



**Little
Dragons**
3 - 4 years old



**Mini
Ninjas**
5 - 7 years old



**Junior
Martial Arts**
8 - 11 years old



**Teen
Martial Arts**
12 years old plus

Taijutsu - Karate - Muay Thai - Brazilian Jiu Jitsu - Self defence

WWW.ZKSMARTIALARTS.CO.UK

Telephone - 01296 392630 - Email - info@zkma.co.uk

Safeguarding and Child Protection Policy– October 2026

1.1 Introduction

Everyone who participates in ZKS Martial Arts is entitled to train in a safe, positive and supportive environment.

ZKS Martial Arts is committed to safeguarding and promoting the welfare of children and young people. All staff, instructors and volunteers have a responsibility to help protect children from harm and to report any safeguarding concerns appropriately.

The purpose of this policy is to:

- provide a clear approach to safeguarding children at ZKS Martial Arts;
- promote good safeguarding practice;
- help staff, instructors and volunteers recognise and respond appropriately to concerns; and
- ensure safeguarding concerns are reported to the appropriate person or authority.

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

1.2 Policy Statement

ZKS Martial Arts is committed to:

- making the welfare and safety of children a priority;
- providing a safe and inclusive environment for children participating in martial arts;
- treating children with dignity and respect;
- taking reasonable steps to protect children from harm, abuse, bullying and inappropriate behaviour;
- taking safeguarding concerns and allegations seriously and responding appropriately;
- ensuring staff, instructors and volunteers working with children are appropriately recruited, checked and supported for their role;
- providing appropriate safeguarding guidance and training;
- maintaining appropriate safeguarding records; and
- working with parents, carers and relevant safeguarding agencies where necessary.

Safeguarding is everyone's responsibility. Staff, instructors and volunteers are **not responsible for investigating or deciding whether abuse has taken place**. Their responsibility is to recognise concerns, record relevant information and report it through the appropriate safeguarding route.

2. Promoting Good Practice

2.1 Good Practice

All ZKS Martial Arts staff, instructors and volunteers working with children should:

- treat children fairly, respectfully and with dignity;
- create a positive environment and challenge bullying or inappropriate behaviour;
- put the welfare and safety of children first;
- maintain appropriate professional boundaries;
- avoid being unnecessarily alone with a child;
- ensure physical contact is appropriate to martial arts instruction, necessary for the activity and carried out openly and respectfully;
- listen to children and take concerns seriously;
- follow ZKS procedures relating to attendance, collection, spectators and access to classes;
- follow the information recorded for the member, including relevant medical, SEN and collection information;
- act as a positive role model;

- provide constructive and age-appropriate instruction;
- avoid pushing a child to train or participate where doing so could compromise their welfare or safety;
- record accidents, injuries, incidents and safeguarding concerns appropriately; and
- report safeguarding concerns in accordance with this policy.

2.2 Poor Practice

Staff, instructors and volunteers must not:

- develop inappropriate personal relationships with children;
- abuse a position of trust, authority or influence over a child or young person;
- unnecessarily spend time alone with a child away from others;
- take a child to their home or arrange unnecessary private contact;
- engage in inappropriate physical contact, horseplay or sexually suggestive behaviour;
- make inappropriate, discriminatory or sexually suggestive comments;
- use intimidation, humiliation or excessive physical exercise as a form of punishment;
- ignore, dismiss or fail to report a safeguarding concern or disclosure;
- communicate privately with children outside approved ZKS arrangements where this is not necessary or appropriate;
- photograph or record children contrary to ZKS permissions and procedures; or
- undertake personal care for a child that they can reasonably manage themselves.

Where an unusual situation makes normal good practice difficult to follow, the instructor should take reasonable steps to protect the child and themselves, involve another responsible adult where possible, and make a record of the circumstances where appropriate.

If an instructor or volunteer believes that something they have done may have caused a child injury or distress, could have been misunderstood, or may give rise to a safeguarding concern, they must report it promptly rather than attempting to resolve the matter themselves.

