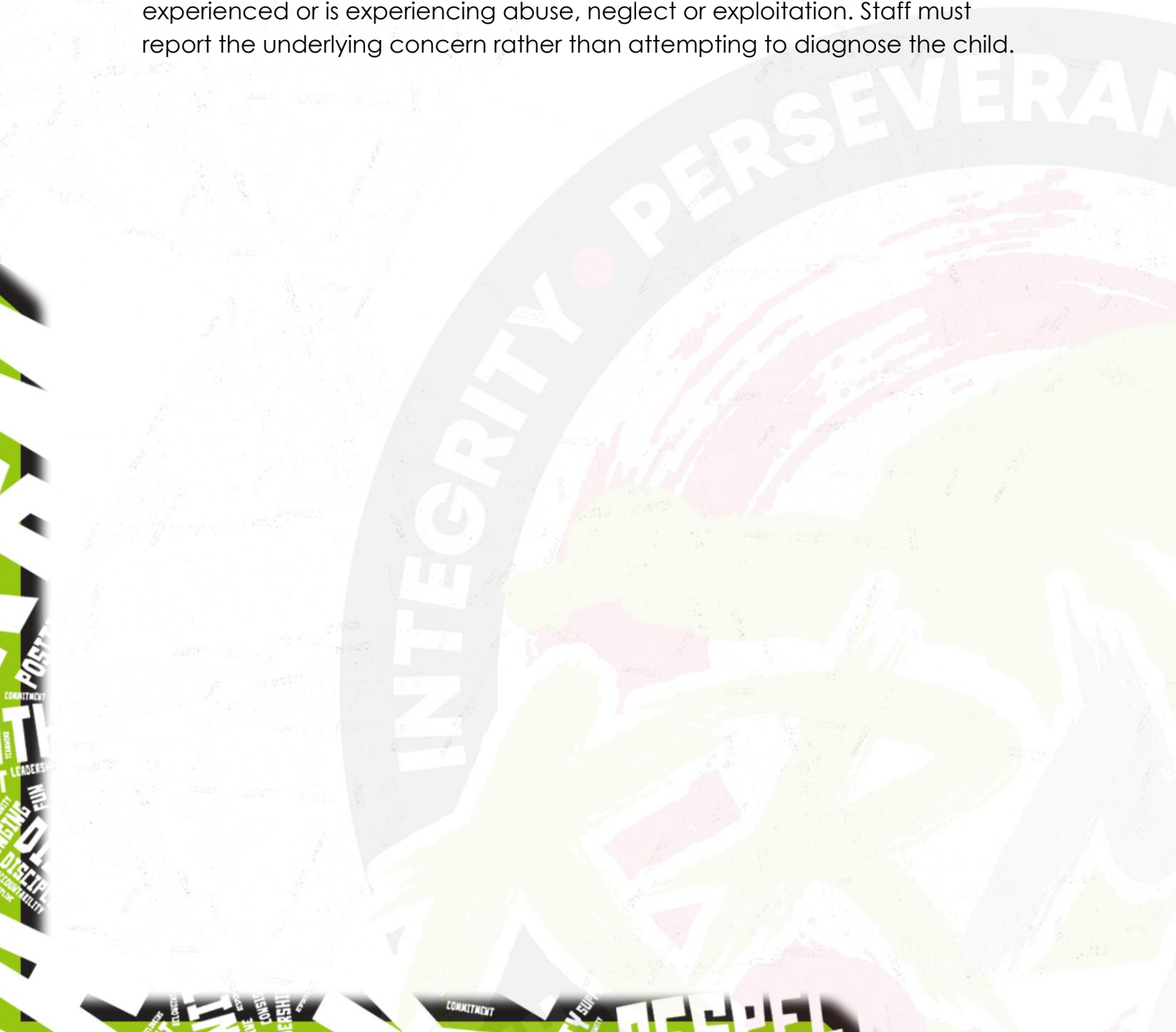
Other safeguarding concerns

Staff must also remain alert to:

- domestic abuse;
- child criminal exploitation;
- child sexual exploitation;
- county lines;
- trafficking and modern slavery;
- online grooming and abuse;
- radicalisation and extremism;
- female genital mutilation;
- forced marriage;
- honour-based abuse;
- fabricated or induced illness;
- abduction;
- children missing from home, education or activities;

- self-harm or suicidal behaviour;
- substance misuse;
- eating disorders;
- serious violence;
- gang involvement;
- abuse within teenage relationships;
- discriminatory or racist abuse; and
- multiple forms of harm occurring together.

Mental health difficulties can sometimes be an indicator that a child has experienced or is experiencing abuse, neglect or exploitation. Staff must report the underlying concern rather than attempting to diagnose the child.



7. Signs that may indicate abuse or harm

Possible indicators include:

- an unexplained or inconsistent injury;
- repeated injuries;
- fear of a particular person;
- sudden changes in behaviour or confidence;
- becoming withdrawn, anxious, aggressive or unusually compliant;
- age-inappropriate sexual knowledge or behaviour;
- deterioration in attendance, appearance or hygiene;
- hunger or unsuitable clothing;
- unexplained gifts, money or possessions;
- unexplained absences;
- reluctance to go home;
- a significant decline in performance;
- self-harm;
- substance misuse;
- inappropriate relationships with older people;
- concerning online activity;
- fear surrounding a phone or messages;
- a child appearing controlled by another person;
- bullying or discriminatory behaviour;
- sexualised comments between children;
- a child disclosing abuse directly or indirectly; or
- an adult behaving in a way that breaches professional boundaries.

The presence of one indicator does not necessarily prove that abuse has occurred. Equally, the absence of visible signs does not mean that a child is safe.

All concerns must be considered in context and reported.



8. Responsibilities of the Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- act as KRMA's main safeguarding contact;
- receive and assess safeguarding concerns;
- ensure urgent protective action is taken;
- make or support referrals to children's social care, the police or other agencies;
- consult the Local Authority Designated Officer where concerns relate to an adult working or volunteering with children;
- maintain secure safeguarding records;
- ensure relevant information is shared lawfully and proportionately;
- provide safeguarding advice to staff and volunteers;
- monitor patterns or repeated lower-level concerns;
- ensure children and families are offered appropriate support;
- liaise with schools, social workers and other professionals where necessary;
- ensure safeguarding training is provided and recorded;
- review policies and procedures;
- report significant safeguarding matters to KRMA's senior leadership;
- ensure safeguarding is considered when planning events and activities; and
- review lessons arising from incidents, complaints or concerns.

The DSL is not responsible for personally investigating suspected abuse. Investigation is the responsibility of statutory agencies.

