



PARENT & CARER CODE OF CONDUCT

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1. Purpose

Koku-Ryu Martial Arts, referred to throughout this Code as “KRMA”, values the important role parents and carers play in supporting children's safety, confidence, behaviour and progress.

The purpose of this Code is to establish clear expectations for parents and carers so that KRMA can provide an environment that is:

- safe;
- respectful;
- welcoming;
- inclusive;
- professional;
- supportive;
- and focused on positive martial arts development.

The Code is intended to:

- protect children and young people;
- support constructive relationships between families and staff;
- reduce misunderstandings;
- maintain professional boundaries;
- promote respectful communication;
- protect the learning environment;
- and provide a clear basis for addressing unacceptable conduct.

2. Scope

This Code applies to:

- parents;
- carers;
- legal guardians;
- foster carers;
- authorised family members;
- emergency contacts;
- adults collecting or accompanying a child;
- spectators;
- and anyone acting on behalf of a child or family.

It applies during:

- classes;
- private lessons;
- gradings;
- competitions;
- demonstrations;
- seminars;
- trips;
- transport;
- residential activities;
- community events;
- online communication;
- social-media activity connected with KRMA;
- and any other activity delivered under the KRMA name.

Conduct outside KRMA may also be considered where it:

- affects a child's welfare;
- creates a safeguarding concern;
- involves bullying, harassment or discrimination;
- disrupts relationships within KRMA;
- affects staff or other families;
- or seriously undermines the safe operation of the organisation.



3. Partnership With Families

KRMA believes that:

Parents and carers know their child best. KRMA understands martial arts coaching and the requirements of its programmes. By working together respectfully, openly and honestly, we can provide the safest, most enjoyable and most successful experience for every student.

Parents and carers are encouraged to:

- share relevant information;
- ask appropriate questions;
- raise concerns;
- support their child's attendance and effort;
- communicate changes;
- and work constructively with instructors.

KRMA will aim to:

- listen carefully;
- provide clear information;
- respond respectfully;
- explain decisions where appropriate;
- protect confidentiality;
- support inclusion;
- and keep the child's welfare at the centre of decisions.

Partnership does not mean that every request can be agreed or that confidential information about another person can be disclosed.

4. Core Expectations

Parents and carers are expected to:

1. Treat students, staff, volunteers and other families with respect.
2. Model calm, responsible and appropriate behaviour.
3. Follow KRMA policies, procedures and venue rules.
4. Support the authority of instructors during organised activities.
5. Raise concerns through appropriate communication channels.
6. Avoid disrupting classes or coaching from the sidelines.
7. Provide accurate medical, emergency and collection information.
8. Inform KRMA of relevant changes affecting their child.
9. Support safeguarding, attendance and handover arrangements.
10. Use social media and group chats responsibly.
11. Respect the privacy and confidentiality of others.
12. Challenge bullying and discriminatory conduct appropriately.
13. Support reasonable adjustments and inclusive participation.
14. Avoid placing children in the middle of adult disagreements.
15. Accept that serious or repeated breaches may result in proportionate action.

5. Safeguarding and Welfare

The welfare of children must always take priority over:

- competition results;
- grading outcomes;
- attendance targets;
- convenience;
- financial considerations;
- adult disagreements;
- or concerns about embarrassment.

5.1 Reporting concerns

Parents and carers should report safeguarding concerns promptly to:

Designated Safeguarding Lead: Kayleigh Humphreys

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

Where the DSL is unavailable, concerns may be reported to:

Deputy Designated Safeguarding Lead: Andrew Banks

A concern may also be reported to any KRMA instructor or staff member, who must pass it to the appropriate safeguarding person.

Where a child or another person is in immediate danger, call **999**.

Safeguarding concerns should not be reported through:

- public social-media comments;
- unofficial parent groups;
- online arguments;
- or messages to personal staff accounts.

5.2 Confidentiality

KRMA cannot promise that safeguarding information will remain completely confidential.

Information may need to be shared with:

- police;
- children's social care;
- healthcare professionals;
- schools;
- the Local Authority Designated Officer;
- or another appropriate safeguarding body.

Parents will normally be informed where their child is involved, unless doing so could:

- place the child at greater risk;
- alert a suspected abuser;
- compromise evidence;
- interfere with a police or social-care enquiry;
- or conflict with safeguarding advice.

5.3 Supporting disclosures

Where a child tells a parent or carer about a concern connected with KRMA, the adult should:

- remain calm;
- listen;
- avoid leading questions;
- reassure the child that they were right to speak;
- avoid confronting the alleged person;
- preserve messages or other evidence;
- and report the matter promptly.

Parents should not conduct their own investigation or question other children.

5.4 Children must not be placed in adult disputes

Parents and carers must not ask a child to:

- carry complaints or financial messages;
- gather information about staff or another family;
- confront an instructor;
- choose between adults;
- repeat rumours;
- or become involved in a dispute between adults.

Concerns must be addressed directly between the responsible adults.



6. Communication With KRMA

Communication must remain respectful, factual and proportionate.

6.1 Official channels

Parents and carers should use approved channels, including:

- official KRMA email;
- telephone;
- authorised messaging systems;
- arranged meetings;
- secure forms;
- or another recognised KRMA contact method.

Personal social-media accounts belonging to instructors should not be used for routine or confidential KRMA matters.

6.2 Appropriate communication

Parents and carers should:

- identify the matter clearly;
- provide relevant facts;
- communicate calmly;
- allow reasonable time for a response;
- attend arranged meetings where necessary;
- and use the Complaints Policy where a matter remains unresolved.

