



SAFEGUARDING CHILDREN POLICY AND PROCEDURES

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Safeguarding correspondence should be marked:

Private and Confidential – Safeguarding



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1. Commitment to safeguarding

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

For the purpose of this policy, a child is anyone under the age of 18.

This includes:

- students;
- junior instructors;
- young volunteers;
- employees aged 16 or 17;
- visiting children;
- competition participants; and
- children attending KRMA events as spectators or guests.

The welfare, safety, rights and best interests of children 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;
- harassment;
- inappropriate conduct; and
- avoidable harm.

KRMA expects everyone involved in the organisation to share this commitment.

All employees, instructors, assistant instructors, junior instructors, volunteers, contractors, visiting coaches, officials and other representatives must take safeguarding concerns seriously.

KRMA will always act in the best interests of the child.

No person needs proof that abuse has occurred before raising a safeguarding concern. Concerns, suspicions and disclosures must be reported promptly so that they can be considered by the appropriate safeguarding professionals.





POSTURE
COMMITMENT
LEADERSHIP
DISCIPLINE
CONTRIBUTIVITY

INTegrity
COMMITMENT
DISCIPLINE
CONTRIBUTIVITY

2. Scope of this policy

This policy applies to all activities undertaken by or on behalf of KRMA, including:

- regular martial arts classes;
- private and one-to-one lessons;
- grading examinations;
- competitions;
- demonstrations;
- seminars and workshops;
- holiday activities;
- camps;
- trips;
- transport arrangements;
- overnight activities;
- online classes;
- digital communications;
- social events;
- school programmes;
- community programmes;
- activities held at KRMA premises;
- activities held at leisure centres, schools or community venues; and
- behaviour outside KRMA that may indicate that an adult poses a risk to children.

This policy applies to:

- paid employees;
- self-employed instructors;
- volunteers;
- assistant instructors;
- junior instructors;

- contractors;
- visiting instructors;
- competition officials;
- photographers;
- event personnel;
- students;
- parents and carers; and
- anyone acting on behalf of KRMA.

This policy must be read alongside KRMA's other relevant policies and procedures, including:

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

Where another organisational procedure conflicts with the immediate need to safeguard a child, the action that best protects the child must take priority.

The reasons for any departure from another organisational procedure must be recorded.

3. Safeguarding principles

KRMA will:

- promote and prioritise the safety and wellbeing of children;
- listen to children and take their views seriously;
- maintain a child-centred approach;
- provide clear procedures for reporting concerns;
- take appropriate action when concerns arise;
- ensure that staff understand their safeguarding responsibilities;
- recruit staff and volunteers safely;
- provide appropriate safeguarding training;
- maintain safe working practices;
- challenge abuse, discrimination, bullying and inappropriate behaviour;
- work with children's social care, the police, the Local Authority Designated Officer and other agencies;
- maintain accurate and confidential safeguarding records;
- share safeguarding information lawfully and appropriately;
- provide appropriate support to children and those raising concerns;
- protect individuals from retaliation after reporting a genuine concern; and
- review safeguarding arrangements regularly.

Safeguarding is everyone's responsibility.

No single person can hold a complete picture of a child's circumstances. Information that appears minor in isolation may form part of a more serious pattern when considered alongside other information.

All concerns must therefore be reported.

4. Legislation and national guidance

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;
- Human Rights Act 1998;
- Equality Act 2010;
- Data Protection Act 2018;
- UK General Data Protection Regulation;
- Domestic Abuse Act 2021;
- Counter-Terrorism and Security Act 2015;
- Modern Slavery Act 2015;
- Female Genital Mutilation Act 2003;
- Crime and Policing Act 2026;
- Working Together to Safeguard Children 2026;
- current Department for Education safeguarding guidance for out-of-school settings;
- current local procedures issued by the North Lincolnshire Children's Multi-Agency Resilience and Safeguarding Board; and
- Keeping Children Safe in Education where KRMA works in or on behalf of a school or college.

Working Together to Safeguard Children 2026 applies in England and sets out expectations for organisations and agencies working with children. Department for Education out-of-school settings guidance specifically covers sports training and identifies safeguarding, child protection, safe recruitment and governance arrangements that providers should maintain.

Keeping Children Safe in Education 2025 remains in force for schools and colleges until 31 August 2026. Keeping Children Safe in Education 2026 comes

into force on 1 September 2026. It does not generally apply directly to KRMA as an independent martial arts provider but is relevant where KRMA delivers activities for or within schools.



5. Definitions

Safeguarding

Safeguarding means:

- protecting children from maltreatment and exploitation;
- preventing harm to children's health or development;
- ensuring that children receive safe and effective care; and
- taking action to enable children to have the best possible outcomes.

Child protection

Child protection is part of safeguarding. It refers to action taken where 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. A person may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Abuse may be committed:

- by an adult;
- by another child;
- by several people;
- within a family;
- within an organisation;
- within the community;
- online; or
- through a combination of online and in-person behaviour.

Significant harm

Significant harm is the legal threshold used when deciding whether compulsory intervention may be necessary to protect a child.

KRMA staff must not attempt to decide whether this threshold has been reached before reporting a concern.

Position of trust

Adults who teach, coach, supervise, care for or support children hold positions of responsibility and trust.

They must maintain appropriate professional boundaries at all times.

KRMA prohibits any sexual, romantic, exploitative or otherwise inappropriate relationship between an adult acting on behalf of KRMA and any child under 18.



6. Equality and additional vulnerability

KRMA will safeguard every child regardless of:

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

Some children may face additional barriers to recognising, understanding or reporting abuse.

This may include:

- disabled children;
- children with special educational needs;
- neurodivergent children;
- 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+;