3. Recognising Abuse and Safeguarding Concerns

3.1 Types of Abuse

Abuse can occur inside or outside the home and may involve an adult or another child. It can take many forms.

The four main categories of child abuse are:

- **Physical abuse** – deliberately causing physical harm to a child. Within martial arts this could also include inappropriate or excessive training that places a child at unnecessary risk of injury.
- **Emotional abuse** – persistent behaviour that has a serious negative effect on a child's emotional wellbeing or development. This can include humiliation, intimidation, threats or placing inappropriate expectations on a child.
- **Sexual abuse** – involving a child in sexual activity or exposing them to inappropriate sexual behaviour or material. This can include both physical and non-contact activity.
- **Neglect** – persistently failing to meet a child's basic physical or emotional needs or failing to protect them from avoidable harm.

Bullying, including physical, verbal, discriminatory, sexual or online bullying, must also be taken seriously and dealt with appropriately.

3.2 Recognising a Concern

There is no single sign that proves a child is being abused or is at risk.

A safeguarding concern may arise from:

- something a child says or discloses;
- unexplained or concerning injuries;
- a significant change in a child's behaviour or emotional wellbeing;
- inappropriate sexual behaviour or knowledge;
- bullying or concerning behaviour between children;
- concerns raised by a parent, another child, member of staff or another person; or
- something an instructor or member of staff sees, hears or becomes aware of.

Staff, instructors and volunteers are **not expected to determine whether abuse has occurred**. If something causes concern about a child's safety or welfare, it should be reported in accordance with this policy.

4. Responding to Safeguarding Concerns

4.1 Responsibility to Act

Anyone working or volunteering at ZKS Martial Arts who has a concern about the safety or welfare of a child must take it seriously and report it.

It is **not** the responsibility of staff, instructors or volunteers to investigate an allegation or decide whether abuse has taken place.

This applies whether the concern relates to something happening:

- within ZKS Martial Arts;
- at home or elsewhere;
- between children; or
- involving a member of staff, instructor or volunteer.

4.2 If a Child Tells You Something

If a child tells you something that raises a safeguarding concern:

- stay calm and listen;
- take what they are saying seriously;
- reassure them that they were right to tell someone;
- do not promise to keep the information secret;
- avoid leading questions and only ask what is necessary to understand what the child is telling you;
- explain that you will need to share the information with someone who can help;
- do not confront the person the concern relates to;
- make a written record as soon as possible; and
- report the concern promptly to the ZKS Safeguarding Lead.

If a child is in immediate danger or requires urgent medical attention, call **999**.

4.3 Recording a Concern

The person receiving or identifying the concern should make a factual record as soon as possible.

Where relevant, record:

- the child's name;
- date and time of the concern or disclosure;
- what was seen, heard or reported;
- the child's own words where possible;
- details of any visible injury or concerning behaviour;
- names of anyone else present;
- any immediate action taken; and
- who the concern was reported to and when.

Records should distinguish between **what was actually seen or said** and information provided by somebody else. Personal assumptions or conclusions should not be included.

4.4 Reporting the Concern

Safeguarding concerns should be reported promptly to the ZKS Safeguarding Lead, Ben Babbington.

Where a concern arises during a class, the instructor should first ensure the immediate safety of the child and report the concern to Ben Babbington at the earliest opportunity.

Anyone who becomes aware of a safeguarding concern remains responsible for ensuring it has been reported appropriately. A concern must not be left unreported because it is assumed that somebody else will deal with it.

If Ben Babbington is unavailable and the matter is urgent or cannot reasonably wait, the person receiving the concern should contact the appropriate safeguarding authority or the police where necessary.

Where a concern relates to Ben Babbington, it must be reported directly to the appropriate safeguarding authority or the police where necessary.

Where a concern relates to the conduct of another ZKS member of staff, instructor or volunteer, it must still be reported through the safeguarding process and must not be dealt with informally between those involved.

Historical concerns or allegations must also be reported, as other children may still be at risk.