Parents should not:

- send abusive or threatening messages;
- contact several staff members repeatedly about the same matter;
- demand immediate responses outside working hours;
- publish allegations before allowing appropriate consideration;
- or involve uninvolved families.

6.3 Class-time conversations

Instructors responsible for a class must prioritise:

- student supervision;
- safety;
- lesson delivery;
- first aid;
- and safeguarding.

They may therefore be unable to hold a detailed conversation before, during or immediately after class.

Where a matter requires proper attention, a call or meeting should be arranged.

6.4 Disagreement

Parents may disagree with:

- coaching feedback;
- assessment;
- grading decisions;
- competition selection;
- behaviour decisions;
- or operational arrangements.

Disagreement is not itself misconduct.

However, concerns must be raised without:

- abuse;
- intimidation;
- public confrontation;
- personal attacks;
- threats;

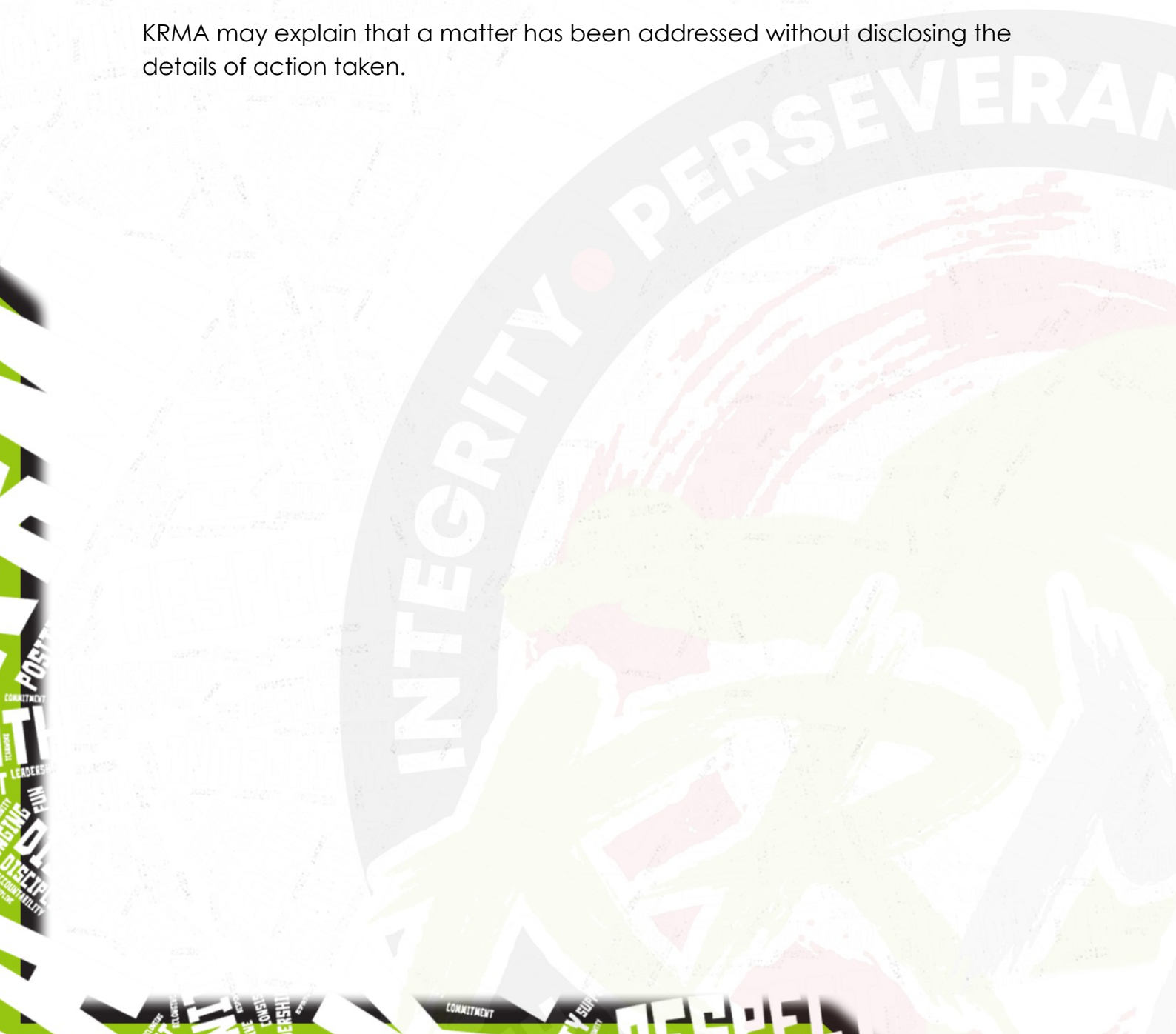
- or disruption to the activity.

6.5 Communication about other children

Parents do not have a right to receive confidential details about:

- another child;
- another family;
- disciplinary action involving another student;
- safeguarding records;
- medical information;
- or staff employment matters.

KRMA may explain that a matter has been addressed without disclosing the details of action taken.



7. Conduct at Classes and Venues

Parents and carers must help maintain a safe and positive environment.

They are expected to:

- follow venue rules;
- treat staff and volunteers respectfully;
- supervise accompanying siblings where required;
- keep access routes and emergency exits clear;
- remain outside the training area unless invited;
- use appropriate language;
- and comply with safety instructions.

7.1 Training areas

Parents, siblings and spectators must not enter the mats or training area without permission.

This protects:

- participants;
- staff;
- equipment;
- insurance arrangements;
- and the smooth running of the class.