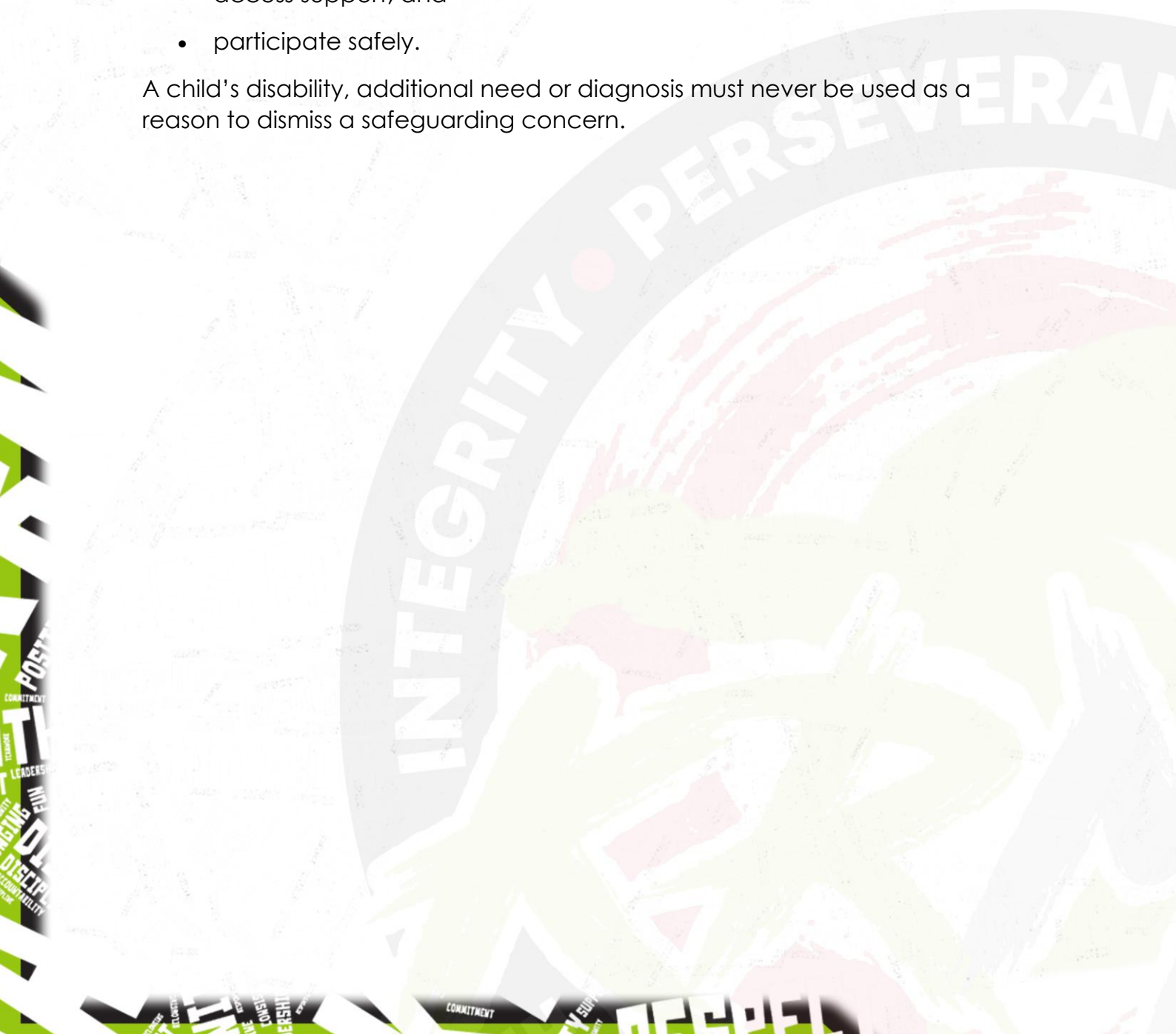
- children from minority ethnic or religious communities;
- children who have experienced trauma;
- children who are socially isolated; and
- children whose behaviour is incorrectly attributed solely to a disability or diagnosis.

Staff must avoid making assumptions about a child's behaviour or circumstances.

Reasonable adjustments will be made so children can:

- understand safeguarding information;
- communicate concerns;
- access support; and
- participate safely.

A child's disability, additional need or diagnosis must never be used as a reason to dismiss a safeguarding concern.



7. Types of abuse, neglect and safeguarding concerns

Abuse, neglect and exploitation rarely occur as isolated events. Several forms of harm may overlap.

7.1 Physical abuse

Physical abuse may involve:

- hitting;
- shaking;
- throwing;
- poisoning;
- burning;
- scalding;
- drowning;
- suffocating;
- fabricating or inducing illness; or
- otherwise causing physical harm.

Within martial arts, physical abuse may also include:

- deliberately using excessive force;
- unsafe or punitive sparring;
- forcing a child to continue through injury;
- using exercise to humiliate or excessively punish;
- deliberately mismatching children in contact activities;
- using weapons or equipment irresponsibly;
- withholding appropriate protective equipment;
- ignoring medical restrictions; or
- failing to intervene when training becomes unsafe.

7.2 Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child.

It may include:

- humiliation;

- intimidation;
- threats;
- rejection;
- persistent criticism;
- scapegoating;
- silencing;
- discriminatory abuse;
- bullying;
- isolating a child;
- placing inappropriate expectations on a child;
- making a child feel worthless or unloved;
- making a child responsible for an adult's emotional needs; or
- exposing a child to the abuse of another person.

7.3 Sexual abuse

Sexual abuse involves forcing, persuading or enticing a child to take part in sexual activity.

It may involve:

- physical sexual contact;
- sexualised touching;
- sexual comments or conversations;
- exposing a child to sexual activity or material;
- encouraging sexualised behaviour;
- grooming;
- encouraging a child to create or share sexual images;
- viewing, possessing or distributing sexual images of children;
- exploiting a child through technology; or
- forming an inappropriate sexual or romantic relationship with a child.

Sexual abuse may be committed by adults or other children.

A child cannot consent to being sexually abused.

7.4 Neglect

Neglect is the persistent failure to meet a child's basic physical or emotional needs.

It may include failing to provide:

- adequate food;
- clothing;
- shelter;
- supervision;
- medical care;
- emotional support;
- protection from danger; or
- appropriate responses to a child's needs.

Within KRMA, neglect may include failing to:

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

7.5 Child-on-child abuse

Children can abuse other children.

Child-on-child abuse may include:

- bullying;
- cyberbullying;
- physical assault;
- sexual harassment;

- sexual violence;
- harmful sexual behaviour;
- controlling or coercive behaviour;
- abuse within teenage relationships;
- hazing;
- initiation activities;
- discriminatory abuse;
- threatening or humiliating behaviour;
- sharing sexual images;
- upskirting; or
- exploitation.

Child-on-child abuse must never be dismissed as:

- banter;
- part of growing up;
- boys being boys;
- a personality clash;
- normal teenage behaviour; or
- normal martial arts behaviour.

7.6 Other safeguarding concerns

Staff must also remain alert to:

- domestic abuse;
- child criminal exploitation;
- child sexual exploitation;
- county lines;
- trafficking;
- modern slavery;
- online grooming;
- online abuse;
- radicalisation;

- extremism;
- female genital mutilation;
- forced marriage;
- honour-based abuse;
- fabricated or induced illness;
- abduction;
- children missing from home or activities;
- self-harm;
- suicidal behaviour;
- substance misuse;
- eating disorders;
- serious violence;
- gang involvement;
- abuse within teenage relationships;
- racist or discriminatory abuse; and
- several forms of harm occurring together.

Mental health difficulties may sometimes indicate that a child has experienced or is experiencing abuse, neglect or exploitation.

Staff should report the concern and must not attempt to diagnose the child.

8. Poor practice and professional boundaries

Poor practice is behaviour that falls below KRMA's expected safeguarding and professional standards.

Poor practice may not initially appear to meet the threshold for abuse, but serious or repeated poor practice may place children at risk.

Examples include:

- using excessive or humiliating punishment;
- failing to act when abuse or bullying is witnessed;
- breaching KRMA's Code of Conduct;
- spending unnecessary time alone with a child;
- inviting a child to a private home without an authorised reason;
- engaging in sexually provocative behaviour;
- making sexualised comments;
- reducing a child to tears as a form of control;
- using intimidation to obtain compliance;
- ignoring a child's distress;
- communicating secretly with a child;
- favouritism;
- giving inappropriate gifts;
- taking unauthorised photographs;
- unnecessary physical contact;
- transporting a child without authorisation;
- sharing inappropriate personal information;
- failing to report a safeguarding concern; or
- allowing an allegation to go unrecorded or unaddressed.

Poor practice must be reported to the DSL.

Serious or repeated poor practice may result in disciplinary action and referral to the LADO or another external authority.

