



**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

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Personal Belongings and Lost Property Policy October 2026

Applies to: **All ZKS Martial Arts members, parents and venues**

1. Responsibility for Personal Belongings

Members and parents are responsible for their personal belongings while attending ZKS Martial Arts classes and events. This includes uniforms, training bags, protective equipment, water bottles, clothing and other personal items. ZKS Martial Arts does not accept responsibility for personal belongings that are lost, stolen, misplaced or damaged. We strongly recommend that all belongings are clearly labelled with the member's name to help prevent confusion and accidental exchanges.

2. Storage of Personal Belongings

Members should place their belongings in the designated area provided at their training venue. As facilities vary between locations, secure storage cannot be guaranteed. We recommend that members avoid bringing valuable items or unnecessary personal belongings to classes.

3. Reporting Missing Property

If an item is lost or misplaced during a class, parents may report this directly to the instructor. However, **the preferred method is to send a message through the Members Area** so that the office has a record of the missing item and can assist with any enquiries. When reporting missing property, please provide:

- The member's name.
- A description of the missing item.
- The venue and class attended.
- The approximate date the item went missing.

4. Helping to Locate Missing Property

ZKS Martial Arts will make reasonable efforts to help locate missing belongings. Depending on the circumstances, this may include checking with the instructor, looking in the designated lost property area or sending a reminder to parents in the relevant class. Parents should be aware that class attendance and membership regularly change. Members may move between classes, attend alternative sessions or leave ZKS Martial Arts. As a result, we cannot guarantee that everyone who attended on the relevant date can be contacted or that missing belongings will be recovered.

5. Found Property and Collection

Where possible, items found at ZKS Martial Arts venues will be placed in the designated lost property area. Parents are welcome to check for missing belongings by speaking with their instructor at the end of a session. Where an item is clearly labelled, we will make reasonable efforts to identify and inform the owner. Lost property arrangements may vary at external venues managed by schools or community centres.

6. Unclaimed Lost Property

ZKS Martial Arts clears unclaimed lost property twice each year:

- During the Christmas closure.
- During the summer closure.

Any belongings remaining unclaimed at these times may be donated, recycled or disposed of as appropriate. Parents are encouraged to check the lost property area regularly, particularly before the Christmas and summer closures. Where practical, reminders may be issued before these clear-outs.

7. Lost or Missing Training Equipment

Members are expected to bring the correct training equipment for their programme.

Essential protective equipment, including gloves, gumshields and other required guards, is necessary to ensure members can participate safely in the relevant training activities.

If equipment is lost, misplaced or accidentally taken by another member, the parent or member remains responsible for arranging and paying for replacements.

Unfortunately, ZKS Martial Arts cannot provide free replacements for lost personal training equipment.

Members who do not have the required protective equipment may be restricted from participating in activities where that equipment is necessary for safety.

8. Our Commitment

We understand that losing personal belongings can be frustrating, particularly when an item has been accidentally taken home by another member.

We will always aim to be helpful and reasonable when dealing with lost property enquiries.

However, responsibility for personal belongings remains with the member or parent, and ZKS Martial Arts cannot guarantee their recovery or replacement.

We encourage all members to look after their belongings, label their equipment and check that they have collected the correct items before leaving class.

Approved by: Ben Babbington, Head Instructor

Effective from: October 2026