7.2 Siblings and non-participants

Parents remain responsible for siblings and other children who are not taking part.

They must ensure that non-participants:

- do not enter the training area;
- do not interfere with equipment;
- do not distract students;

- do not block exits;
- and remain appropriately supervised.

KRMA staff are not automatically responsible for supervising non-participating siblings.

7.3 Noise and disruption

Parents and spectators should keep noise to an appropriate level.

Where using a telephone, holding a conversation or managing a distressed sibling would disrupt the class, the person may be asked to move to another suitable area.

7.4 Staff and junior instructors

Parents must treat:

- instructors;
- volunteers;
- reception staff;
- and junior instructors

with courtesy and respect.

Junior instructors under 18 remain children for safeguarding purposes.

Parents must not:

- intimidate them;
- confront them about adult matters;
- demand confidential information;
- or expect them to resolve formal complaints.

Concerns should be directed to an appropriate adult member of staff.

7.5 Instructions during emergencies

Parents and carers must follow authorised instructions during:

- evacuation;
- lockdown;

- medical emergencies;
- missing-child incidents;
- severe weather;
- heat-related closures;
- or another safety event.

They must not obstruct staff, emergency services or venue personnel.



8. Class Observation and Coaching Boundaries

Parents are welcome to support their child in accordance with the arrangements for the programme and venue.

However, observation must not interfere with coaching.

8.1 Sideline coaching

Parents and carers must not:

- call instructions from the viewing area;
- contradict the instructor during the lesson;
- encourage techniques not being taught;
- criticise the child's performance publicly;
- pressure the child to continue when injured or distressed;
- or attempt to direct other students.

Multiple instructions can confuse students and create safety risks.

Coaching decisions during the activity remain the responsibility of the authorised instructor.

8.2 Respecting coaching decisions

Parents should recognise that instructors may make decisions concerning:

- safe partner selection;
- contact level;
- grading readiness;
- competition entry;
- class placement;
- reasonable adjustments;
- removal from an activity;
- and temporary restrictions.

These decisions should be based on safety, development and programme requirements.

Concerns may be raised respectfully after the activity or through an arranged meeting.

8.3 Supporting effort rather than pressure

Parents should:

- praise effort;
- recognise progress;
- encourage resilience;
- support sportsmanship;
- and celebrate the achievements of others.

They should avoid:

- comparing children negatively;
- placing excessive pressure on results;
- criticising mistakes harshly;
- arguing with officials;
- or treating competition results as more important than wellbeing.

8.4 Respect for martial arts tradition

Parents are asked to support the traditional foundations of KRMA, including:

- discipline;
- etiquette;
- respect for instructors;
- respect for senior grades;
- humility;
- responsibility;
- and appropriate dojo behaviour.

Traditional respect must never be used to excuse:

- bullying;

- humiliation;
- unsafe coaching;
- abusive conduct;
- or the silencing of a safeguarding concern.



9. Arrival, Attendance and Collection

Accurate arrival and collection arrangements are essential to safeguarding.

9.1 Arrival

Parents and carers should:

- ensure children arrive at the correct venue;
- arrive at an appropriate time;
- confirm that the activity is operating;
- follow the sign-in process;
- and ensure younger children are handed to an authorised KRMA representative.

A parent should not assume that KRMA has accepted responsibility merely because:

- the door is open;
- an instructor's vehicle is present;
- another family is waiting;
- or the child has entered the building.

9.2 Attendance

Parents should inform KRMA where appropriate if their child:

- will be absent;
- will arrive late;
- needs to leave early;
- is attending a different class;
- or is no longer attending an event.

A booking does not prove that the child has arrived.

9.3 Collection

Parents and carers must:

- collect children at the agreed time;
- use authorised collection arrangements;
- notify KRMA of changes;
- ensure emergency contacts remain current;
- and inform KRMA before taking a child from an event or activity.

A child must not be removed from a competition, demonstration, trip or class without notifying the responsible KRMA adult.

Failure to do so may trigger a missing-child response.

9.4 Authorised collectors

KRMA may request:

- the name of the collector;
- identification;
- a password;
- written confirmation;
- or direct verification from the parent or carer.

Parents must not be offended where staff make reasonable safeguarding checks.

9.5 Independent arrival and departure

Independent travel must be agreed in advance and must be suitable for the child's:

- age;
- maturity;
- route;
- time of day;
- additional needs;
- and the venue.

Permission for independent travel to an ordinary class does not automatically apply to:

- competitions;
- unfamiliar venues;
- late-night activities;
- trips;
- or residential events.