9. Signs and indicators of abuse or neglect

Possible indicators include:

- unexplained injuries;
- injuries with inconsistent explanations;
- repeated injuries;
- fear of a particular person;
- sudden changes in behaviour;
- becoming withdrawn or unusually quiet;
- aggression or sudden outbursts;
- unusual compliance;
- a decline in confidence;
- inappropriate sexual knowledge;
- sexualised behaviour;
- distrust of adults;
- difficulty forming relationships;
- being prevented from socialising;
- changes in eating habits;
- sudden weight changes;
- poor hygiene;
- unsuitable clothing;
- unexplained gifts or money;
- unexplained absences;
- reluctance to go home;
- a decline in attendance;
- a significant change in martial arts performance;
- self-harm;
- substance misuse;
- fear surrounding a phone or messages;
- appearing controlled by another person;

- bullying or discriminatory behaviour;
- a child making a direct or indirect disclosure; or
- an adult repeatedly breaching professional boundaries.

The presence of one indicator does not prove that abuse has occurred.

The absence of visible signs does not mean that a child is safe.

Staff must report concerns rather than attempt to investigate or reach their own conclusion.



10. Responsibilities within KRMA

10.1 Responsibilities of everyone

Everyone working or volunteering with KRMA must:

- place children's welfare first;
- follow this policy;
- follow KRMA's Code of Conduct;
- remain alert to signs of harm;
- report concerns immediately;
- listen to children respectfully;
- maintain professional boundaries;
- use safe teaching practices;
- challenge bullying and discrimination;
- cooperate with safeguarding enquiries;
- attend required training;
- record concerns accurately;
- maintain appropriate confidentiality;
- avoid conducting their own investigation;
- never promise a child complete secrecy; and
- raise concerns about unsafe organisational practice.

10.2 Designated Safeguarding Lead

The Designated Safeguarding Lead is:

Kayleigh Humphreys

The DSL will:

- act as KRMA's main safeguarding contact;
- receive and assess safeguarding concerns;
- take or coordinate immediate protective action;
- make or support referrals to children's social care or police;
- consult the LADO where a concern involves an adult working with children;

- maintain secure safeguarding records;
- provide safeguarding advice;
- monitor patterns and recurring concerns;
- liaise with schools, social workers and other professionals;
- support children and families appropriately;
- arrange safeguarding training;
- review safeguarding procedures;
- provide safeguarding information to senior leadership;
- ensure safeguarding is considered when activities are planned; and
- review learning from incidents and complaints.

The DSL is not responsible for personally investigating suspected abuse.

10.3 Deputy Designated Safeguarding Lead

The Deputy DSL is:

Andrew Banks

The Deputy DSL will support the DSL and act in their absence.

If the concern relates to Kayleigh Humphreys, it must be reported to Andrew Banks or directly to the LADO.

If the concern relates to Andrew Banks, it must be reported to Kayleigh Humphreys or directly to the LADO.

If the concern involves both named safeguarding contacts, it must be reported directly to:

- North Lincolnshire Children's Services;
- the LADO;
- the police; or
- another appropriate safeguarding authority.

10.4 Junior instructors

Junior instructors under the age of 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 a safeguarding disclosure without adult support;
 - independently transport children on behalf of KRMA; or
 - be counted as an adult when determining supervision arrangements.
- A junior instructor who receives a disclosure must report it immediately to an adult instructor or the DSL.
- 

- be left solely responsible for supervising children;
- manage a safeguarding disclosure without adult support;
- independently transport children on behalf of KRMA; or
- be counted as an adult when determining supervision arrangements.

A junior instructor who receives a disclosure must report it immediately to an adult instructor or the DSL.



11. Responding to a disclosure or concern

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 information must be shared with people who can help.
8. Never promise secrecy.
9. Ask only enough questions to clarify what the child is communicating.
10. Avoid leading or suggestive questions.
11. Avoid repeatedly questioning the child.
12. Do not confront the person alleged to have caused the harm.
13. Do not ask the child to repeat the account unnecessarily.
14. Report the concern immediately.
15. Make a written record as soon as possible.
16. Call emergency services where the child is in immediate danger.

Appropriate questions include:

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

Questions that suggest an answer or place blame on the child must not be used.

Staff must not photograph injuries unless instructed to do so by an appropriate safeguarding professional.

Any relevant original messages, clothing or other potential evidence should be preserved without being examined unnecessarily.

12. Reporting and referral procedures

12.1 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;
- preserve potential evidence where practicable; and
- inform the DSL as soon as it is safe to do so.

Calling the emergency services takes priority over internal reporting.

12.2 Safeguarding concerns without immediate danger

The concern must be reported to the DSL or Deputy DSL without delay.

The DSL will consider whether:

- immediate protective action is necessary;
- a referral to children's social care is required;
- the police should be contacted;
- the child has an allocated social worker;
- LADO advice is required;
- another organisation needs to be informed;
- parents or carers should be contacted; and
- further support should be offered.

12.3 Direct external referrals

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

- a child is in immediate danger;
- the DSL is unavailable;
- the concern involves the DSL or senior leadership;
- the person believes that the concern has not been addressed appropriately; or
- waiting for internal approval may expose a child to further risk.

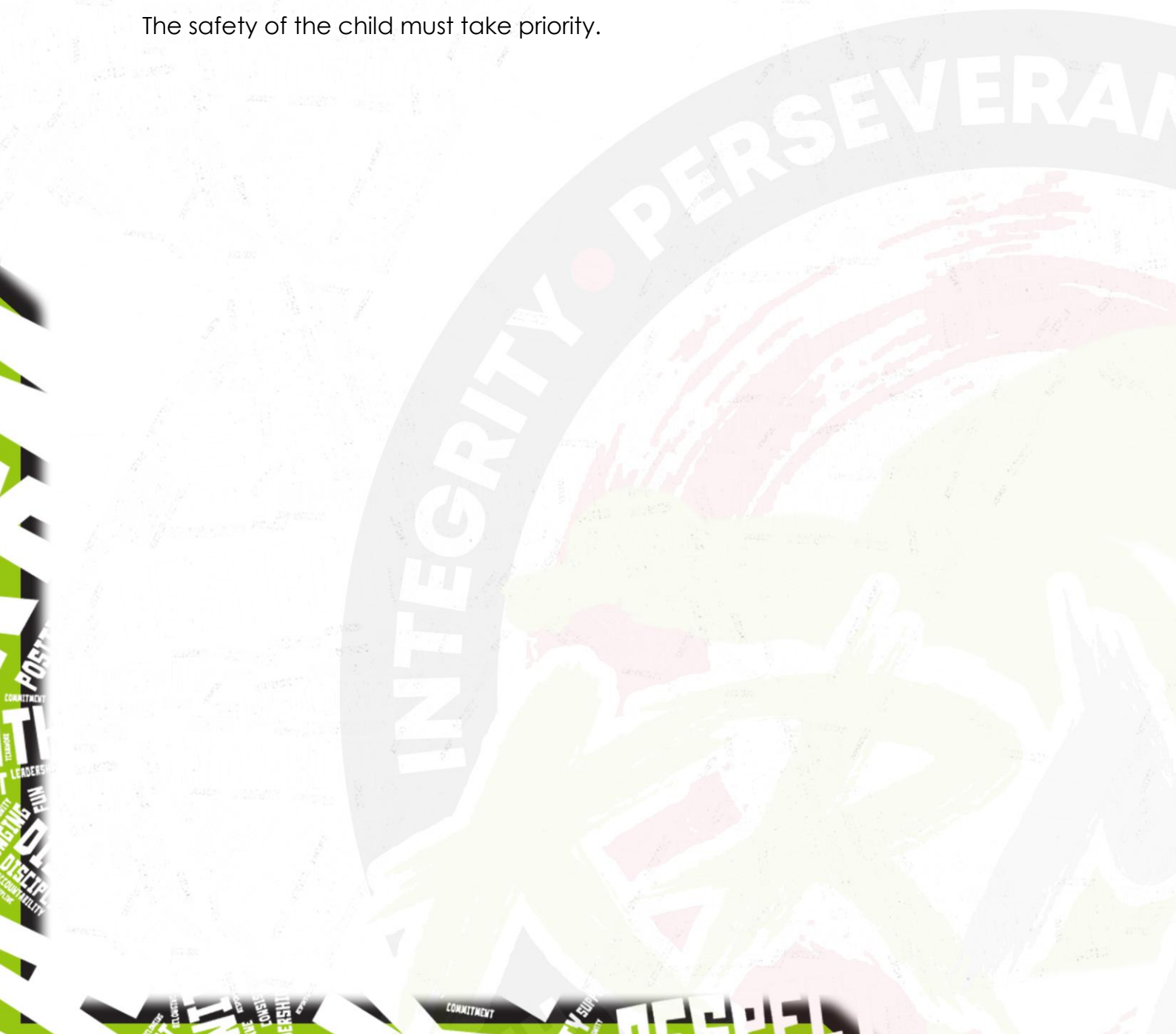
No person will be penalised for making a safeguarding referral in good faith.