If the DSL is unavailable, the matter must be reported to the senior safeguarding contact. If neither is available, or delay may place a child at risk, the person receiving the concern must contact children's social care or the police directly.



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9. Responsibilities of all staff and volunteers

Everyone working or volunteering with KRMA must:

- place the welfare of children first;
- follow this policy and KRMA's Code of Conduct;
- remain alert to signs of abuse or harm;
- report concerns immediately;
- listen to children respectfully;
- maintain professional boundaries;
- use safe and appropriate teaching methods;
- intervene when bullying, discrimination or unsafe conduct occurs;
- cooperate with safeguarding enquiries;
- complete required safeguarding training;
- maintain confidentiality appropriately;
- record concerns accurately;
- avoid conducting their own investigation;
- never promise a child complete confidentiality;
- never discourage or prevent another person from making a report; and
- raise concerns about unsafe organisational practice.

Junior instructors under 18 remain children for safeguarding purposes. They must not:

- be treated as the responsible adult for a class;
- be left solely responsible for supervising children;
- manage safeguarding disclosures without adult support;
- transport children independently on behalf of KRMA; or
- be included as an adult when assessing safe supervision arrangements.

10. Responding when a child makes a disclosure

When a child discloses abuse or harm, the person receiving the disclosure must:

1. Remain calm.
2. Listen carefully.
3. Take the child seriously.
4. Allow the child to speak in their own words.
5. Avoid expressing shock or disbelief.
6. Reassure the child that they have done the right thing by speaking.
7. Explain that the concern must be shared with people who can help.
8. Avoid promising secrecy or confidentiality.
9. Ask only enough open questions to establish what the child is communicating.
10. Avoid leading, suggestive or repeated questioning.
11. Do not confront the alleged person responsible.
12. Do not ask the child to repeat the disclosure unnecessarily.
13. Record the information as soon as possible.
14. Report it immediately to the DSL or senior safeguarding contact.
15. Contact emergency services directly if the child is in immediate danger.

Appropriate questions may include:

- "Tell me what happened."
- "Explain what you mean."
- "Is there anything else you want to tell me?"
- "Are you safe now?"

Questions such as "Did he hit you?" or "Why didn't you tell someone earlier?" must be avoided.

Staff must not photograph injuries unless specifically instructed by an appropriate safeguarding professional.



11. Recording a safeguarding concern

A written record must be made as soon as possible and, where practicable, on the same day.

The record should include:

- the child's full name;
- date of birth, where known;
- date, time and location of the concern or disclosure;
- the name and role of the person making the record;
- the child's own words wherever possible;
- a factual description of any visible injury or behaviour;
- the questions asked and the child's responses;
- details of witnesses;
- action taken;
- who the concern was reported to;
- the time and date it was reported; and
- any decisions or advice received.

Records must:

- distinguish fact from opinion;
- avoid speculation;
- be signed and dated;
- be provided securely to the DSL; and
- not be kept in ordinary student notes or shared group systems.

The person making the record must preserve any original notes.

12. Reporting and referral procedure

Immediate danger

If a child is in immediate danger, requires urgent medical assistance or a crime is taking place:

- call **999**;
- take reasonable immediate action to protect the child;
- provide first aid where required; and
- inform the DSL as soon as it is safe to do so.

Safeguarding concern without immediate danger

The concern must be reported to the DSL without delay.

The DSL will consider whether:

- urgent protective action is required;
- a referral to children's social care is necessary;
- the police should be contacted;
- the child has an allocated social worker who should be informed;
- advice should be sought from the LADO;
- the child's school or another organisation should be contacted;
- additional support can be offered; and
- parents or carers should be informed.

Direct referral by a member of staff

Any person may contact children's social care or the police directly where:

- the child is at immediate risk;
- the DSL is unavailable;
- the concern relates to the DSL or senior leadership;
- the person believes that the concern has not been acted upon appropriately; or

- waiting for internal approval could place a child at further risk.

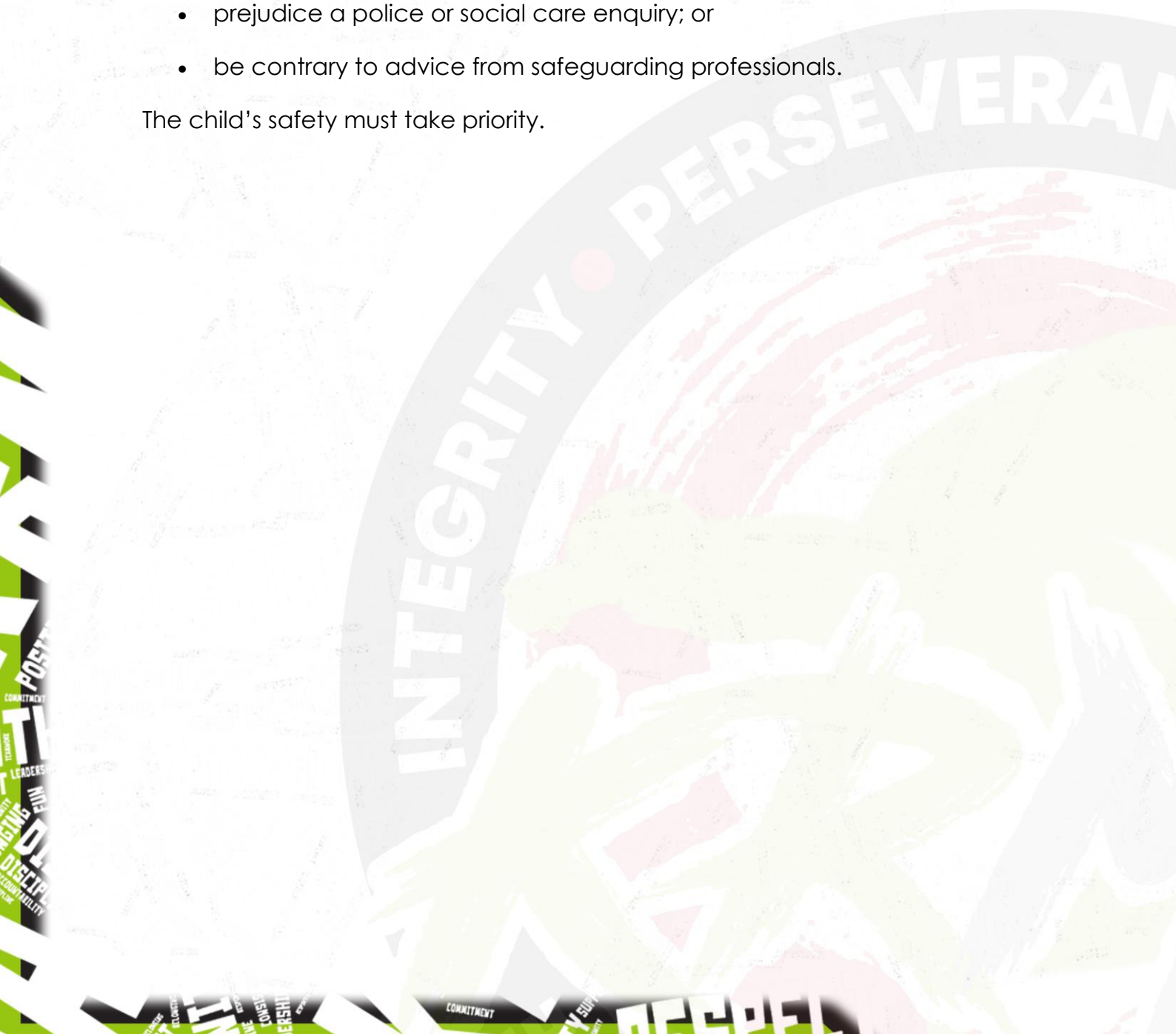
No employee or volunteer will be penalised for making a safeguarding referral in good faith.