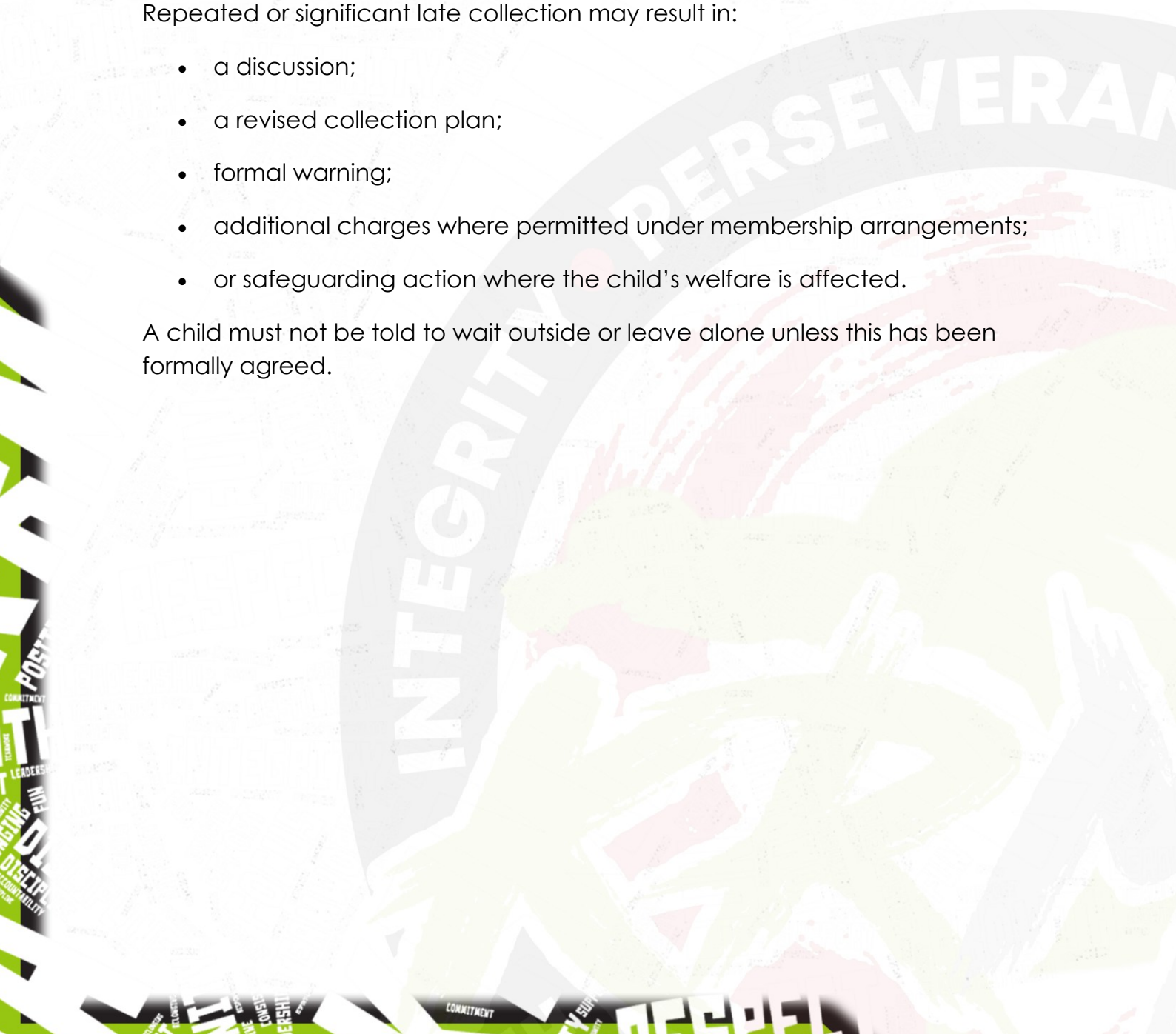
9.6 Late collection

Where a parent is delayed, they should contact KRMA as soon as possible.

Repeated or significant late collection may result in:

- a discussion;
- a revised collection plan;
- formal warning;
- additional charges where permitted under membership arrangements;
- or safeguarding action where the child's welfare is affected.

A child must not be told to wait outside or leave alone unless this has been formally agreed.



10. Medical Information, Additional Needs and Reasonable Adjustments

Parents and carers must provide accurate information relevant to their child's safe participation.

This may include:

- medical conditions;
- allergies;
- medication;
- injuries;
- disability;
- SENDI;
- communication needs;
- sensory needs;
- emotional or behavioural support;
- trauma-related triggers;
- mobility;
- personal care;
- and emergency arrangements.

10.1 Updating information

Parents must notify KRMA where relevant information changes.

Staff cannot make safe decisions using information they have not been given.

10.2 Medication

Where medication may be needed during an activity, parents must follow KRMA's medication arrangements.

They should provide:

- clear instructions;
- correct medication;

- valid expiry dates;
- appropriate consent;
- and information about emergency use.

Medication must not be placed in a child's bag without KRMA being informed where staff may need to act.

10.3 Reasonable adjustments

KRMA will consider reasonable adjustments to support participation.

Parents and carers are expected to:

- share relevant information;
- work constructively with staff;
- help develop support arrangements;
- review plans where needs change;
- and recognise that adjustments must remain safe and practicable.

An adjustment provided to one child is not unfair treatment of another child.

Families must not criticise or challenge another participant's adjustment without knowing their confidential circumstances.

10.4 Injuries and fitness to participate

Parents must inform KRMA where a child:

- is injured;
- has been advised not to participate;
- is recovering from illness;
- has experienced a head injury;
- or requires temporary restrictions.

A child must not be pressured to train, grade or compete against medical advice or when visibly unfit.

11. Respect, Bullying and Discrimination

Parents and carers must help maintain an environment where every student, family member, instructor and volunteer is treated with dignity.

Parents and carers must not engage in, encourage or support:

- bullying;
- intimidation;
- harassment;
- humiliation;
- discriminatory language;
- exclusion;
- threats;
- malicious gossip;
- knowingly false allegations;
- targeted online behaviour;
- retaliation against someone who raises a concern;
- or misuse of another person's private information.

11.1 Behaviour involving children

Parents and carers must not:

- confront another child about an incident;
- question another child about a complaint;
- discipline another person's child;
- pressure a child to apologise;
- publicly criticise or shame a child;
- encourage their child to retaliate;
- or involve children in disagreements between adults.

Concerns about another student must be reported privately to an appropriate KRMA staff member.

KRMA will decide how the matter should be addressed.

