**HEADKICK MARTIAL ARTS**
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headkickmartialarts.com

# SAFEGUARDING & CHILD PROTECTION POLICY

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| **Designated Safeguarding Lead** | Harry Shaw |
| **Owner & Instructor** | Headkick Martial Arts |
| **Children's classes** | Ages 6–12 |
| **16+ sessions** | Includes young people aged 16–17 |
| **Venue** | The Rainbow Centre, Winnersh, Wokingham RG41 5SG |
| **Effective** | September 2026 |
| **Review** | September 2027 |

## 1. OUR COMMITMENT

1.1 At Headkick Martial Arts, the safety and wellbeing of children and young people is a priority.

1.2 We are committed to providing a safe, respectful and inclusive environment in which children can learn martial arts, develop confidence and participate in physical activity without fear of abuse, bullying or inappropriate behaviour.

1.3 Headkick Martial Arts is an independent, sole-trader martial arts club.

1.4 Our current Designated Safeguarding Lead (DSL) is:

1.5 Harry Shaw

1.6 As Headkick Martial Arts is currently operated by a sole instructor, Harry Shaw is also the owner and instructor.

## 2. WHO DOES THIS POLICY APPLY TO?

2.1 This policy applies to:

(a) children aged 6–12 attending children's classes;

(b) young people aged 16–17 attending our 16+ sessions;

(c) parents and carers;

(d) anyone working or volunteering with Headkick Martial Arts.

2.2 Anyone under the age of 18 is treated as a child for safeguarding purposes.

## 3. WHAT DO WE MEAN BY SAFEGUARDING?

3.1 Safeguarding means protecting children from harm and promoting their welfare.

3.2 This includes responding to concerns involving:

(a) physical abuse;

(b) emotional abuse;

(c) sexual abuse;

(d) neglect;

(e) bullying;

(f) child-on-child abuse;

(g) harmful sexual behaviour;

(h) grooming;

(i) exploitation;

(j) online abuse;

(k) inappropriate communication;

(l) domestic abuse;

(m) radicalisation or extremist influence;

(n) serious welfare concerns;

(o) unsafe physical activity or training practices.

3.3 We take concerns seriously, even where there is no obvious physical injury.

## 4. OUR SAFEGUARDING ARRANGEMENTS

4.1 Headkick Martial Arts maintains appropriate safeguarding arrangements for an independent sports provider, including:

(a) a named Designated Safeguarding Lead;

(b) safeguarding procedures;

(c) appropriate DBS arrangements;

(d) safeguarding training;

(e) first-aid arrangements;

(f) risk assessments;

(g) codes of conduct;

(h) emergency procedures;

(i) procedures for recording and responding to concerns;

(j) parental consent and emergency information;

(k) appropriate photography and communication arrangements.

4.2 Headkick Martial Arts is currently operated solely by Harry Shaw.

4.3 If additional instructors, assistants or volunteers are introduced, appropriate safer-recruitment and safeguarding checks will be undertaken before they work with children.

## 5. DBS AND SAFER RECRUITMENT

5.1 Harry Shaw holds a DBS check.

5.2 Where additional staff or volunteers are appointed, Headkick Martial Arts will consider the appropriate level of DBS check and other suitability checks based on the role and current legal requirements.

5.3 No person who is barred from regulated activity with children will be permitted to undertake regulated activity with children.

## 6. PHYSICAL CONTACT AND KICKBOXING

6.1 Physical contact can be a necessary part of martial arts instruction.

6.2 Any physical contact will be:

(a) appropriate to the activity;

(b) proportionate;

(c) professional;

(d) necessary for teaching, safety or first aid;

(e) respectful of the participant.

6.3 Physical contact will never be used as punishment, humiliation or for inappropriate purposes.

6.4 Children can tell the instructor if they are uncomfortable with an activity or physical contact, subject to any immediate safety requirements.

## 7. CHILDREN'S SPARRING

7.1 Children may undertake controlled sparring where appropriate.

7.2 Children's sparring is supervised and matched as reasonably practicable according to age, size, experience and ability.

7.3 Head contact is not permitted during children's sparring.

7.4 Sparring will be stopped if it becomes unsafe or if a child becomes distressed or wishes to stop.

7.5 Appropriate protective equipment will be used.

## 8. PARENTS AND CARERS

8.1 Parents and carers are welcome to remain and observe children's sessions.

8.2 Parents/carers are responsible for providing accurate:

(a) emergency contact information;

(b) medical information;

(c) relevant additional-needs information;

(d) safeguarding information where appropriate.

8.3 Children should be collected promptly after their session.

## 9. ARRIVAL AND COLLECTION

9.1 Headkick Martial Arts is a martial arts club rather than an extended childcare service.

9.2 Children should not be left at the venue significantly before their session unless this has been agreed in advance.

9.3 Parents/carers should collect children promptly at the end of the session.

9.4 If a child is not collected, reasonable steps will be taken to contact the parent/carer and emergency contact. Where there is a safeguarding concern, appropriate external advice will be sought.