Informing parents or carers

Parents or carers will normally be informed of concerns unless doing so may:

- increase the risk to the child or another person;
- place the child under pressure;
- result in evidence being destroyed;
- allow an alleged offender to avoid investigation;
- prejudice a police or social care enquiry; or
- be contrary to advice from safeguarding professionals.

The child's safety must take priority.



13. North Lincolnshire external contacts

Concern about a child

North Lincolnshire Children's Services Single Point of Contact

Telephone: **01724 296500**

Monday to Thursday: 9.00am–5.00pm

Friday: 9.00am–4.30pm

Freephone: **08081 689667**

Out of hours and weekends: **01724 296555**

Police non-emergency: **101**

Police emergency: **999**

These are the reporting routes currently published by North Lincolnshire Council and the Children's MARS Board.

Concern about an adult working or volunteering with children

North Lincolnshire Local Authority Designated Officer

Telephone: **01724 298293**

Email: **lado@northlincs.gov.uk**

The LADO oversees allegations and concerns about people who work or volunteer with children. Relevant concerns should be reported within one working day.

Where an activity takes place outside North Lincolnshire, the safeguarding procedures and contact arrangements for the relevant local authority must be used.

14. Allegations against staff, instructors or volunteers

An allegation or concern may arise where a person who works or volunteers with children has:

- harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm;
- behaved in a way that suggests they may not be suitable to work with children;
- breached professional boundaries;
- developed an inappropriate relationship with a child;
- behaved inappropriately online;
- accessed or shared child sexual abuse material; or
- demonstrated concerning behaviour in their personal life.

Concerns may relate to behaviour inside or outside KRMA.

Any such concern must be reported immediately to the DSL or senior safeguarding contact.

Where the concern relates to:

- the DSL, it must be reported to Andrew Banks or directly to the LADO;
- Andrew Banks, it must be reported directly to the LADO;
- both senior contacts, it must be reported directly to the LADO, children's social care or police.

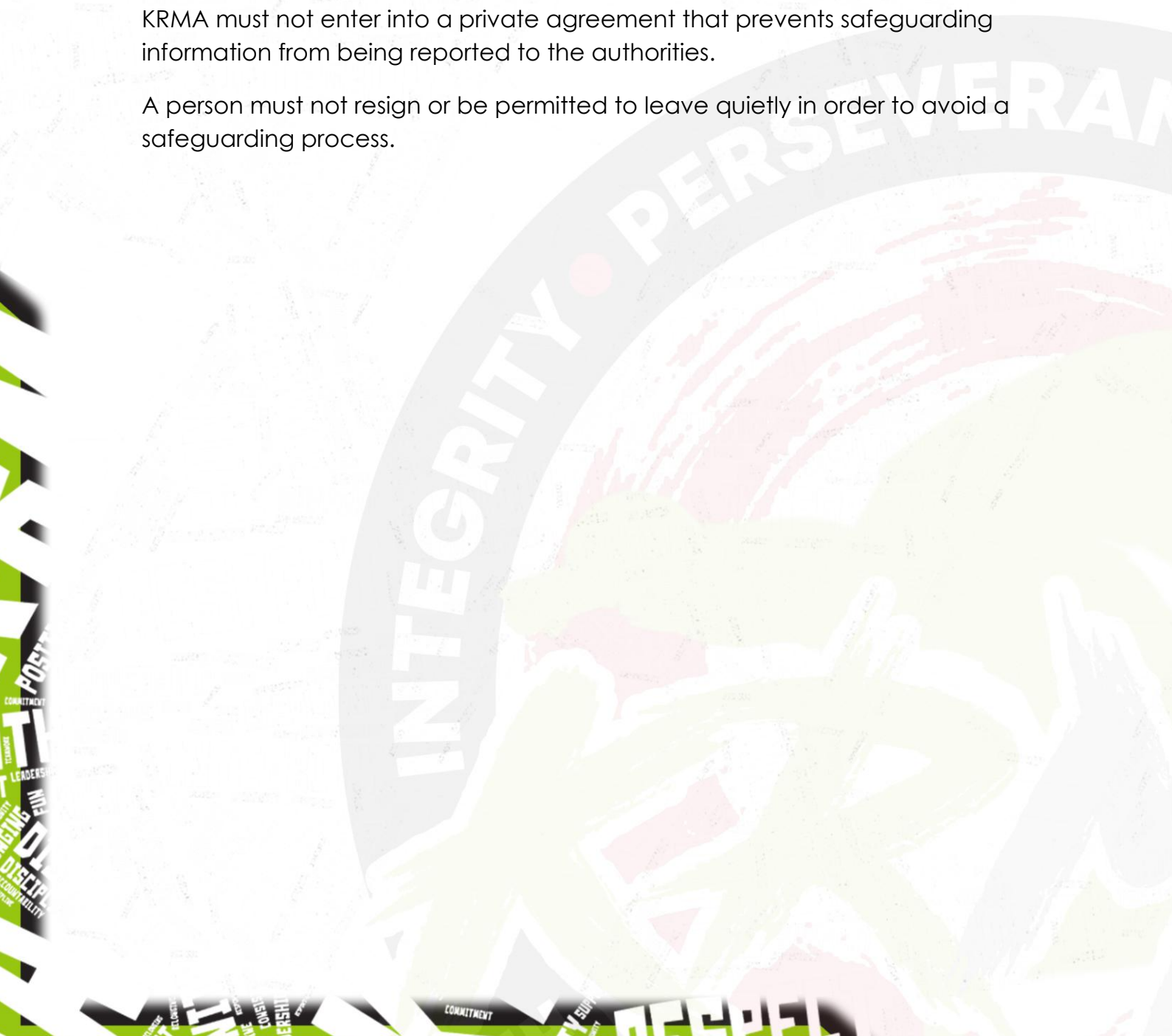
KRMA will:

