

ST MARTINS KARATE GROUP

Practical Safeguarding Arrangements

Day-to-day arrangements for safe attendance, supervision and venue use

Organisation	St Martins Karate Group
Clubs covered	St Martins Junior Karate Club and St Martins Karate Carnforth
Safeguarding contacts	Paul Turner (DSL) and Chris Haggan (Deputy DSL)
Safeguarding email	safeguarding@carnforthkarateclub.co.uk
Version	1.2
Approval date	1 August 2026
Next scheduled review	August 2029

Approved by Paul Turner and Chris Haggan

ST MARTINS KARATE GROUP

Day-to-day arrangements for safe attendance, supervision and venue use

Organisation

St Martins Karate Group

Clubs covered St Martins Junior Karate Club and St Martins Karate

Carnforth

Safeguarding contacts Paul Turner (DSL) and Chris Haggan (Deputy DSL) Version and review Version 1.2 | Next scheduled review: August 2029; sooner if required

1. Spectators and visitors

- A parent or carer must watch a child's first lesson at minimum, unless an alternative arrangement has been agreed.
- Parents and carers may continue to watch where space and venue arrangements allow.
- Spectators must remain outside the training area unless invited or needed for an agreed support arrangement.
- At Slyne with Hest Memorial Hall, parents and carers should watch from the stage wherever reasonably possible, rather than beside the training area.
- At other venues, spectators must use the area identified by instructors.
- Spectators must not coach, criticise, call instructions, correct techniques or otherwise interfere with lessons.
- An instructor may ask a spectator or visitor to move or leave for a valid safety, safeguarding, conduct or venue reason.

2. Restricted venue areas

- Children and student members are not permitted on the stage at Slyne with Hest Memorial Hall. The stage is reserved for parents and carers viewing classes, except where an instructor authorises a specific controlled activity.
- Children and student members must not enter or use a venue kitchen without the permission and appropriate supervision of an instructor or authorised responsible adult.
- Parents, carers and visitors should not enter venue kitchens or other staff-only/restricted areas unless authorised.
- Instructors should intervene promptly where a child approaches or enters a restricted area and explain the boundary in an age-appropriate way.

-

Restricted areas must not be used as unsupervised waiting, play or changing spaces.

3. Arrival, departure and collection

-

Children remain under parent/carer responsibility until handed over at the class.

-

Parents and carers are responsible for making suitable arrangements for their child to travel to and from training.

-

Children may leave independently where prior written permission has been provided by a parent or carer. Members leaving independently must tell an instructor before they leave.

-

Where a child is being collected, they are not released to an unfamiliar person until arrangements are confirmed. Late or failed collection is managed under safeguarding procedures and the child remains supervised.

-

The club may require collection where illness, injury, severe weather, darkness, a safeguarding concern or another circumstance makes independent departure unsuitable.

ST MARTINS KARATE GROUP

4. Toilets and changing

-

Members normally arrive already changed.

-

Available lockable toilets are used individually for changing where necessary.

-

Children normally use toilets independently; a parent or carer must remain where personal-care support is needed.

-

No photography or recording is permitted in toilets or changing areas.

5. Review and reporting

Concerns, repeated boundary breaches or incidents involving restricted areas, spectator conduct or interference with teaching must be reported to the lead instructor and recorded or escalated where appropriate.

Document control

Version	1.2
Approval date	1 August 2026
Next scheduled review	August 2029
Safeguarding email	safeguarding@carnforthkarateclub.co.uk
General enquiries	info@carnforthkarateclub.co.uk