



JKS Llanbedr DC Karate Club

Safeguarding & Child Protection Policy

Policy reviewed: 05/02/2026

Next review due: 01/02/2027

Welfare Officer / Safeguarding Lead: Jill Jones

1. Policy Statement

JKS Llanbedr DC Karate Club is fully committed to safeguarding and promoting the welfare of all children, young people, and adults at risk who take part in our activities.

We believe that:

- The welfare of the child is paramount
- All children, regardless of age (4+), disability, gender, race, religion, or sexual orientation, have the right to equal protection from harm
- Adults at risk also have the right to protection from abuse and neglect
- Safeguarding is everyone's responsibility

We follow UK safeguarding legislation and guidance, including:

- Children Act 1989 & 2004
 - Working Together to Safeguard Children
 - Wales Safeguarding Procedures
 - Safeguarding Vulnerable Groups Act 2006
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2. Who This Policy Applies To

This policy applies to:

- All instructors and assistant instructors
- Club volunteers and helpers



- Committee members
 - Visiting coaches
 - Parents/carers when involved in club activity
 - All members (children and adults)
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3. Definitions

Child: Anyone under the age of 18.

Adult at Risk: A person aged 18+ who may need care and support and may be unable to protect themselves from abuse or neglect.

4. Our Commitment

JKS Llanbedr DC Karate Club will:

- Provide a safe, welcoming environment for all members
 - Ensure safeguarding concerns are taken seriously and responded to appropriately
 - Appoint a trained Safeguarding Lead/Welfare Officer
 - Ensure instructors and relevant volunteers hold appropriate DBS checks
 - Promote a culture where children and adults feel able to speak up
 - Take action to prevent bullying, abuse, and poor practice
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5. Code of Conduct for Instructors & Volunteers

All staff and volunteers must:

- Treat all members with respect and dignity
- Put the welfare of children and adults at risk first
- Maintain appropriate professional boundaries at all times
- Avoid being alone with a child where possible (use open, observable spaces)
- Ensure physical contact is:
 - Necessary for coaching/safety
 - Explained beforehand
 - Age-appropriate and respectful
- Never engage in rough, sexualised, or humiliating behaviour



- Never exchange personal contact details or connect with children via personal social media
 - Never use alcohol, drugs during sessions
 - Never use inappropriate language (intimidating, offensive, discriminatory, sexualised) during sessions
 - All members and instructors should be aware of mixed-age/adult settings during sessions
 - All instructors/volunteers must wear appropriate clothing during training. Where necessary for dignity and safeguarding, suitable garments should be worn beneath the gi top.
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6. Supervision & Ratios

- Children under 8 should be supervised closely and not left unattended
 - Parents/carers remain responsible for children outside class times
 - Children must not leave the dojo alone unless written parental permission is provided
 - Reasonable instructor-to-child ratios should be maintained
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7. Changing Rooms & Toilets

- Adults must not use children's changing areas unless essential (e.g., young child needs help and parent not present)
 - Parents of very young children may assist their own child
 - Instructors should not change or shower at the same time as children if avoidable
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8. Photography & Video

- Consent for photography and video is obtained via the club membership/registration form
- Images and video must only be used for club-related purposes
- No identifying personal information should be shared alongside images
- Members must not film or photograph others without permission from the instructor



Parents/carers and adult members have the right to withdraw consent for photography and video at any time in writing or person to the club instructor. The club will take reasonable steps to stop future use of images, although previously published material may not be able to be withdrawn.

9. Bullying

Bullying (including cyberbullying) will not be tolerated. All concerns will be taken seriously and dealt with promptly.

10. Types of Abuse

We recognise the following forms of abuse:

- Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Bullying
 - Financial abuse (adults at risk)
 - Discriminatory abuse
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11. What To Do If You Have a Concern

If there are concerns that a club member is suffering from abuse/neglect or discloses abuse:

- Stay calm and listen
- Do not promise confidentiality
- Reassure them they did the right thing telling you
- Do not ask leading questions
- Record exactly what was said

Report immediately to:



The club instructor

AND/OR

Safeguarding Lead: Jill Jones - See whatsapp group more info for more details

If someone is in immediate danger → Call 999

The Safeguarding Lead may contact:

- Local Authority Social Services
 - Police
 - NSPCC (if advice needed)
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12. Recording Concerns

All concerns must be:

- Written down as soon as possible
 - Dated and signed
 - Stored securely and confidentially
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13. Safer Recruitment

Where appropriate, the club will:

- Interview instructors
 - Check qualifications
 - Obtain references
 - Carry out DBS checks
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14. Online Safety

- Club communication should go through parents for children
- No private 1-to-1 messaging with children



- Group chats must include another adult or parent
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15. Allegations Against Staff or Volunteers

Any allegation will be:

- Taken seriously
 - Reported to the Safeguarding Lead
 - Referred to appropriate authorities if needed
 - Handled confidentially and fairly
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16. Policy Review

This policy will be reviewed annually or following:

- A safeguarding incident
 - Changes in legislation
 - Club structure changes
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Signatures

Club Instructor/Lead: S. C. Needham Date: 05/02/2026

Safeguarding Lead: J. Jones Date: 05/02/2026