- prioritise the safety of children;
- avoid conducting an internal investigation before obtaining appropriate advice;
- contact the LADO within one working day where the criteria may be met;

- cooperate with the police, LADO, children's social care and other agencies;
- maintain appropriate confidentiality;
- provide proportionate support to the child;
- treat the person subject to the allegation fairly;
- consider temporary changes to duties or suspension where necessary;
- avoid treating suspension as an automatic finding of guilt;
- maintain records of decisions and advice; and
- consider disciplinary, regulatory and DBS referral responsibilities.

KRMA must not enter into a private agreement that prevents safeguarding information from being reported to the authorities.

A person must not resign or be permitted to leave quietly in order to avoid a safeguarding process.



15. Low-level concerns

A low-level concern is behaviour by an adult that:

- is inconsistent with KRMA's Code of Conduct;
- does not appear to meet the threshold for a LADO referral;
- causes discomfort or a sense that professional boundaries may be weakening; or
- could form part of a wider pattern when considered with other information.

Examples may include:

- being overly friendly with a child;
- favouritism;
- communicating privately without appropriate reason;
- taking photographs contrary to policy;
- unnecessary physical contact;
- humiliating or intimidating language;
- sharing personal or inappropriate information;
- transporting a child without authorisation;
- meeting a child outside KRMA without an appropriate reason; or
- engaging with children through personal social-media accounts.

Low-level concerns must be reported to the DSL and recorded.

The DSL will review whether:

- the behaviour requires management advice or training;
- a pattern is emerging;
- disciplinary action is required;
- the LADO should be consulted; or
- the concern meets the threshold for a formal referral.



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16. Child-on-child abuse

KRMA adopts a zero-tolerance approach to child-on-child abuse.

Zero tolerance means that concerns will be recognised, recorded and acted upon. It does not mean that every child responsible for harmful behaviour will automatically be excluded without considering their age, needs and circumstances.

When child-on-child abuse is reported, KRMA will:

- ensure immediate safety;
- listen separately to the children involved;
- avoid bringing children together to resolve serious allegations;
- record the concern;
- inform the DSL;
- consider the wishes of the child harmed;
- assess ongoing risks;
- involve parents or carers where appropriate;
- consider referrals to social care or police;
- implement safety plans;
- provide support to the child harmed;
- consider support and intervention for the child displaying harmful behaviour;
- address any wider group or cultural issues; and
- monitor the situation.

The child displaying harmful behaviour may also have unmet safeguarding needs. This does not reduce KRMA's responsibility to protect the child who has been harmed.

17. Mandatory reporting of child sexual abuse

The Crime and Policing Act 2026 establishes a statutory reporting framework for child sexual abuse. Relevant provisions are to come into force on a date appointed through commencement regulations.

When the statutory duty is in force, KRMA and all adults within its scope will comply with:

- sections 85 to 95 of the Crime and Policing Act 2026;
- associated regulations;
- statutory guidance; and
- required police or local-authority reporting arrangements.

No KRMA employee, instructor, volunteer or representative may prevent or deter another person from making a lawful safeguarding report.

Until commencement, suspected child sexual abuse must still be reported immediately under this policy to children's social care, the police or both, as appropriate.

KRMA will review this section immediately when the reporting duty and statutory guidance are brought into force.

18. Safer recruitment and suitability

KRMA will take reasonable and proportionate steps to ensure that people working with children are suitable for their roles.

Depending on the role, these may include:

- a written application;
- employment and volunteering history;
- interview or suitability discussion;
- identity verification;
- right-to-work checks;
- verification of qualifications;
- references;
- exploration of unexplained gaps;
- appropriate DBS checks;
- children's barred-list information where legally permitted and required;
- overseas criminal-record checks where appropriate;
- safeguarding declarations;
- induction;
- safeguarding training;
- acceptance of the Code of Conduct;
- probationary or supervised periods; and
- ongoing monitoring of conduct and suitability.

A DBS certificate is one part of safer recruitment and does not remove the need for references, supervision, training and professional boundaries.

KRMA will not knowingly permit a person who is barred from regulated activity with children to carry out regulated activity.

Changes applying from 1 September 2026

From 1 September 2026, the supervision exemption for volunteers undertaking regulated activity with children is removed.

Volunteers who regularly teach, train, instruct, care for or supervise children, or who meet the relevant frequency or overnight conditions, may require an enhanced DBS check with children's barred-list information even when supervised.

KRMA will review all volunteer, assistant-instructor and junior-instructor roles before 1 September 2026 and obtain the appropriate checks where legally eligible and required.

No person will begin regulated activity until KRMA is satisfied that the required safeguarding checks and risk controls are in place.



19. Disclosure and Barring Service referrals

KRMA will consider its legal responsibility to refer a person to the Disclosure and Barring Service where the relevant conditions are met, including where a person is removed from regulated activity because they have:

- harmed a child;
- placed a child at risk of harm;
- engaged in relevant conduct; or
- satisfied the harm-test criteria.

This responsibility may continue even where the person resigns, retires or stops volunteering before the safeguarding or disciplinary process is completed.

Organisations providing regulated activity have legal responsibilities to make DBS referrals where the relevant conditions are met.



20. Staff conduct and professional boundaries

Adults must:

- act as positive role models;
- use respectful and age-appropriate language;
- maintain appropriate physical and emotional boundaries;
- treat children fairly;
- avoid favouritism;
- use physical contact only when necessary, appropriate and connected with safe instruction;
- explain technical contact where appropriate;
- respond if a child appears uncomfortable;
- avoid being unnecessarily alone with a child;
- use approved communication systems;
- report accidental or unavoidable boundary concerns; and
- challenge inappropriate conduct by others.

Adults must not:

- use corporal punishment;
- use degrading or humiliating punishments;
- initiate hazing or initiation rituals;
- engage in sexualised conversation with children;
- make discriminatory, intimidating or degrading comments;
- share inappropriate personal information;
- form secret or exclusive relationships with children;
- invite children to a private home without formal authorisation and parental knowledge;
- exchange personal gifts in a manner that could create obligation or favouritism;

- communicate through disappearing-message services for KRMA purposes;
- connect with children through personal dating or social-media accounts;
- consume alcohol or illegal drugs while responsible for children;
- train children while impaired;
- photograph children for personal use;
- use physical contact as punishment; or
- ignore unsafe or abusive behaviour.