11.2 Rumours and gossip

Parents and carers must not spread rumours or unverified information concerning:

- students;
- families;
- instructors;
- volunteers;
- safeguarding concerns;
- relationships;
- disciplinary matters;
- scholarships;
- financial arrangements;
- or complaints.

A concern should be reported through the correct procedure rather than discussed with uninvolved families.

11.3 Discrimination

Discriminatory behaviour connected with any personal characteristic will not be accepted.

This includes conduct relating to:

- disability;
- race;
- nationality;
- religion or belief;
- sex;

- sexual orientation;
- gender reassignment;
- pregnancy or maternity;
- age;
- appearance;
- family circumstances;
- socioeconomic background;
- ability;
- or additional needs.

Parents should support KRMA in teaching students to respect difference and include others.

11.4 Respect for rank and tradition

KRMA maintains traditional expectations concerning:

- instructors;
- senior students;
- higher grades;
- etiquette;
- discipline;
- humility;
- and martial arts hierarchy.

Parents are expected to support their child in showing appropriate additional respect to instructors, senior students and higher grades in recognition of their experience, commitment and responsibilities.

Every individual must still be treated with courtesy and dignity.

Rank must never be used to justify:

- bullying;
- humiliation;

- unsafe behaviour;
- inappropriate obedience;
- exploitation;
- or silencing a safeguarding concern.



12. Social Media, Group Chats and Online Conduct

Online behaviour must reflect the same standards expected inside the dojo.

This applies to:

- official KRMA pages;
- parent groups;
- WhatsApp chats;
- Messenger groups;
- social-media comments;
- review platforms;
- private messages;
- and unofficial groups connected with KRMA.

12.1 Appropriate online conduct

Parents and carers should:

- communicate respectfully;
- verify information before sharing it;
- protect children's privacy;
- use official channels for concerns;
- avoid sharing confidential messages;
- and report harmful content appropriately.

12.2 Prohibited online behaviour

Parents and carers must not:

- publish abusive or threatening comments;
- organise online targeting;
- encourage others to post negative material;
- share rumours;

- identify a child involved in a safeguarding or behaviour matter;
- publish private medical or family information;
- post screenshots of confidential communication without legitimate reason;
- impersonate KRMA or a member of staff;
- create misleading official-looking pages;
- or use online platforms to pressure, intimidate or harass another person.

12.3 Unofficial parent groups

KRMA may not control groups created independently by parents.

However, conduct within an unofficial group may still be addressed where it:

- affects a child's welfare;
- contributes to bullying;
- targets a member of staff or family;
- spreads harmful misinformation;
- creates safeguarding concerns;
- disrupts KRMA activities;
- or breaches another KRMA policy.

Unofficial groups must not present themselves as officially authorised by KRMA.

12.4 Contacting staff online

Parents should not expect staff to:

- accept personal friend requests;
- respond through private profiles;
- provide personal contact details;
- answer immediately outside working hours;
- or discuss confidential matters in public comments.

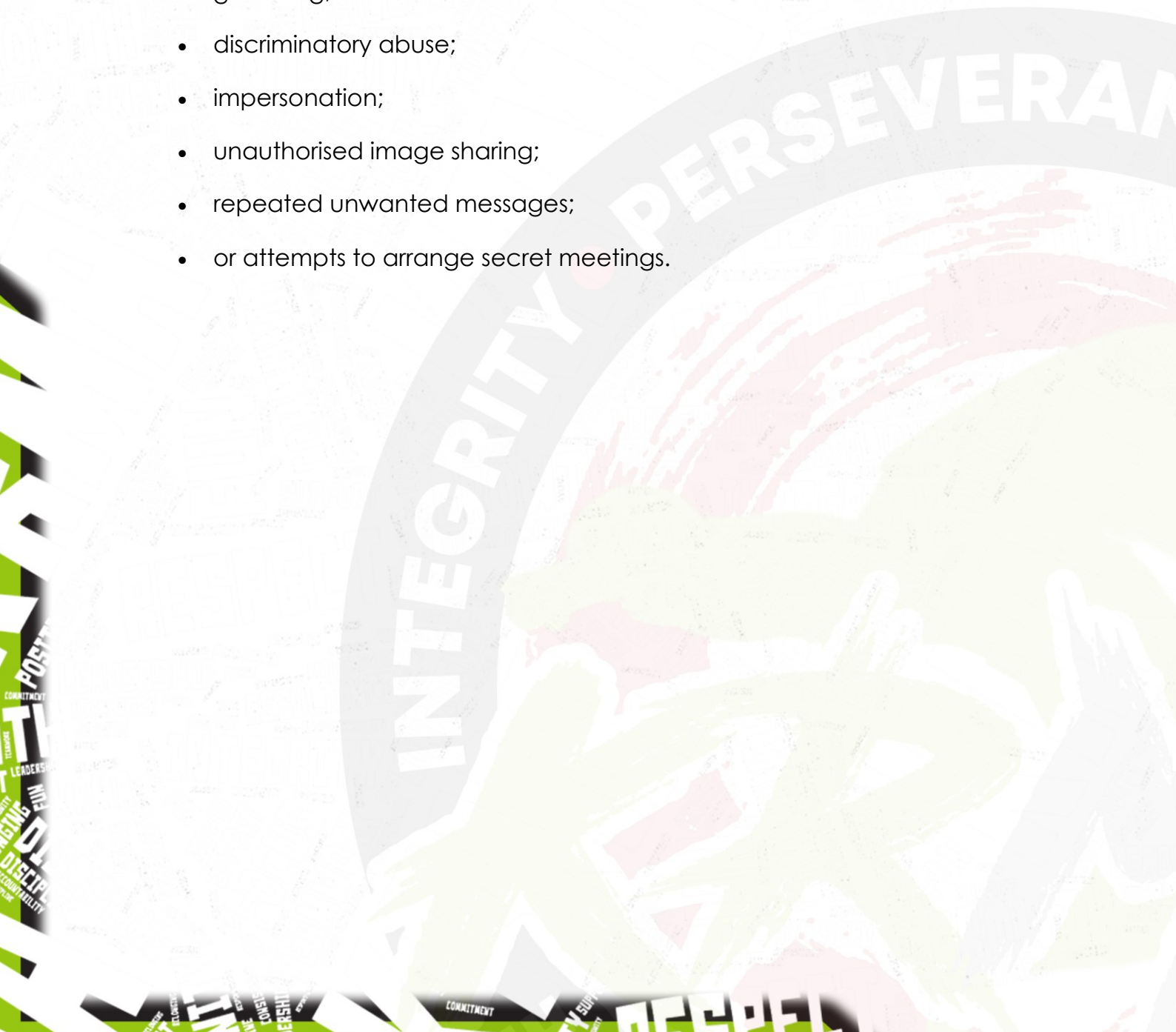
Safeguarding concerns should be sent through the approved safeguarding route.

