



## Children's Safeguarding Code of Practice

### 1. Our Commitment

Bracknell Higashi Karate Club is fully committed to providing a safe, positive, and respectful environment for all children and young people who take part in our activities.

We believe that everyone has the right to enjoy karate in a setting where they are protected from harm, abuse, and neglect.

### 2. Purpose

This Code of Practice sets out our approach to safeguarding children and young people under the age of 18. It provides guidance for instructors, assistants, volunteers, parents, and members to ensure the wellbeing of every child in our care.

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### 3. Safeguarding Principles

We follow these key principles:

- **The welfare of the child is always paramount.**
- **All children**, regardless of age, ability, gender, race, religion, or background, have equal rights to protection.
- **All concerns** about a child's safety will be taken seriously and acted upon promptly.
- **Everyone** in the club has a role to play in safeguarding.

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### 4. Code of Conduct for Instructors and Volunteers

All instructors, assistants, and volunteers must:

- Always **put the welfare of the child first.**
- **Treat all children with respect and dignity.**
- **Act as role models** of good behaviour, sportsmanship, and self-discipline.
- **Never use physical punishment, ridicule, or harsh language.**
- **Avoid one-to-one situations** where possible; ensure transparency and visibility.

- **Maintain appropriate boundaries** — never develop personal or romantic relationships with children.
  - **Report any concerns or disclosures immediately** to the Club Welfare Officer.
  - **Hold an up-to-date DBS check** and attend safeguarding training as required.
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## 5. Expectations for Parents and Guardians

Parents and guardians are encouraged to:

- Support the club's values of respect, discipline, and safety.
  - Ensure children are dropped off and collected promptly.
  - Communicate any relevant medical, behavioural, or welfare concerns to the instructor.
  - Report any safeguarding concerns to the Welfare Officer.
  - Be positive role models — respect all children, coaches, and volunteers.
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## 6. Expectations for Junior Members

Children and young people should:

- Show respect to instructors, fellow students, and equipment.
  - Never bully, tease, or exclude others.
  - Always tell a trusted adult or the Welfare Officer if something makes them feel uncomfortable, unsafe, or worried.
  - Arrive on time, in the correct kit, and ready to train respectfully.
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## 7. Responding to Concerns

If a child is in immediate danger, **call 999**.

Otherwise:

- Concerns about a child's welfare should be reported to the **Higashi Welfare Officer** as soon as possible.
  - The Welfare Officer will follow the procedures set out by the **English karate national governing body (EKNGB)** and **Bracknell Forest Safeguarding Children Partnership**.
  - All information will be handled sensitively and confidentially.
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## 8. Higashi Welfare Officer

**Name:** Meesh Dunn

**Phone:** N/A

**Email:** [safeguarding@higashi.org.uk](mailto:safeguarding@higashi.org.uk)

The Welfare Officer is responsible for:

- Being the first point of contact for safeguarding concerns.
  - Ensuring that safeguarding procedures are followed.
  - Maintaining records and liaising with external safeguarding agencies when necessary.
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## 9. Photography and Social Media

- Parental consent will be obtained before taking or sharing photos of children.
  - No personal information (e.g., full name, address, school) will be shared publicly.
  - Photos will be used only for legitimate club purposes, such as promoting events or celebrating achievements.
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## 10. Review and Implementation

This Code of Practice will be reviewed annually or whenever there is a change in safeguarding guidance or club structure.

All members, instructors, and volunteers must read and adhere to this policy.

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 **Approved by:**

Higashi Karate Kai exec board

**Date:** 26/10/2025

**Review Date:** 01/10/2026