21. Physical contact in martial arts

KRMA recognises that appropriate physical contact may be necessary when:

- teaching a technique;
- correcting body position;
- providing support;
- preventing injury;
- administering first aid;
- separating children during an unsafe incident; or
- responding to an emergency.

Physical contact must be:

- necessary;
- proportionate;
- appropriate to the activity;
- appropriate to the child's age and understanding;
- explained wherever practicable;
- observable by others wherever possible; and
- stopped if the child shows discomfort, unless immediate contact is necessary to prevent injury.

Instructors should seek verbal agreement before making non-emergency technical adjustments where practicable.

Any child's concerns about physical contact must be listened to and reported.

Physical restraint must only be used when necessary to prevent immediate harm and must be proportionate to the risk. Any use of restraint must be recorded and reported to senior management and the child's parent or carer, unless safeguarding advice indicates otherwise.

22. One-to-one and private lessons

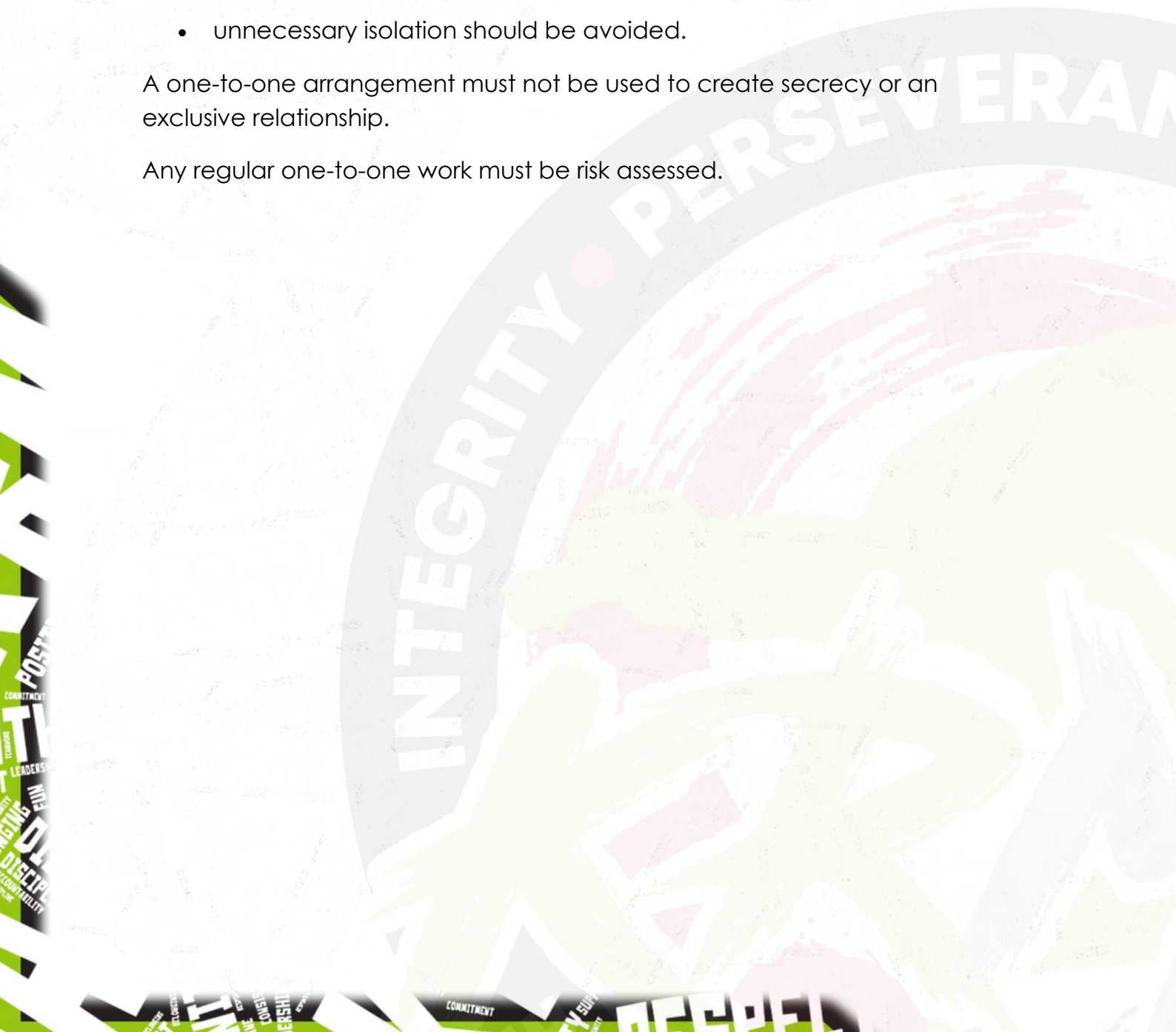
One-to-one teaching must be planned to reduce safeguarding risk.

Where practicable:

- the lesson should take place in an open or observable area;
- another responsible adult should be nearby;
- doors should remain open or have suitable viewing panels;
- parents or carers should know the lesson time and location;
- arrival and departure should be recorded;
- electronic communications should follow KRMA procedures; and
- unnecessary isolation should be avoided.

A one-to-one arrangement must not be used to create secrecy or an exclusive relationship.

Any regular one-to-one work must be risk assessed.



23. Changing areas and toilets

Staff must respect children's privacy while maintaining adequate safety.

Adults must not:

- change or shower alongside children;
- use a mobile phone or camera in a changing area;
- enter a changing area without a legitimate reason;
- remain unnecessarily in a changing area; or
- be alone with a child in a changing area unless an emergency requires it.

Where an adult must enter:

- children should be warned where possible;
- more than one adult should attend where practicable;
- the intervention should be brief; and
- the reason should be recorded if it involved a safeguarding concern.

Appropriate arrangements will be made for children who need assistance, taking account of their wishes, dignity, disability and agreed care arrangements.

24. Online safety and communication

Safeguarding standards apply online as well as in person.

Staff and volunteers must:

- use KRMA-approved accounts and communication channels;
- keep communication professional and relevant;
- avoid private or secret conversations;
- include a parent or carer in direct communication with younger children where practicable;
- avoid late-night messaging except in an emergency;
- preserve relevant messages where a concern arises;
- report sexualised, threatening or inappropriate messages;
- never request or share intimate images; and
- never use digital communication to build an inappropriate personal relationship.

