

Safeguarding Policy

Purpose

Combat Academy UK is committed to ensuring the safety, welfare, and protection of all children, young people, and vulnerable adults participating in our classes, events, and activities. This policy outlines the responsibilities of all staff, instructors, volunteers, students, and parents/guardians to uphold these standards.

This policy is based on statutory and best-practice guidance:

- Keeping Children Safe in Education (KCSIE) – 2025
 - Working Together to Safeguard Children – 2018
 - NSPCC Child Protection Guidance
 - Disclosure and Barring Service (DBS) Guidance
 - Cobra Martial Arts Association (C.M.A.A.) Safeguarding Guidance
-

Definitions

- **Child / Young Person:** Any individual under the age of 18. For the purposes of this safeguarding policy, this also includes any student up to the age of 25 who has Special Educational Needs and/or Disabilities (SEND).
 - **Vulnerable Adult:** Anyone over 18 who may be unable to protect themselves from harm or exploitation due to physical, sensory, intellectual, or mental health needs.
-

Scope

This policy applies to:

- All instructors, assistant instructors, and volunteers.
 - All students, parents, and guardians participating in Combat Academy UK classes or events.
 - All staff involved in club administration and activities.
-

Key Principles

Safeguarding Policy

- **Safety First:** The welfare of students is the highest priority.
 - **Respect and Dignity:** Everyone must be treated with respect, fairness, and dignity.
 - **Professional Boundaries:** All adults must maintain appropriate professional boundaries.
 - **Zero Tolerance:** Any form of abuse, harassment, or inappropriate behaviour is not tolerated.
 - **Culture of Vigilance:** All staff and instructors are expected to maintain constant awareness of safeguarding risks and act proactively to prevent harm.
-

Roles and Responsibilities

Designated Safeguarding Leads (DSLs):

- Responsible for safeguarding across all venues and classes.
- Competent in recognising abuse and neglect; general safeguarding training is required.
- Provides advice and support to instructors and volunteers.
- Maintains records of all safeguarding concerns and escalations.

DSL Contact Details:

1. **DSL Name:** Mrs Cobi Gauldie
Phone: 07929635203
2. **DDSL Name:** Mr Andrew Furnell
Phone: 07783428240

Instructors / Volunteers:

- Read and understand the Safeguarding Policy.
- Report all concerns immediately to a DSL.
- Maintain vigilance during sessions to uphold a culture of vigilance.

Parents / Guardians:

- Support safeguarding practices and report concerns appropriately.
 - Ensure children understand expected safe behaviour.
-

Recruitment and DBS Checks

Safeguarding Policy

- All staff/volunteers working with children or vulnerable adults must hold a DBS.
 - DBS must be renewed every 2 years.
 - No one may work unsupervised without a valid DBS.
-

Code of Conduct and Boundaries

- Avoid isolated one-to-one situations; maintain visibility.
 - Do not engage in inappropriate contact or behaviour.
 - Maintain professional communication, including social media.
 - Respect student privacy; do not share information or images without consent.
 - Proactively identify and mitigate risks.
-

Reporting Procedures

Concern About a Child / Young Person:

1. Observe or receive disclosure of concern about a child.
 2. Remain calm, listen carefully, and do not promise confidentiality.
 3. Record the disclosure factually (date, time, location, persons involved).
 4. Report immediately to a Designated Safeguarding Lead (DSL).
 5. DSL assesses the concern:
 - If serious, escalate to Local Authority / statutory agency.
 - If minor, monitor, provide support, and record.
 6. DSL maintains confidential records and follows up.
-

Concern About an Adult Working with Children:

1. Observe or receive disclosure about an adult's behaviour.
 2. Report immediately to a DSL or Senior Instructor (if DSL is the subject of concern).
 3. DSL (or alternate) investigates and liaises with statutory authorities if necessary.
 4. Determine outcome: restriction, suspension, or termination of adult's involvement.
 5. Maintain confidential records and follow-up monitoring.
-

Concern About a DSL:

Safeguarding Policy

- Report directly to the alternate DSL or Senior Instructor.
 - Do not confront the DSL.
 - Follow statutory reporting procedures for escalation.
-

Record Retention

- All safeguarding records (concerns, disclosures, actions taken, and follow-ups) must be stored securely and confidentially.
 - Records relating to children and young people must be retained until the child reaches 25 years of age (or longer if required by statutory guidance).
 - Records relating to adults working with children should be retained for a minimum of 10 years from the date of the concern or until the adult reaches 25, whichever is longer.
 - Records must be stored in a secure location, with access limited to DSLs and senior management.
 - When records are destroyed, this must be done securely and documented.
-

Training and Awareness

- All instructors and volunteers must read and understand this Safeguarding Policy and confirm understanding.
 - Named DSLs must complete formal safeguarding training.
 - Students and parents/guardians will be informed of safeguarding procedures.
 - Updates issued regularly; annual review and acknowledgment required.
-

Multi-Venue Responsibilities

- DSL oversees safeguarding across all sites.
 - Instructors must follow reporting procedures and liaise with DSL.
 - Risk assessments and safeguarding measures applied consistently across venues.
-

Monitoring and Review

Safeguarding Policy

- Policy reviewed every 3 years or sooner if legislation, guidance, or operational needs change.
 - Annual confirmation by staff that they have read and understood the policy.
-

Compliance

- Failure to adhere may result in suspension or termination of instructor privileges, volunteering rights, or student membership.
 - All staff must maintain a culture of vigilance.
-

Policy Review

This policy will be reviewed annually or sooner if legislation, guidance, or organisational needs change.

Effective date: 17/09/2025

Review date: 17/09/2026