12.5 Online behaviour involving children

Parents should monitor their child's online activity in an age-appropriate manner.

Concerns should be reported where online behaviour involves:

- bullying;
- threats;
- sexualised content;
- grooming;
- discriminatory abuse;
- impersonation;
- unauthorised image sharing;
- repeated unwanted messages;
- or attempts to arrange secret meetings.



13. Photography, Video and Recording

Parents and carers must follow KRMA's Photography and Video Policy and any rules established by the venue or event organiser.

13.1 Photography during activities

Parents may photograph or record only where permission has been given.

They must not:

- obstruct instruction;
- enter the training area without permission;
- distract participants;
- record confidential conversations;
- photograph children whose permission arrangements prohibit it;
- or publish images irresponsibly.

13.2 Prohibited areas

Photography, filming, livestreaming and video calls are prohibited in:

- changing rooms;
- toilets;
- showers;
- personal-care areas;
- bedrooms during residential trips;
- and any other area where privacy is expected.

13.3 Sharing images

Before sharing an image containing another child, parents should consider whether they have appropriate permission.

Images must not be used to:

- ridicule;
- embarrass;

- sexualise;
- bully;
- expose confidential information;
- identify safeguarding circumstances;
- or create an avoidable safety risk.

KRMA may ask for content to be removed where it presents a welfare, privacy or safeguarding concern.

13.4 Livestreaming

Parents must not livestream classes, gradings, competitions or other activities without explicit authorisation.

A livestream may unintentionally reveal:

- children without media permission;
- confidential documents;
- venue security arrangements;
- medical incidents;
- private conversations;
- or identifying information.

13.5 Recording conversations

A parent wishing to record a meeting or telephone call should normally raise this in advance.

KRMA may decline recording where:

- confidential third-party information may be discussed;
- safeguarding could be compromised;
- another participant does not agree;
- or an accurate written record is more appropriate.

14. Competitions, Demonstrations, Trips and Events

Parents and carers attending external activities remain subject to this Code.

They are expected to:

- follow event and venue rules;
- treat officials respectfully;
- support all KRMA competitors;
- avoid aggressive coaching;
- follow collection and handover arrangements;
- respect team decisions;
- supervise siblings and spectators in their care;
- and comply with safety instructions.

14.1 Conduct towards officials and competitors

Parents must not:

- abuse judges, referees or event staff;
- confront another competitor;
- enter a competition area without permission;
- encourage retaliation;
- challenge decisions aggressively;
- or behave in a way that embarrasses or intimidates their child.

Concerns about officiating should be raised through the appropriate event process.

14.2 Collection from events

A parent must inform the responsible KRMA adult before taking their child away from:

- a competition;
- demonstration;

- trip;
- seminar;
- transport group;
- or other external activity.

Removing a child without completing the agreed handover may trigger the Missing Child Procedure.

14.3 KRMA-arranged transport

Where KRMA organises transport, parents must:

- provide accurate consent;
- disclose medical and support needs;
- meet departure and collection times;
- provide any agreed child restraint;
- inform KRMA of changes;
- and follow emergency communication arrangements.

Parents must not assume that an informal lift between families is official KRMA transport.

14.4 Residential trips

Parents must provide accurate information concerning:

- medication;
- medical conditions;
- dietary needs;
- emotional wellbeing;
- additional needs;
- travel documents;
- emergency contacts;
- and any circumstances affecting overnight participation.

Children must not be sent on a residential trip with prohibited or undeclared items.



15. Confidentiality and Information About Others

Parents and carers may become aware of information concerning other members of the KRMA community.

They are expected to handle this responsibly.

15.1 Information KRMA cannot disclose

KRMA will not normally disclose:

- another child's behaviour records;
- disciplinary action;
- medical information;
- SENDI arrangements;
- safeguarding concerns;
- family circumstances;
- financial information;
- scholarship arrangements;
- staff employment information;
- or confidential complaints.

Parents may be informed that appropriate action has been taken without being told the details.

15.2 Privacy of families

Parents must not:

- seek confidential information from junior staff;
- pressure instructors to discuss another family;
- access records without authority;
- photograph confidential documents;
- share private emails publicly;
- or use information gained through KRMA for personal disputes.