12.4 Parents and carers

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

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

The safety of the child must take priority.



13. Concerns or allegations involving adults

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

- harmed a child or may have harmed a child;
- possibly committed an offence against or relating to a child;
- behaved towards a child in a way that indicates they may pose a risk;
- 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 outside KRMA.

Concerns may relate to conduct inside or outside the organisation.

Any concern involving an adult must be reported immediately to the DSL or Deputy DSL.

KRMA will:

- prioritise children's safety;
- obtain LADO advice where the threshold may be met;
- avoid beginning an internal investigation before receiving appropriate advice;
- cooperate with the LADO, police and children's social care;
- maintain appropriate confidentiality;
- provide support to the affected child;
- treat the person subject to the allegation fairly;
- consider temporary changes to duties;
- consider suspension where necessary;
- avoid treating suspension as proof of guilt;
- maintain written records of advice and decisions; and
- consider disciplinary, police, regulatory and DBS referrals.

A person must not be allowed to resign or leave quietly to avoid a safeguarding process.

A private agreement must never prevent safeguarding information from being shared with the authorities.

North Lincolnshire's LADO is the appropriate contact for allegations or concerns involving someone who works or volunteers with children.

A decorative background graphic featuring a large, semi-circular seal. The seal has a grey border with the words 'INTEGRITY' and 'PERSEVERANCE' in white capital letters, separated by a small red dot. Inside the seal is a colorful, abstract design with shades of red, orange, yellow, and green, resembling a stylized sun or a landscape. The background is white with faint, repeating text patterns. On the left side, there is a vertical strip with a green and black geometric pattern and the words 'LEADERSHIP', 'COMMITMENT', 'DISCIPLINE', and 'RESPONSIBILITY' in white capital letters. At the bottom, there is a horizontal strip with a similar pattern and the words 'INTEGRITY', 'PERSEVERANCE', and 'COMMITMENT' in white capital letters.

A person must not be allowed to resign or leave quietly to avoid a safeguarding process.

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North Lincolnshire's LADO is the appropriate contact for allegations or concerns involving someone who works or volunteers with children.

The background of the page features a large, semi-circular graphic on the right side. The word 'INTEGRITY' is written vertically in white capital letters on a grey background, and 'PERSEVERANCE' is written horizontally in white capital letters on a grey background. Below the text is a colorful abstract design with shades of red, orange, yellow, and green. On the left side, there is a vertical strip with a green and black pattern, containing the words 'INTEGRITY', 'PERSEVERANCE', 'COMMITMENT', 'LEADERSHIP', 'DISCIPLINE', and 'TEAMWORK' in white capital letters.

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The background of the page features a large, semi-circular graphic on the right side. The graphic has a grey outer ring with the words 'INTEGRITY' and 'PERSEVERANCE' in white capital letters, separated by a small red dot. Inside the ring is a colorful, abstract design with shades of red, orange, yellow, and green, resembling a stylized sun or a landscape. On the left side, there is a vertical strip with a green and black pattern, containing various words in white capital letters, including 'INTEGRITY', 'PERSEVERANCE', 'COMMITMENT', 'LEADERSHIP', 'DISCIPLINE', and 'RESPONSIBILITY'.

14. Low-level concerns

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

- is inconsistent with KRMA's Code of Conduct;
- does not initially appear to meet the LADO threshold;
- creates discomfort or concern;
- indicates weakening professional boundaries; or
- may form part of a wider pattern.

Examples include:

- being overly friendly with a child;
- favouritism;
- unnecessary private communication;
- unnecessary physical contact;
- inappropriate comments;
- sharing personal information;
- unauthorised transport;
- meeting a child outside KRMA without an appropriate reason;
- communicating through personal social-media accounts; or
- taking photographs contrary to policy.

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

The DSL will consider whether:

- advice or additional training is required;
- management action is necessary;
- a pattern is developing;
- disciplinary action is required; or
- the LADO should be consulted.

15. Child-on-child abuse

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

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

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

- take immediate steps to ensure safety;
- listen separately to the children involved;
- avoid requiring children to confront one another;
- record the concern;
- inform the DSL;
- consider the wishes of the child harmed;
- assess ongoing risks;
- involve parents or carers where appropriate;
- consider external referrals;
- implement a safety plan;
- support the child harmed;
- consider intervention and support for the child displaying harmful behaviour;
- address any wider group or organisational issues; and
- monitor the situation.

A 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.

16. Recording and information sharing

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

The record should include:

- the child's full name;
- date of birth where known;
- venue and activity;
- date and time of the incident;
- date and time the concern was reported;
- the name and role of the person making the record;
- the child's exact words wherever possible;
- a factual account of the concern;
- details of visible injuries;
- questions asked and responses given;
- names of witnesses;
- immediate action taken;
- who the concern was reported to;
- the time and method of reporting;
- external agencies contacted;
- advice received;
- decisions made; and
- follow-up action required.

Records must:

- distinguish fact from opinion;
- avoid speculation;
- be signed and dated;
- be passed securely to the DSL;
- be stored separately from routine student records; and
- only be shared with people who need the information.

Confidentiality must not be used as a reason to withhold information where a child may be at risk.