## 10. VENUE AND CHANGING

10.1 Classes take place at:

10.2 The Rainbow Centre

10.3 Winnersh

10.4 Wokingham

10.5 Berkshire

10.6 RG41 5SG

10.7 The venue has male and female toilets but does not have dedicated changing facilities.

10.8 Children should therefore arrive appropriately dressed for training.

10.9 Children should not change clothes in the training area.

## 11. PHOTOGRAPHY AND VIDEO

11.1 Headkick Martial Arts may take photographs and videos for promotional purposes, including social media.

11.2 We will only use images of children where appropriate parental/carer consent has been provided.

11.3 We will not photograph children in toilets or while changing.

11.4 We aim to avoid publishing unnecessary personal information alongside photographs.

11.5 Parents/carers can contact Headkick Martial Arts if they wish to discuss or withdraw photography consent.

## 12. ONLINE COMMUNICATION

12.1 Headkick Martial Arts may use email, WhatsApp and other electronic communication for club administration.

12.2 Communication should remain professional and appropriate.

12.3 Where possible, communication about children's participation will be through parents/carers.

12.4 Children and young people should never be asked to keep inappropriate communications secret.

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## 13. BULLYING AND CHILD-ON-CHILD ABUSE

13.1 Bullying and abusive behaviour are not tolerated.

13.2 This includes:

(a) physical bullying;
(b) verbal abuse;
(c) intimidation;
(d) discrimination;
(e) harassment;
(f) cyberbullying;
(g) harmful sexual behaviour;
(h) inappropriate sexual comments;
(i) threats or coercion.

13.3 Concerns will be taken seriously and dealt with proportionately.

## 14. IF A CHILD TELLS US SOMETHING

14.1 If a child tells us that they are being harmed or are worried about something:

(a) we will listen;
(b) we will take them seriously;
(c) we will not blame them;
(d) we will not promise to keep information secret;
(e) we will make a factual record;
(f) we will seek appropriate safeguarding advice or make a referral where necessary.

14.2 The welfare of the child will remain the priority.

## 15. IF YOU HAVE A SAFEGUARDING CONCERN

15.1 If you have a concern about a child attending Headkick Martial Arts, you can contact:

15.2 Harry Shaw

15.3 Designated Safeguarding Lead

15.4 Headkick Martial Arts

15.5 Where appropriate, concerns can also be reported directly to Wokingham Borough Council Children's Services.

15.6 Wokingham Borough Council Children's Services

15.7 0118 908 8002 · triage@wokingham.gov.uk

15.8 Out of hours: 01344 351 999

15.9 Immediate danger

15.10 If a child is in immediate danger, call:

15.11 For a non-emergency police matter:

## 16. CONCERNS ABOUT THE INSTRUCTOR / DSL

16.1 Because Headkick Martial Arts is currently operated by Harry Shaw alone, any concern or allegation about Harry Shaw should not be dealt with solely through Headkick Martial Arts.

16.2 Concerns may be referred directly to:

(a) Wokingham Borough Council Children's Services;

(b) Wokingham Local Authority Designated Officer (LADO): lado@wokingham.gov.uk;

(c) the police where appropriate.

16.3 Wokingham Borough Council's LADO arrangements apply to allegations concerning people working with children.

## 17. COMPLAINTS

17.1 Parents and carers are welcome to raise concerns or complaints about Headkick Martial Arts.

17.2 Safeguarding concerns will always be treated as a priority.

17.3 A concern involving possible harm to a child may need to be referred to external safeguarding agencies rather than dealt with solely as a normal complaint.

## 18. CHILDREN'S VOICE

18.1 Children are encouraged to speak to Harry Shaw if:

(a) they feel unsafe;

(b) someone is bullying them;

(c) someone has hurt them;

(d) they are uncomfortable with an activity;

(e) they are worried about another child;

(f) they are worried about an adult;

(g) they want to stop an activity.

18.2 Children will be listened to and treated with respect.

## 19. POLICY REVIEW

19.1 This policy is reviewed at least annually and sooner if there are significant changes to:

(a) legislation;

(b) government guidance;

(c) Headkick Martial Arts activities;

(d) staffing;

(e) venue arrangements;

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(f) safeguarding risks.

19.2 Current version: September 2026

19.3 Next scheduled review: September 2027

## 20. CONTACT

20.1 Headkick Martial Arts

20.2 Designated Safeguarding Lead: Harry Shaw

20.3 For safeguarding concerns, please contact Headkick Martial Arts or Wokingham Borough Council Children's Services using the details above.

20.4 Safeguarding is everyone's responsibility.