Online classes should:

- use approved platforms;
- have clear access controls;
- avoid recording without appropriate consent;
- consider what is visible in participants' homes;
- provide a method for reporting concerns; and
- follow the same standards of supervision and behaviour as physical classes.

25. Photography, video and media

Images of children must only be taken and used for legitimate KRMA purposes and in accordance with consent arrangements.

KRMA will:

- explain how images may be used;
- obtain appropriate consent;
- respect children who do not wish to be photographed;
- avoid publishing unnecessary identifying information;
- store images securely;
- use approved devices and accounts where practicable; and
- remove images where there is a safeguarding reason to do so.

Staff and volunteers must not:

- take images in changing areas or toilets;
- retain children's images for personal use;
- use images to ridicule or embarrass a child;
- publish a child's personal contact information; or
- use images contrary to the consent given.

Competition and public-event photography may be subject to venue or organiser rules, which must also be followed.

26. Transport, collection and missing children

Where KRMA arranges or facilitates transport:

- parental or carer consent must be obtained;
- drivers must be appropriately licensed and insured;
- vehicles must be roadworthy;
- seat belts and suitable restraints must be used;
- journey details should be known;
- unnecessary one-adult/one-child transport should be avoided;
- private arrangements must be transparent; and
- changes must be communicated to parents or carers.

Staff must not take a child home or to another location without authorisation except where immediate safety requires emergency action.

KRMA will maintain appropriate signing-in and collection arrangements.

A child must only be released to:

- an authorised adult;
- another arrangement agreed by the parent or carer; or
- themselves, where an appropriate independent-travel arrangement has been agreed.

If a child is missing:

1. Inform the senior instructor immediately.
2. Check the immediate venue without compromising supervision of other children.
3. Contact the parent or carer.
4. Contact the police promptly where the child cannot be located or risk is elevated.
5. Inform the DSL.
6. Record the incident and actions taken.

7. Review the circumstances and any required improvements.



27. Events, competitions, trips and overnight stays

Safeguarding must be included in event planning.

This includes:

- appropriate adult supervision;
- role-appropriate DBS checks;
- emergency contacts;
- medical information;
- travel arrangements;
- accommodation arrangements;
- changing and sleeping arrangements;
- risk assessments;
- codes of conduct;
- access to the DSL;
- procedures for missing children;
- online and photography arrangements;
- first-aid provision; and
- procedures for reporting concerns.

Adults must not share sleeping accommodation with children except where they are the child's parent or carer or an exceptional arrangement has been formally risk assessed.

Children should have clear information about:

- who is responsible for them;
- behaviour expectations;
- how to seek help;
- emergency arrangements; and
- who they can speak to if they feel unsafe.



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28. Confidentiality and information sharing

Safeguarding information will be handled carefully and shared only with people who need it to protect a child, investigate a concern or fulfil a legal responsibility.

Confidentiality must never be used as a reason not to share information where a child may be at risk.

Information sharing will be:

- necessary;
- proportionate;
- relevant;
- accurate;
- timely;
- secure; and
- properly recorded.

Consent will be considered where appropriate, but safeguarding information may be shared without consent where there is a lawful basis and doing so is necessary to protect a child or another person.

Staff must not discuss safeguarding cases with colleagues, parents, students or members of the public who do not need the information.

Media enquiries must be referred to senior management. Nothing may be published that identifies or risks identifying a child involved in a safeguarding matter.

29. Safeguarding records

Safeguarding records will:

- be kept separately from routine student records;
- be stored securely;
- have access restricted to authorised people;
- include decisions, actions and reasons;
- record external advice and referrals;
- be transferred securely where appropriate;
- be retained in accordance with applicable law, insurer requirements and KRMA's retention schedule; and
- be disposed of securely when retention is no longer required.

Records must not be altered or destroyed because a concern is withdrawn, unsubstantiated or does not result in further action.

The DSL will maintain oversight of recurring concerns, patterns and linked incidents.

30. Training and supervision

All staff, instructors and volunteers working with children will receive safeguarding information appropriate to their role.

This will include:

- induction before or at the start of the role;
- how to recognise and report concerns;
- responding to disclosures;
- professional boundaries;
- child-on-child abuse;
- online safeguarding;
- allegations against adults;
- whistleblowing;
- local referral arrangements; and
- relevant updates when law or guidance changes.

The DSL will undertake enhanced safeguarding training appropriate to the role.

Safeguarding knowledge will be refreshed regularly and at least annually through updates, briefings or formal training.

Training completion will be recorded.

Staff supervision and performance management may include discussion of:

- professional boundaries;
- conduct concerns;
- safeguarding confidence;
- training needs;
- low-level concerns; and
- lessons from incidents.

31. Whistleblowing

All staff and volunteers have a responsibility to report unsafe or inappropriate practice.

Concerns may include:

- safeguarding matters being ignored;
- pressure not to report;
- records being altered or destroyed;
- unsuitable adults being permitted to work with children;
- unsafe supervision;
- inappropriate relationships;
- repeated boundary breaches;
- retaliation against a person raising concerns; or
- senior leaders failing to act.

Concerns should normally be raised with the DSL or Andrew Banks.

Where the concern relates to senior management, is not acted upon or cannot safely be raised internally, it should be reported directly to:

- the LADO;
- children's social care;
- the police;
- the Disclosure and Barring Service, where relevant; or
- another appropriate regulator or authority.

A person raising a genuine concern in good faith will be supported and must not suffer retaliation.

32. Complaints from children and families

Children, parents and carers may raise safeguarding complaints through KRMA's complaints process.