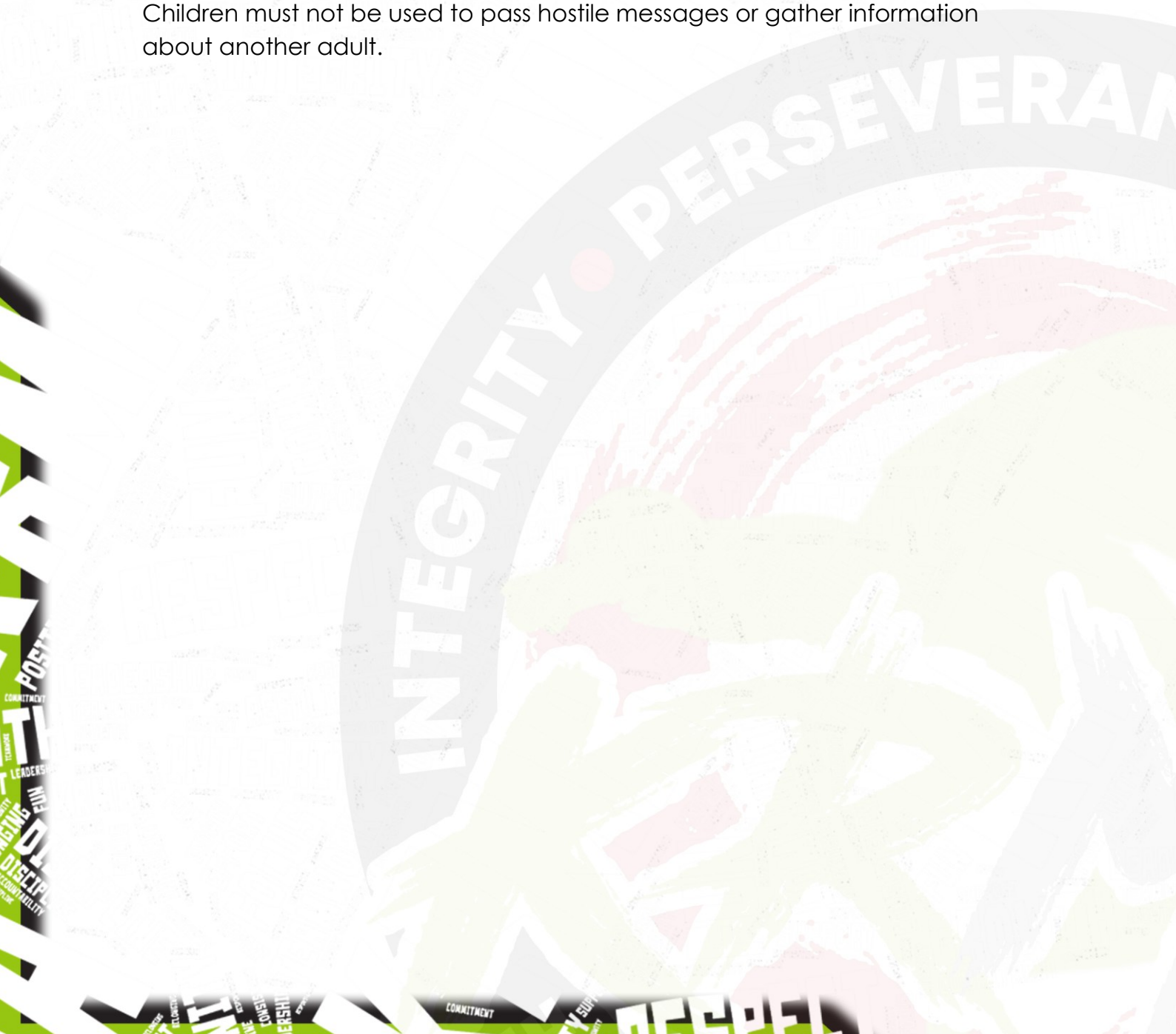
15.3 Separated families

KRMA will remain neutral in family disputes.

Parents and carers must provide relevant legal documents or restrictions affecting:

- communication;
- contact;
- collection;
- parental responsibility;
- or participation.

Children must not be used to pass hostile messages or gather information about another adult.



16. Complaints and Difficult Conversations

KRMA welcomes genuine concerns and constructive feedback.

Parents will not be penalised merely because they:

- disagree;
- raise a complaint;
- question a decision;
- report a safeguarding concern;
- or request clarification.

Concerns must still be raised respectfully.

16.1 Informal concerns

Where appropriate, a routine concern should first be raised with the relevant staff member.

The parent should:

- explain the issue clearly;
- provide relevant information;
- allow the person to respond;
- and seek a constructive outcome.

16.2 Formal complaints

The formal Complaints Policy should be used where:

- the concern is serious;
- informal discussion is inappropriate;
- the concern involves the staff member who would normally respond;
- the matter remains unresolved;
- or a formal written outcome is required.

A public social-media post does not replace the complaints procedure.

16.3 Safeguarding concerns

Safeguarding concerns must be reported immediately rather than waiting for the conclusion of an ordinary complaint.

Parents may contact:

Designated Safeguarding Lead: Kayleigh Humphreys

Email: safeguarding@krma.co.uk

Telephone: 01652 653560

Immediate danger requires a **999** call.

16.4 Meetings

During meetings, everyone is expected to:

- remain calm;
- allow others to speak;
- focus on relevant facts;
- avoid personal attacks;
- protect confidentiality;
- and consider the child's best interests.

A parent may request to bring an appropriate supporter, subject to confidentiality and practical arrangements.

KRMA may also ask another staff member to attend.