Information will be shared in a manner that is:

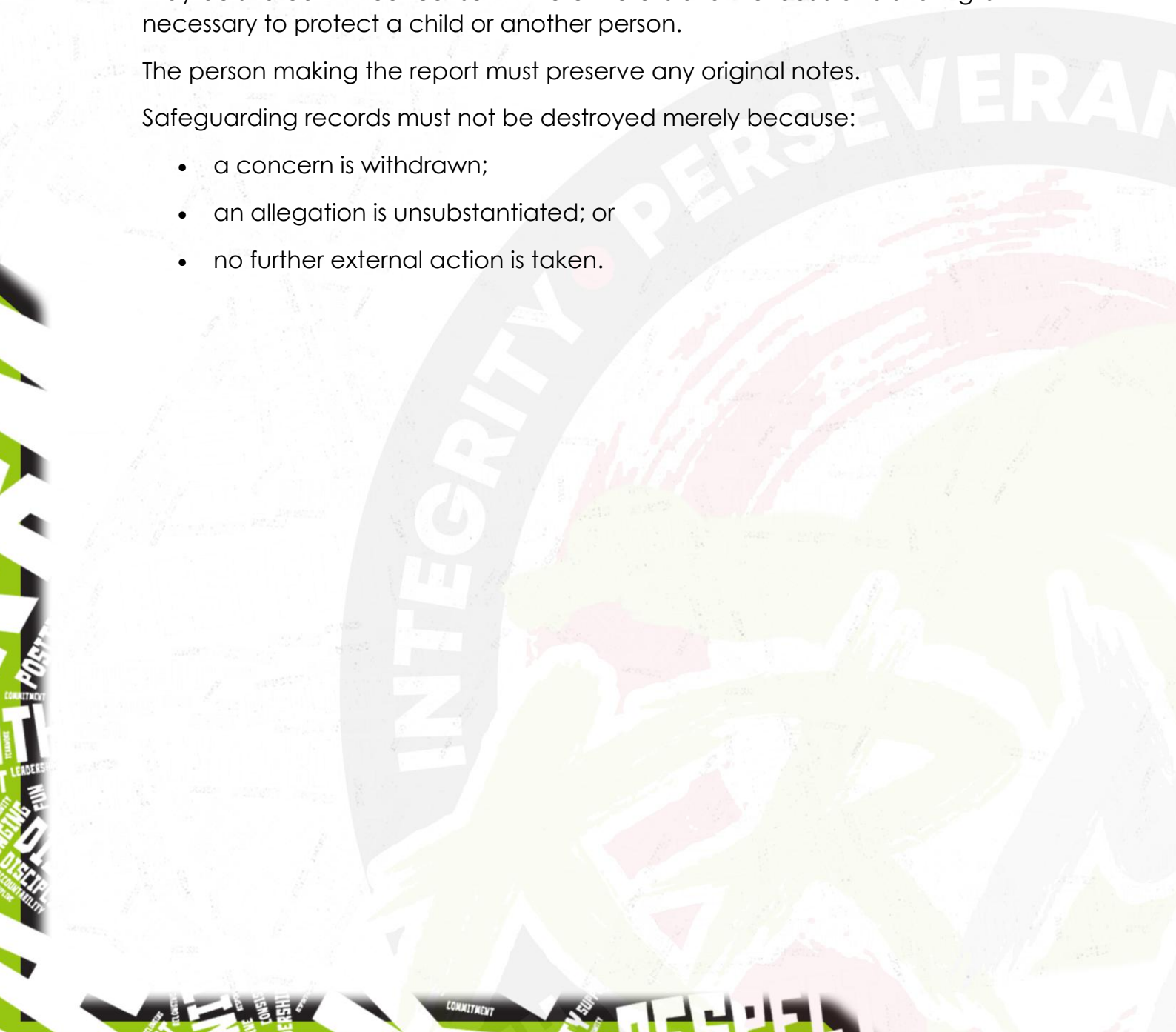
- necessary;
- proportionate;
- relevant;
- accurate;
- timely; and
- secure.

Consent will be considered where appropriate. Safeguarding information may be shared without consent where there is a lawful basis and sharing is necessary to protect a child or another person.

The person making the report must preserve any original notes.

Safeguarding records must not be destroyed merely because:

- a concern is withdrawn;
- an allegation is unsubstantiated; or
- no further external action is taken.



17. Safer recruitment and DBS checks

KRMA will take reasonable and proportionate steps to ensure that individuals working with children are suitable.

Depending on the role, safer recruitment may include:

- a written application;
- employment and volunteering history;
- interview or suitability discussion;
- identity verification;
- right-to-work checks;
- qualification checks;
- references;
- consideration of unexplained gaps;
- appropriate DBS checks;
- children's barred-list information where legally permitted;
- overseas checks where appropriate;
- safeguarding declarations;
- induction;
- safeguarding training;
- agreement to the Code of Conduct;
- supervised trial periods; and
- ongoing monitoring.

A DBS certificate is only one part of safer recruitment.

It does not remove the need for:

- references;
- supervision;
- training;
- appropriate boundaries; and
- ongoing assessment of suitability.

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

Changes from 1 September 2026

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

Volunteers who teach, train, instruct, care for or supervise children frequently, on more than three days in a 30-day period, or overnight may require an enhanced DBS check with children's barred-list information even when supervised.

KRMA will review all:

- volunteer instructors;
- assistant instructors;
- regular class volunteers;
- event volunteers;
- overnight-trip volunteers; and
- relevant junior-instructor arrangements

before 1 September 2026.

No person will begin or continue regulated activity unless KRMA is satisfied that the appropriate checks and safeguards are in place.

DBS referrals

KRMA will consider its legal responsibility to refer an individual to the Disclosure and Barring Service where the relevant conditions are met.

This may include where a person is removed from regulated activity because they have:

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

This responsibility may remain where the individual resigns or stops volunteering before the internal process is completed.

18. Supervision, support and training

All staff and volunteers will receive safeguarding information appropriate to their role.

This will include:

- induction;
- how to recognise safeguarding concerns;
- how to report concerns;
- responding to disclosures;
- professional boundaries;
- child-on-child abuse;
- online safeguarding;
- concerns involving adults;
- whistleblowing;
- local referral arrangements; and
- relevant legal or guidance updates.

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

Safeguarding knowledge will be refreshed regularly and at least annually through:

- formal training;
- briefings;
- updates;
- staff meetings; or
- supervised safeguarding discussions.

Training will be recorded.

Staff supervision and performance management may include discussion of:

- professional boundaries;
- conduct concerns;
- safeguarding confidence;
- low-level concerns;

- training needs; and
- lessons from incidents.



19. Physical contact and martial arts instruction

KRMA recognises that appropriate physical contact may be necessary when:

- teaching a martial arts technique;
- correcting body position;
- providing physical 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 where possible; and
- stopped if the child appears uncomfortable, unless contact is immediately necessary to prevent harm.

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

Physical contact must never be:

- sexual;
- punitive;
- humiliating;
- excessive;
- secretive; or
- used to demonstrate power over a child.

Any concern raised by a child about physical contact must be listened to and reported.

Physical restraint may only be used where necessary to prevent immediate harm and must be proportionate to the risk.

Any restraint must be recorded and reported to senior management and the child's parent or carer, unless safeguarding advice indicates that the parent or carer should not be informed.



20. One-to-one and private lessons

One-to-one lessons must be planned to reduce safeguarding risks.

Where practicable:

- lessons should take place in an open or observable area;
- another responsible adult should be on site or 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;
- parents should be permitted to observe where appropriate;
- approved communication systems should be used; and
- unnecessary isolation should be avoided.