5. Confidentiality and Safeguarding Records

Safeguarding information must be treated confidentially and shared only with people who need the information in order to protect the child or respond appropriately to the concern.

Staff, instructors and volunteers must not discuss safeguarding concerns with other members, parents or colleagues unless they are directly involved in dealing with the concern.

Safeguarding records must be kept securely with access restricted to those who need it.

Parents or carers will normally be informed where appropriate. However, they should not be contacted if doing so could place the child at greater risk or interfere with the appropriate handling of the concern. The Safeguarding Lead will determine the appropriate action and seek external safeguarding advice where necessary.

6. Concerns About Staff, Instructors or Volunteers

Any safeguarding concern or allegation involving a ZKS member of staff, instructor or volunteer must be reported promptly to the **ZKS Safeguarding Lead, Ben Babbington**.

If the concern relates to Ben Babbington, it should be reported directly to the appropriate safeguarding authority or police where necessary.

ZKS will take appropriate steps to protect children while a concern is being considered. This may include temporarily changing or restricting the duties of the person concerned.

Any internal action will take account of the nature of the concern, the safety of children and any advice or investigation by the relevant authorities.

7. Recruitment, DBS and Training

ZKS Martial Arts takes reasonable steps to ensure that staff, instructors and volunteers working with children are suitable for their roles.

Appropriate safeguarding measures will be determined according to the role and responsibilities involved. These include, where applicable:

- an appropriate recruitment and selection process;
- confirming identity and relevant experience or qualifications;
- appropriate DBS checks;
- safeguarding information and training;
- induction into ZKS policies and working practices; and
- ongoing supervision and support.

Staff, instructors and volunteers working with children must understand:

- their safeguarding responsibilities;
- appropriate professional boundaries;
- how to recognise and report a safeguarding concern;
- how to respond if a child makes a disclosure; and
- the relevant ZKS procedures for keeping members safe.

ZKS will maintain appropriate records of safeguarding training and DBS checks.

8. Photography and Recording

ZKS Martial Arts may take photographs or video during classes, events and other activities for appropriate promotional, training or communication purposes.

Parents and carers can manage their child's **photo permission through the Members Area**. ZKS will follow the permission recorded on the member's account.

Staff and instructors should be mindful of these permissions when taking or using photographs and video.

Any concerns about inappropriate photography or recording at a ZKS activity should be reported to the Safeguarding Lead.

9. Member Information and Safeguarding

Parents and carers are responsible for ensuring that information held by ZKS about their child is accurate and kept up to date.

This includes relevant:

- medical information;
- special educational needs or additional support information;
- emergency and key contacts; and
- collection arrangements or permissions.

Changes to this information must be made through the Members Area so that the information is available to the appropriate ZKS staff.

Staff and instructors should use the information recorded within ZKS systems when making decisions concerning a member's safety and welfare.

This does not prevent a parent, child or other person from raising an immediate safeguarding concern directly with ZKS.

10. Related ZKS Policies and Procedures

This policy should be read alongside relevant ZKS policies and procedures, including those covering:

- member behaviour;
- attendance and class access;
- spectators;
- collection arrangements; and
- staff and instructor conduct.

11. Review and Responsibility

The **ZKS Safeguarding Lead, Ben Babbington**, is responsible for overseeing the implementation of this policy.

The policy will be reviewed annually and sooner where there is a significant change to safeguarding guidance, legislation or ZKS working practices.

12. Safeguarding Contacts

ZKS Safeguarding Lead: Ben Babbington

Email: info@zksma.co.uk

Telephone: 01296 392630

Immediate danger or emergency: 999

NSPCC Helpline: 0808 800 5000

For concerns requiring referral to Children's Social Care or the Local Authority Designated Officer (LADO), ZKS will use the safeguarding arrangements for the local authority in which the concern arises.

Safeguarding Lead: Ben Babbington

Approved by: Ben Babbington, Head Instructor

Effective from: October 2026

Next review: October 2027