16.5 Ending a conversation

KRMA may pause or end a meeting, call or exchange where conduct becomes:

- abusive;
- threatening;
- discriminatory;
- intimidating;
- excessively repetitive;
- or unsafe.

The concern may still be considered through a more appropriate communication method.



17. Unacceptable Conduct

Examples of unacceptable conduct include:

- shouting or swearing at staff, children or families;
- threats of violence;
- aggressive confrontation;
- harassment;
- discriminatory abuse;
- sexualised comments;
- repeated unwanted contact;
- disruption of classes;
- refusing to leave when reasonably directed;
- entering restricted areas;
- confronting another child;
- intimidating junior instructors;
- publishing malicious or knowingly false allegations;
- spreading harmful rumours;
- organising online harassment;
- inappropriate photography or recording;
- damaging property;
- attending while dangerously intoxicated;
- bringing prohibited substances or weapons;
- removing a child without completing handover;
- obstructing emergency procedures;
- or retaliating against someone who reports a concern.

17.1 Serious safety concerns

Where behaviour presents an immediate danger, KRMA may:

- contact police;
- ask the person to leave;
- prevent entry;
- suspend an activity;
- relocate children;
- preserve CCTV or other evidence;
- and implement safeguarding procedures.

17.2 Persistent unreasonable communication

KRMA may manage communication where the volume, frequency or nature of contact substantially interferes with normal operations.

This may include:

- one named contact;
- one approved communication channel;
- consolidated responses;
- meetings by appointment;
- written communication only;
- or declining to repeatedly answer matters already addressed.

These arrangements must not prevent genuine safeguarding, emergency or formal complaint communication.

18. Responses to Breaches

KRMA will respond according to:

- seriousness;
- intent;
- impact;
- safeguarding implications;
- previous concerns;
- willingness to cooperate;
- and the risk of recurrence.

18.1 Possible responses

Action may include:

- an informal reminder;
- guidance;
- a meeting;
- written expectations;
- a behaviour agreement;
- formal warning;
- removal from a parent group;
- communication restrictions;
- requirement to attend by appointment;
- restrictions on observing classes;
- restrictions at competitions or events;
- temporary exclusion from KRMA premises;
- suspension of family membership;
- termination of membership;

- safeguarding referral;
- police involvement;
- or legal action.

18.2 Serious incidents

KRMA is not required to use a staged warning process where conduct involves:

- violence;
- credible threats;
- serious harassment;
- safeguarding risk;
- discriminatory abuse;
- attempted unlawful removal of a child;
- significant disruption;
- criminal conduct;
- or another serious breach.

18.3 Effect on the child

Where possible, KRMA will seek to avoid unnecessarily penalising a child for an adult's behaviour.

However, the safety and welfare of:

- students;
- staff;
- volunteers;
- and the wider KRMA community

must take priority.

Where the adult's behaviour cannot be managed safely, ending or restricting the family's participation may become necessary.

18.4 Communication route during restrictions

Where communication or access is restricted, KRMA will normally preserve an appropriate route for:

- safeguarding reports;
- emergency information;
- formal complaints;
- medical updates;
- and legally required communication.



19. Parent and Carer Declaration

I confirm that I have read and understood the **KRMA Parent & Carer Code of Conduct**.

I agree that I will:

- treat students, staff, volunteers and families with respect;
- support appropriate martial arts discipline and tradition;
- communicate through approved channels;
- avoid disrupting classes or coaching from the sidelines;
- provide accurate emergency, medical and collection information;
- follow safeguarding and handover arrangements;
- inform KRMA before removing my child from an event;
- protect the privacy of other children and families;
- use social media responsibly;
- report concerns through the correct process;
- avoid gossip, harassment, threats and discrimination;
- support reasonable adjustments;
- and comply with reasonable safety instructions.

I understand that:

- KRMA cannot disclose confidential information about another person;
- safeguarding information may need to be shared with relevant agencies;
- traditional respect for instructors and senior grades does not excuse unsafe or abusive behaviour;
- I must not confront another child about an adult concern;
- public social-media posts do not replace the Complaints Policy;
- urgent danger should be reported through 999;

- and serious or repeated breaches may result in restrictions or termination of membership.

Parent/carer name: _____

Child or children: _____

Signature: _____

Date: _____

Received by KRMA: _____

Date: _____

20. Monitoring, Review and Approval

KRMA will monitor this Code through:

- parent feedback;
- complaints;
- safeguarding reports;
- class observations;
- social-media concerns;
- venue incidents;
- collection issues;
- event conduct;
- and lessons identified through previous cases.

This Code will be reviewed:

- annually;
- following a significant safeguarding incident;
- following serious or repeated conduct concerns;
- following changes to relevant KRMA policies;
- following significant operational changes;

- or whenever KRMA considers review necessary.



Policy Approval

Document title: Parent & Carer Code of Conduct

Organisation: Koku-Ryu Martial Arts

Version: 2.0

Document owner: CEO and Chief Instructor

Safeguarding responsibility: Designated Safeguarding Lead

Designated Safeguarding Lead: Kayleigh Humphreys

Deputy Designated Safeguarding Lead: Andrew Banks

Approved by: Andrew Banks – CEO and Chief Instructor

Effective date: 13 July 2026

Next review date: 13 July 2027

Our Shared Commitment

KRMA is committed to providing every child with a safe, positive and supportive martial arts experience.

Parents and carers are central to achieving this.

By working together with:

- honesty;
- respect;
- clear communication;
- appropriate boundaries;
- and a shared commitment to children's welfare,

we can provide an environment where every student has the opportunity to feel safe, develop confidence and achieve their potential.