One-to-one teaching must not be used to create:

- secrecy;
- dependency;
- favouritism;
- an exclusive relationship; or
- inappropriate personal contact.

Regular one-to-one arrangements must be risk assessed.

If an unavoidable situation results in an adult being briefly alone with a child, the adult should:

- move to an observable location where possible;
- inform another adult;
- keep the interaction brief and professional; and
- record the circumstances if there was any safeguarding concern.

21. Online safety, communication and social media

Safeguarding standards apply online as well as in person.

Staff and volunteers must:

- use KRMA-approved accounts and communication channels;
- keep communication professional;
- communicate only for legitimate KRMA purposes;
- avoid private or secret conversations;
- include a parent or carer in communication with younger children where practicable;
- avoid unnecessary late-night messages;
- preserve messages where a concern arises;
- report sexualised, threatening or inappropriate messages;
- never request or share intimate images; and
- never use communication to create an inappropriate personal relationship.

Staff must not:

- communicate with children using dating apps;
- use disappearing-message services for KRMA communication;
- add children to inappropriate personal social-media accounts;
- send sexual, humiliating or discriminatory content;
- share confidential safeguarding information through group chats; or
- delete relevant messages after a concern has arisen.

Online classes must:

- use approved platforms;
- have suitable access controls;
- avoid unauthorised recording;
- consider what can be seen or heard within participants' homes;
- provide a route for reporting concerns; and
- follow the same conduct standards as physical classes.

22. Photography and video

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

Staff and volunteers must not:

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

Competition and public-event photography may also be subject to the rules of the venue or organiser.

23. Changing areas, toilets and personal care

Staff must respect children's privacy while maintaining appropriate 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 where appropriate.

Where a child requires personal care or assistance:

- arrangements should be discussed and agreed in advance;
- the child's dignity and wishes must be respected;
- the parent or carer should provide relevant information;
- an individual support or care arrangement should be documented;
- assistance should be provided by an authorised and suitably competent person; and
- unnecessary physical contact must be avoided.

Instructors should not routinely provide intimate personal care merely because they are teaching the child.

In an emergency, reasonable action may be taken to protect the child's health, safety and dignity. The action must be recorded and reported.

24. Transport, trips, collection and missing children

Transport

Where KRMA arranges transport:

- parental or carer consent must be obtained;
- drivers must be suitably licensed and insured;
- vehicles must be roadworthy;
- seat belts and appropriate 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.

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

Collection

KRMA will maintain appropriate signing-in and collection arrangements.

A child should only be released:

- to an authorised adult;
- under another arrangement agreed with the parent or carer; or
- to travel independently where an appropriate arrangement has been agreed.

Missing child

If a child is missing:

1. Inform the senior instructor immediately.
2. Check the immediate venue.
3. Maintain supervision of the remaining children.
4. Contact the parent or carer.
5. Contact the police promptly where the child cannot be found or risk is elevated.
6. Inform the DSL.
7. Record all actions.

8. Review the incident and safeguarding arrangements.

Trips and overnight stays

Safeguarding must form part of event planning.

Arrangements must consider:

- appropriate supervision;
- DBS requirements;
- emergency contacts;
- medical information;
- transport;
- accommodation;
- changing arrangements;
- sleeping arrangements;
- risk assessments;
- codes of conduct;
- access to the DSL;
- missing-child procedures;
- photography;
- online behaviour; and
- first aid.

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

25. Whistleblowing

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

Concerns may include:

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

Concerns should normally be raised with:

- Kayleigh Humphreys; or
- Andrew Banks.

Where a concern involves those individuals, has not been addressed 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; or
- another appropriate authority.

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

26. Complaints

Children, parents, carers, employees and volunteers may raise safeguarding complaints through KRMA's complaints procedure.

Any complaint indicating possible abuse, neglect, exploitation or risk must be treated as a safeguarding concern and reported immediately to the DSL.

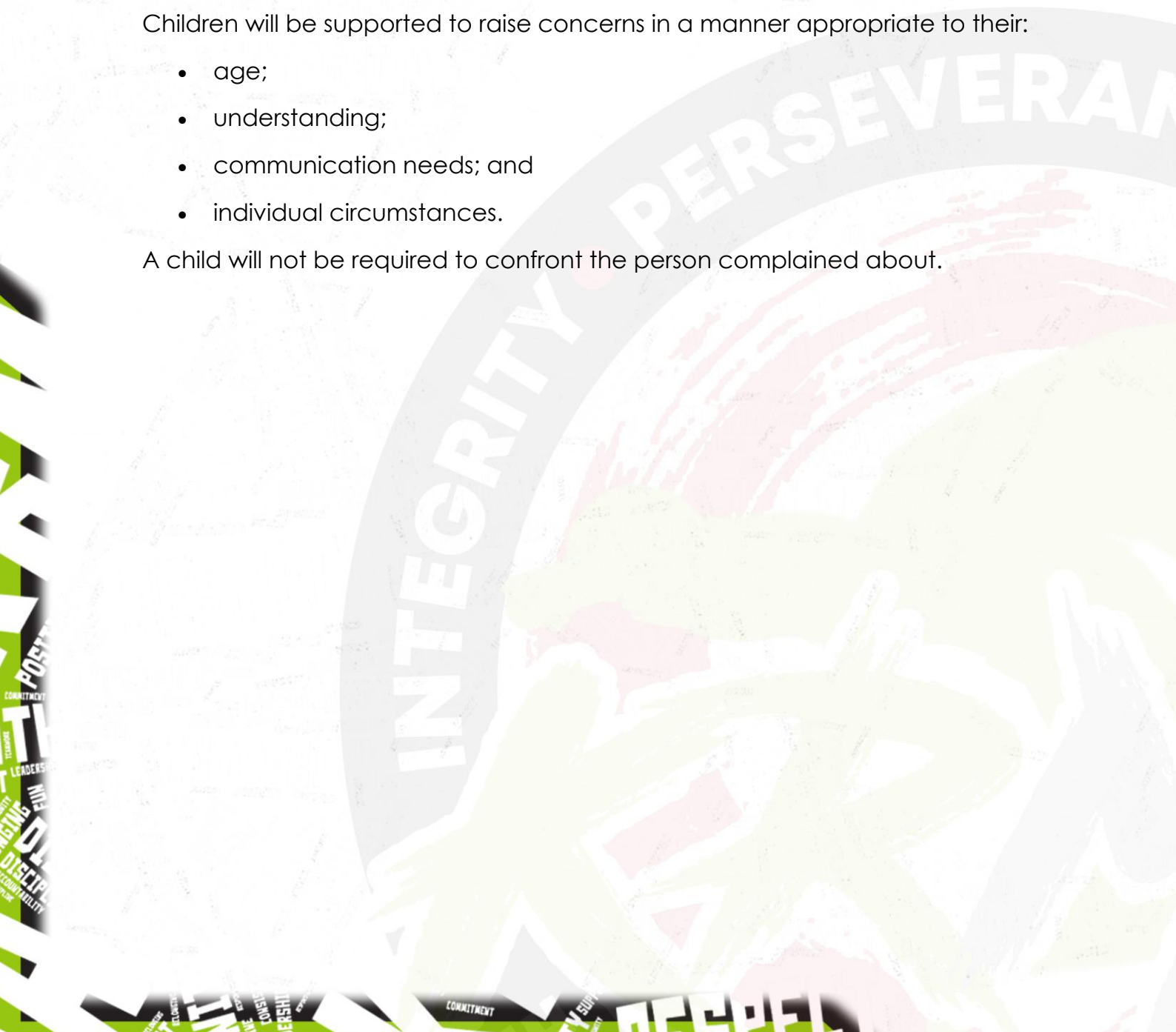
A person does not have to complete KRMA's internal complaints process before contacting:

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

Children will be supported to raise concerns in a manner appropriate to their:

- age;
- understanding;
- communication needs; and
- individual circumstances.