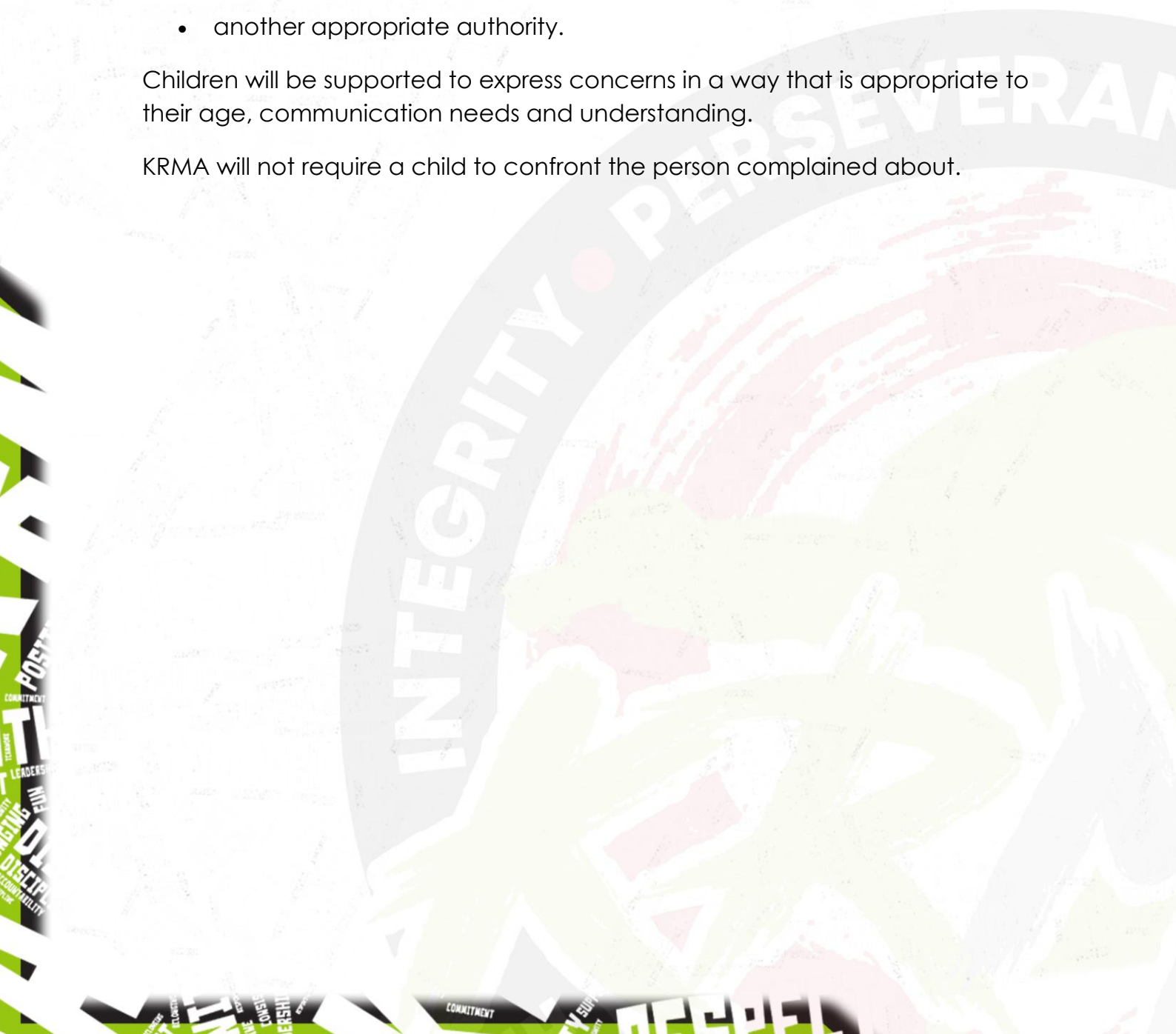
A complaint that indicates possible abuse, harm or risk must be treated as a safeguarding concern and referred immediately to the DSL.

A person does not have to complete KRMA's internal complaints process before contacting:

- children's social care;
- the LADO;
- the police; or
- another appropriate authority.

Children will be supported to express concerns in a way that is appropriate to their age, communication needs and understanding.

KRMA will not require a child to confront the person complained about.



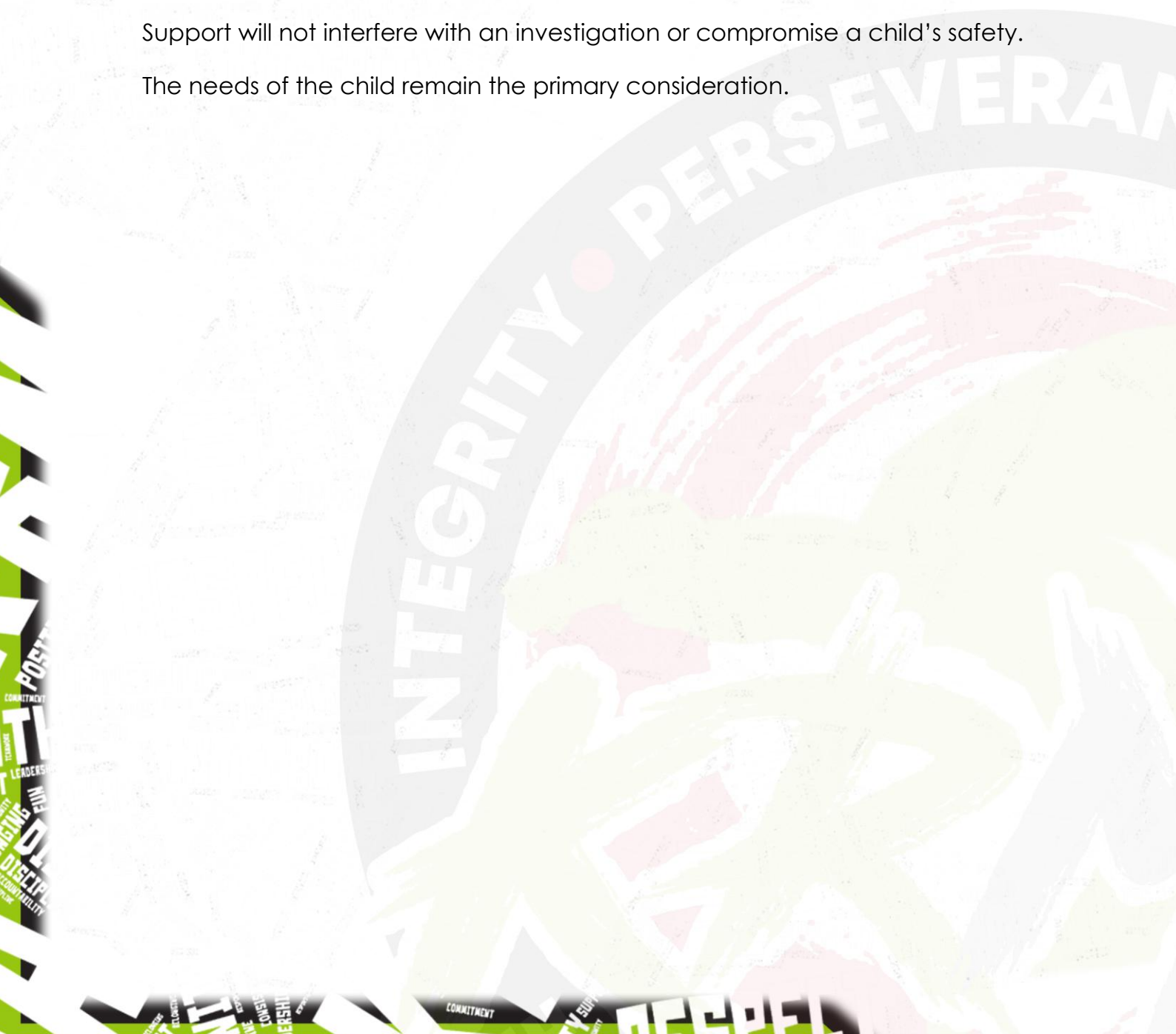
33. Supporting those involved

KRMA will consider appropriate support for:

- the child who has been harmed;
- other affected children;
- parents or carers;
- a child displaying harmful behaviour;
- the person who reported the concern;
- staff involved in responding; and
- a person subject to an allegation.

Support will not interfere with an investigation or compromise a child's safety.

The needs of the child remain the primary consideration.

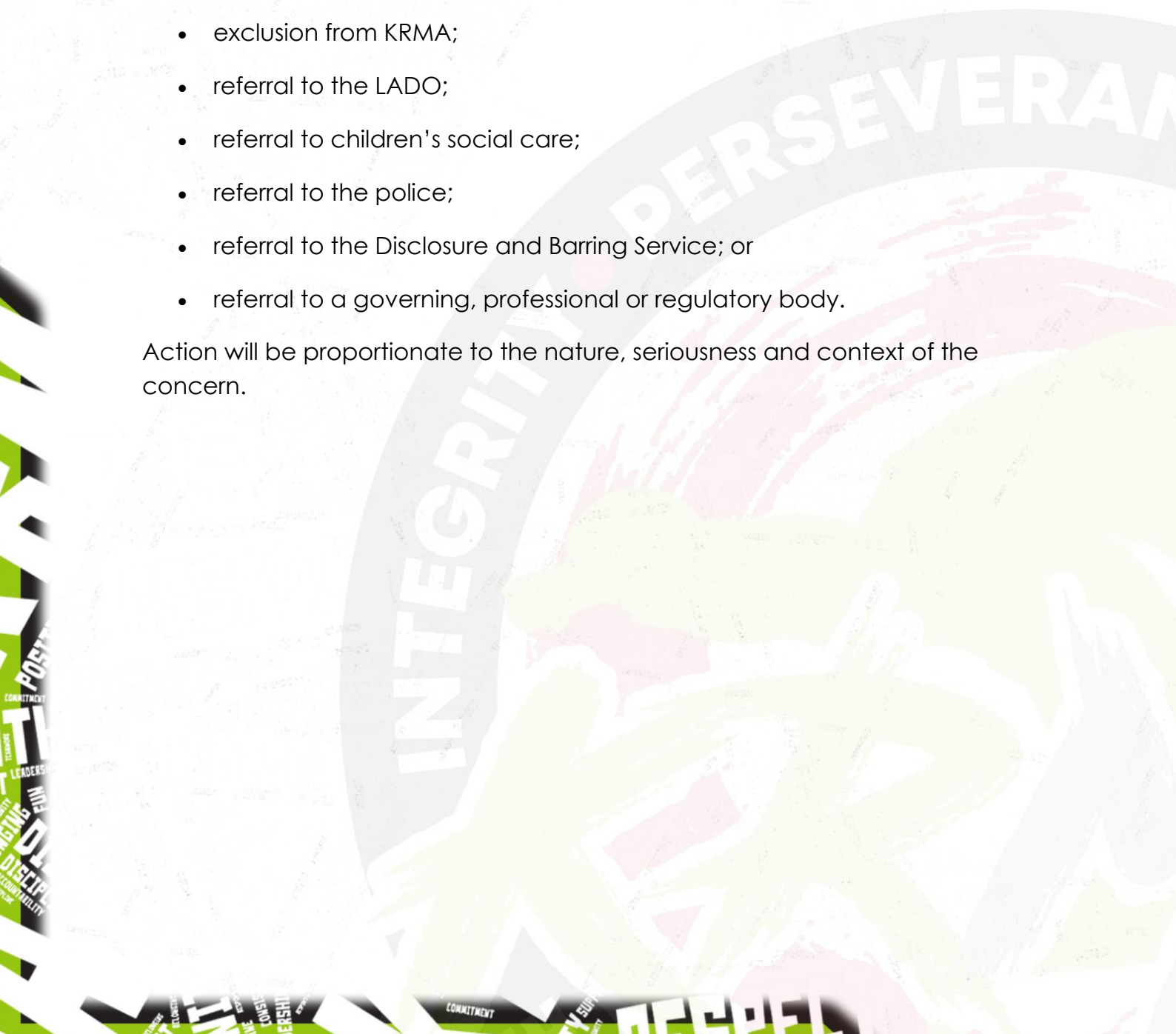


34. Policy breaches

A breach of this policy may result in:

- additional supervision;
- training or management guidance;
- restriction of duties;
- suspension;
- disciplinary action;
- dismissal;
- termination of a volunteering or contractor arrangement;
- exclusion from KRMA;
- referral to the LADO;
- referral to children's social care;
- referral to the police;
- referral to the Disclosure and Barring Service; or
- referral to a governing, professional or regulatory body.

Action will be proportionate to the nature, seriousness and context of the concern.



35. Monitoring and review

This policy will be formally reviewed at least annually.

It will be reviewed sooner following:

- a safeguarding incident or allegation;
- changes to legislation or government guidance;
- commencement of the mandatory child sexual abuse reporting duty;
- changes to DBS or regulated-activity requirements;
- changes to local safeguarding arrangements;
- changes to KRMA's activities, premises or staffing;
- a serious complaint;
- learning from an internal or external safeguarding review;
- advice from KRMA's insurer or professional advisers; or
- any significant event that indicates the policy may no longer be effective.

The review will record:

- the review date;
- the person completing the review;
- legislative and guidance changes considered;
- amendments made;
- the approving person;
- the version number; and
- the next review date.

An implementation check will be completed before **1 September 2026** to confirm that all affected volunteer and assistant-instructor roles meet the revised regulated-activity and DBS requirements.

36. Approval

This policy is mandatory for everyone working, volunteering or delivering services on behalf of Koku-Ryu Martial Arts.

All relevant personnel must confirm that they have read, understood and agree to comply with it.

Approved by: Andrew Banks

Role: CEO and Chief Instructor

Approval date: 13 July 2026

Policy owner: Susie Power

Role: Designated Safeguarding Lead

Version: 3.0

Next review date: 13 July 2027