A child will not be required to confront the person complained about.



27. Policy breaches and disciplinary action

Failure to follow this policy may result in:

- management guidance;
- additional training;
- increased supervision;
- restriction of duties;
- suspension;
- disciplinary action;
- dismissal;
- termination of a volunteer 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 professional or regulatory body.

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

Failure to report a safeguarding concern may itself constitute misconduct.

Mandatory reporting of child sexual abuse

The Crime and Policing Act 2026 establishes a statutory reporting framework requiring specified adults undertaking regulated activity with children to report qualifying disclosures or witnessed child sexual abuse to the police or local authority.

Government guidance and implementation arrangements will be incorporated into this policy when the relevant duty is brought into operation.

Regardless of commencement, all suspected child sexual abuse must be reported immediately under KRMA's existing safeguarding procedures.

No KRMA representative may obstruct or discourage another person from making a safeguarding report.

28. Supporting those involved

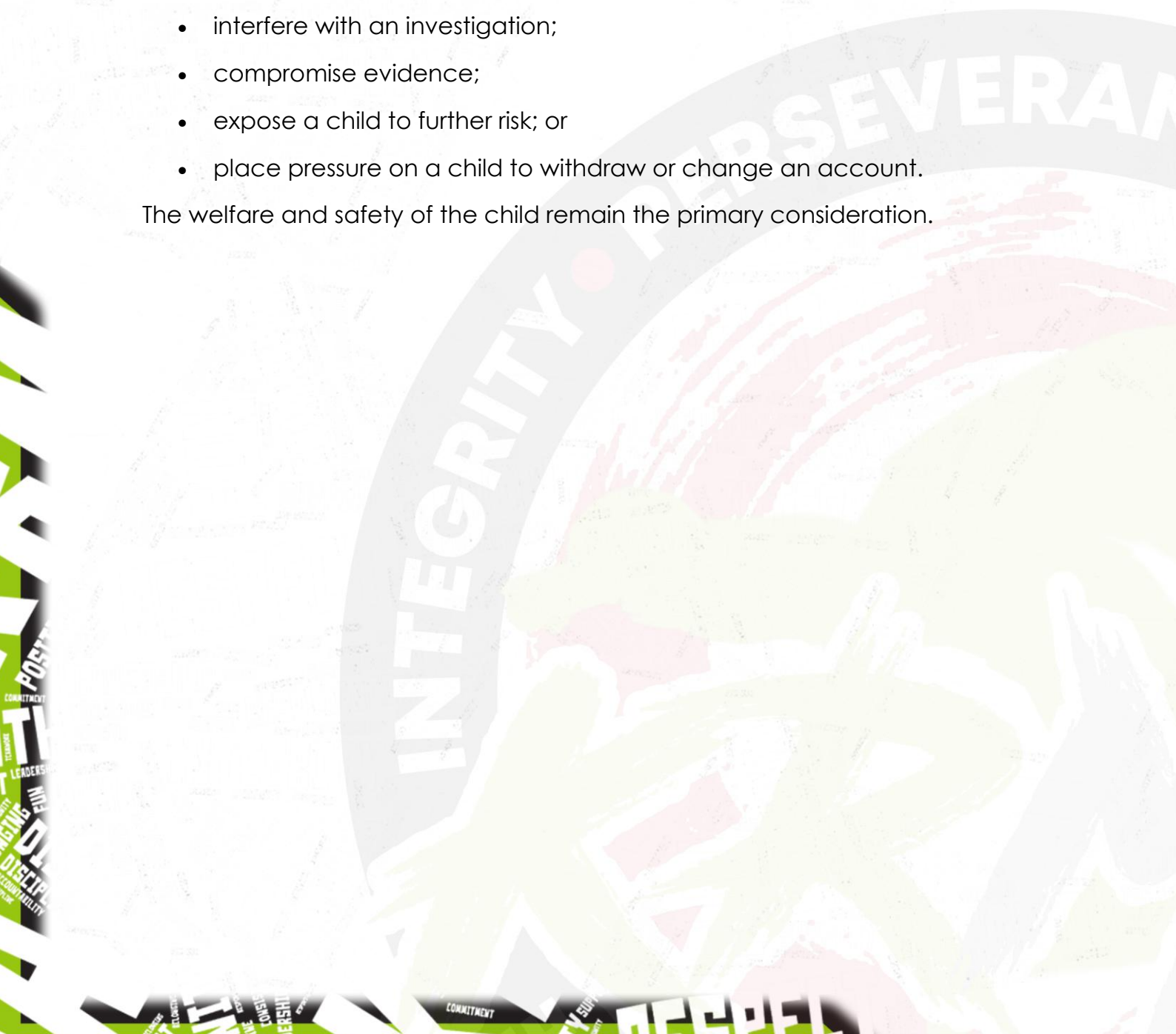
KRMA will consider appropriate support for:

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

Support must not:

- interfere with an investigation;
- compromise evidence;
- expose a child to further risk; or
- place pressure on a child to withdraw or change an account.

The welfare and safety of the child remain the primary consideration.



29. Monitoring and review

This policy will be reviewed at least annually.

It will be reviewed sooner following:

- a safeguarding incident;
- an allegation involving an adult;
- a significant child-on-child incident;
- changes to legislation;
- changes to 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 a safeguarding review;
- advice from KRMA's insurer or professional advisers; or
- any other significant event.

The review record will include:

- the review date;
- the person completing the review;
- legislation and guidance 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 affected volunteer and assistant-instructor roles meet the revised regulated-activity and DBS requirements.

30. Useful contacts

Koku-Ryu Martial Arts

Designated Safeguarding Lead: Kayleigh Humphreys

Deputy Designated Safeguarding Lead: Andrew Banks

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

North Lincolnshire Children's Services

Single Point of Contact

Telephone: **01724 296500**

Freephone: **08081 689667**

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

Police

Emergency: **999**

Non-emergency: **101**

North Lincolnshire Local Authority Designated Officer

For allegations or concerns about a person working or volunteering with children:

Telephone: **01724 298293**

Email: lado@northlincs.gov.uk

NSPCC

Helpline: **0808 800 5000**

Childline

Telephone: **0800 1111**

The North Lincolnshire contact numbers and LADO details above are the current published local safeguarding routes.

Where an activity takes place outside North Lincolnshire, the safeguarding contacts for the relevant local authority must be used.

31. Safeguarding referral flowchart

A concern is identified or disclosed

Is the child in immediate danger, seriously injured or in need of emergency medical attention?

Yes

1. Call 999.
2. Take reasonable action to protect the child.
3. Provide first aid where required.
4. Preserve potential evidence.
5. Inform the DSL as soon as possible.
6. Make a written record.

No

1. Listen and take the concern seriously.
2. Do not promise secrecy.
3. Do not investigate.
4. Report immediately to the DSL or Deputy DSL.
5. Complete the safeguarding concern report form.

Does the concern involve a member of staff, instructor or volunteer?

Yes

1. Report to the DSL or Deputy DSL.
2. If the concern involves the DSL, report to the Deputy or LADO.
3. If the concern involves the Deputy, report to the DSL or LADO.
4. If both are implicated, contact the LADO directly.
5. Do not conduct an internal investigation before obtaining LADO advice.

Is the DSL unavailable or has the concern not been addressed?

Any person may contact:

- North Lincolnshire Children's Services;
- the LADO; or

- the police directly.

Following the report

The DSL will:

1. assess immediate safety;
2. consider external referral;
3. record decisions and reasons;
4. consider whether parents should be informed;
5. establish any safety plan;
6. provide appropriate support; and
7. monitor and follow up the concern.



32. Safeguarding concern report form

Confidential safeguarding record

Safeguarding reference number:

A. Child's details

Full name of child:

Date of birth:

Home address, where known:

Parent or carer details:

Programme, class or activity:

Venue:

B. Person completing this report

Name:

Role:

Contact details:

Date and time this form was completed:

C. Details of concern

Date and time of incident or disclosure:

Location:

How did the concern arise?

- Direct disclosure
- Observation
- Information from another child
- Information from an adult
- Injury
- Online communication
- Conduct concern
- Other

Please provide a complete factual account of the concern:

Record the child's exact words wherever possible:

Questions asked and answers given:

Details of any visible injuries or physical indicators:

Has a body map been completed?

Yes / No / Not applicable

Names and contact details of witnesses:

D. Immediate action

Was the child in immediate danger?

Yes / No

Was emergency medical assistance required?

Yes / No

Was 999 contacted?

Yes / No

Immediate action taken:

E. Internal reporting

Date and time reported to the DSL or Deputy DSL:

Reported to:

Method of reporting:

- Face to face
- Telephone
- Email
- Other

Advice or instructions received:

F. Parents or carers

Were parents or carers informed?

Yes / No

If yes, by whom, when and how?

If no, record the reason:

G. External referrals

Children's Services contacted?

Yes / No

Date, time and person spoken to:

Reference number:

Police contacted?

Yes / No

Reference number:

LADO contacted?

Yes / No

Date, time and advice received:

Other agency contacted:

H. DSL assessment and decision

Risk and safeguarding considerations:

Decision and reasons:

Actions required:

Person responsible:

Follow-up date:

I. Signatures

Name of person making the original report:

Signature:

Date:

DSL or Deputy DSL name:

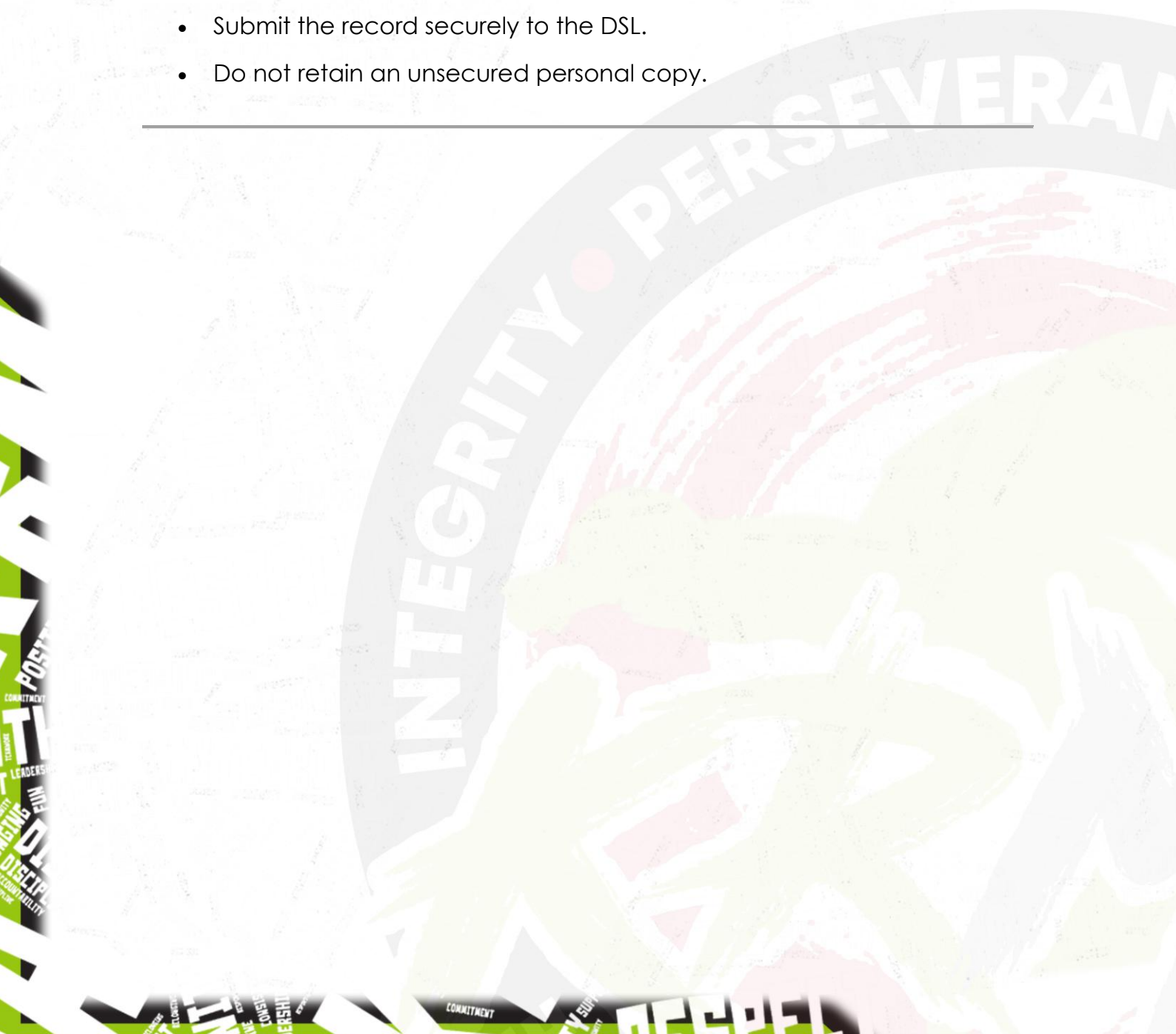
Signature:

Date:

Number of additional pages attached:

Important recording instructions

- Record facts, observations and the child's words accurately.
 - Clearly distinguish facts from opinions.
 - Do not speculate.
 - Do not investigate.
 - Sign and date every additional page.
 - Use the safeguarding reference number on every page.
 - Submit the record securely to the DSL.
 - Do not retain an unsecured personal copy.
-



Policy approval

Approved by: Andrew Banks

Role: CEO and Chief Instructor

Approval date: 13 July 2026

Policy owner: Kayleigh Humphreys

Role: Designated Safeguarding Lead

Version: 3.0

Next review date: 13 July 2027

This policy supersedes the June 2025 Safeguarding Children Policy and Procedures.

