

## NAKMAS NATIONAL GOVERNING BODY

### WELFARE POLICY AND CODES OF PRACTICE

The National Association of Karate and Martial Art Schools (NAKMAS NGB) is an independent multi-style National Governing Body; which controls, regulates and governs clubs, groups and large organisations throughout the United Kingdom.

As such a large NGB, it is imperative that NAKMAS has an active welfare policy which includes codes of practice for the following issues:

Child Protection	Page 2
Anti-Bullying	Page 10
Ethics and Conduct	Page 12
Equality	Page 16
Code of Safety	Page 19
Appendix A	Page 27
Appendix B	Page 28
Appendix C	Page 29
Appendix D	Page 30
Appendix E	Page 31
Weapons Guidelines	Page 33

# CHILD PROTECTION POLICY

## Introduction

All sporting organisations which make provision for children and young people must ensure that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer. Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

## Policy aims

The aim of the NAKMAS NGB Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of NAKMAS, its staff, clubs, instructors and volunteers.
- Allow all staff and volunteers to make informed and confident responses to specific child protection issues.

## Policy Statement

The NAKMAS NGB will:

- accept the moral and legal responsibility to implement procedures, to provide a duty of care for young people, safeguard their well-being and protect them from abuse
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures
- respect and promote the rights, wishes and feelings of young people and disabled adults
- recruit, check, train and govern instructors and volunteers to adopt best practice to safeguard young people from abuse, and themselves against false allegations
- require instructors and volunteers to adopt and abide by the NAKMAS NGB's Welfare Policy and Codes of Practice.
- This policy applies to all members of the NAKMAS NGB. There will be no exceptions.
- A child is defined as a person under the age of 18 years (The Children Act 1989)

## Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to NAKMAS of the relevant authority, following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, martial arts can play a crucial role in improving a child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

## Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to provide the best possible sporting experience for a young person and minimise the potential for actions to be misinterpreted.

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with students (eg it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in the decision making
- Making martial arts fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to the guidelines provided within the Coach Education Programme. If it is necessary, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about this, and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. If groups have to be supervised in changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model—this includes not smoking or drinking alcohol in the company of young people.

- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of the treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.
- Allowing students to take water and food as necessary during long and difficult training periods.

### Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (eg the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of the session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

#### Otherwise, **avoid**:

- Spending excessive amounts of time along with children away from others.
- Taking or dropping off a child to an event.

### Practices never to be sanctioned

The following should **never** be sanctioned. You should **never**:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

*NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk to him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.*

## **Incidents that must be reported/recorded**

**If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:**

- If you accidentally hurt a student.
- If he/she seems distressed in any manner.
- If a student appears to be sexually aroused by your actions.
- If a student misunderstands or misinterprets something you have done.

## **Use of photographic/filming equipment at martial arts events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the club welfare officer.

Video as a coaching aid: there is no intention to prevent club instructors using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

## **Recruitment and training of staff, instructors and volunteers**

The NAKMAS NGB recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-affiliation checks by NAKMAS will include the following:

- All volunteers, staff and instructors will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be obtained from the applicant for NAKMAS to seek information from the Criminal Records Bureau ( or country equivalent) in the form of an Enhanced Disclosure.
- Enhanced Disclosures need to be done on all members who 'are given responsibility of being in a supervisory role'.
- For the the purposes of an Enhanced Disclosure, evidence of identity should be provided (eg passport or driving licence with a photograph).
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Checks on the applicant's technical qualifications, with proof of grades required.

Upon affiliation NAKMAS will ensure that staff, instructors and volunteers:

- Have signed the appropriate forms to confirm that they are willing to accept and abide by the NAKMAS NGB's policies and procedures.
- Have a copy of the Welfare Policy and Codes of Practice and that they fully understand their responsibilities, under these Codes.

- Are given access to appropriate training, as deemed necessary by NAKMAS or themselves.
- NAKMAS have an extensive Coach Education Programme, and as part of this, training is offered covering Child Protection issues and awareness.
- NAKMAS members also have access to the Sports Coach UK 'Good Practice' course, which is recommended by NAKMAS and the NSPCC.
- The Coach Education Programme offers training and assessment on all skills important to good coaching of martial arts, including specific age groups, special needs, competition officials, and first aid.

### **Appointment of Club/Association Welfare Officer (s)**

It is important that each martial arts club appoints a Club Welfare Officer. This person should be someone other than the Chief Instructor. The officer will be in overall charge of child protection / welfare issues within the club, and also will act as a liaison between the children, club staff and NAKMAS. Any incidents will be reported to this officer, who will in turn record the incident and inform NAKMAS and/or some other relevant authority. The club welfare officer will be expected to be completely familiar with the NAKMAS Welfare Policy and its Code of Practice. In the case of large associations (usually associate members), an Association Welfare Officer will also need to be appointed, and will be the liaison between Club Officer and NAKMAS.

### **Responding to allegations or suspicions**

It is not the responsibility of anyone working in NAKMAS, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

NAKMAS will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

**Where there is a complaint against a member of staff there may be three types of investigation:**

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **Action**

#### **1. Concerns about suspected abuse:**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Welfare Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out of hours.

- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Welfare Officer should also notify the NAKMAS Welfare Officer who will deal with any media enquiries.
- If the Welfare Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager/Instructor or in his/her absence, the NAKMAS Welfare Officer who will refer the allegation to social services.

An incident report form is included in Appendix A of this Code of Practice. This can be photocopied and used as necessary. Please keep a copy of all forms sent outside the club.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

#### **The includes the following people:**

- the Welfare Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services / police
- the NAKMAS Welfare Officer and the NAKMAS Director of Operations
- the alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

### **Internal enquiries and suspension**

- The NAKMAS Chairman in consultation with the NAKMAS Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services enquiries.
- Irrespective of the findings of the social services or police enquiries, the NAKMAS Management Committee will appoint a disciplinary sub-committee to assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the NAKMAS sub-committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

### Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents of members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. A list is included in Appendix B of this Code of Practice.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

### Allegations of previous abuse

Allegations of abuse may be made some time after the event (eg, by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedure as detailed above and report the matter to the social services or the police. This is because other children, either within or outside martial arts, may be at risk from this person. Individuals who have a previous criminal conviction for offences related to abuse may be excluded from working with children.

#### 2. Concerns outside the immediate martial arts environment (eg, a parent or carer):

- Report your concerns to the Welfare Officer, who should contact social services or the police as soon as possible.
- See 3. below for the information social services or the police will need.
- If the Welfare Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Welfare Officer should also report the incident to the NAKMAS NGB. NAKMAS will ascertain whether or not the person(s) involved in the incident play a role in NAKMAS, and act accordingly.
- Maintain confidentiality on a **need to know** basis only.

#### 3. Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at this time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been contacted? If so, record details.

- Has anyone else been contacted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what has been said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

## Recognition of Abuse

It is not always easy to recognise a situation where abuse may occur or may have already taken place. Indications that a child may be being abused include:

- Unexplained/suspicious injuries such as bruising, cuts, burns on unusual body parts.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abuse act involving him/her.
- Someone else (child or adult) expresses concern about the welfare of a child.
- Unexplained changes in behaviour (eg, becoming very quiet, outbursts of temper ).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour or language.
- Distrustful of adults, particularly those normally trusted.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variation in eating patterns (overeating, loss of appetite).
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

## Examples of Abuse in Martial Arts

- Inappropriate touching of student when it is not needed.
- Asking students to undress in front of audience, eg, tournament weigh-in.
- Students sleeping in same room as instructors on an 'away' event.
- Asking young people to 'break' tiles and wood as part of their training.
- Asking young people to 'fight' with adults as part of their training.
- Asking young people to perform exercises/techniques which may result in damage to their growth.
- Humiliation of a student in front of the class.

It should be recognised that the list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place. It is not, however, your responsibility to decide if abuse is occurring, but only to act on any concerns.

## Forms of abuse

**Physical abuse:** Where adults physically hurt or injure children by hitting, shaking, squeezing, burning or biting or by giving children alcohol, inappropriate drugs or poison. In martial arts situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Neglect:** Where an adult fails to meet the child's essential needs such as food, clothing, warmth, cleanliness, or proper supervision. Children who are neglected may appear withdrawn, unhappy, aggressive, may have problems at school or lingering health problems. In martial arts this could include an instructor not ensuring the children were safe, exposing them to undue cold or to unnecessary risk of injury.

**Emotional abuse:** Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted when may make the child very nervous or withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse. Emotional abuse in martial arts might occur if children are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations consistently.

**Sexual abuse:** Girls and boys are abused by adults (and possibly other children) - both male and female—who use children to meet their own sexual needs. This could include full intercourse, masturbation, oral sex and fondling. Showing children pornographic material is also a form of sexual abuse. Sports which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the instructor over a young student, if misused, may also lead to abusive situations developing.

## Bullying

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be emotional, physical, racist, sexual, homophobic and verbal.

We all have a responsibility to respond promptly and effectively to issues of bullying. It must be shown that bullying will not be tolerated.

### Signs and Symptoms

A child may indicate by signs or behaviour that he/she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- is frightened of walking to or from the hall
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins truanting
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay bully)

- has dinner or other monies continually 'lost'
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- s bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

#### **Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

#### **Action to help the victim and prevent bullying in martial arts:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Welfare Officer or the school (wherever the bullying is occurring).

#### **Action towards the bully(ies):**

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

If you are worried in any way about what you should do, or who you should talk to, about any child protection issues, contact social services; the NSPCC tel: 080 800 5000 or Childline tel: 0800 1111.

# CODE OF ETHICS AND CONDUCT

## Introduction

The purpose of this Code of Ethics is to establish and maintain standards for martial arts instructors and volunteers, and to inform and protect members of the public. Ethical standards comprise such values as integrity, competence, and confidentiality. Members of NAKMAS agreeing to this Code, accept their responsibility to students, colleagues, the NAKMAS NGB and to society.

In pursuit of these principles, martial arts instructors subscribe to standards in the following areas:

- Issues of responsibility.
- Issues of competence.

### 1. Issues of Responsibility

Running a martial arts club is a deliberately undertaken responsibility, and therefore instructors and volunteers are responsible for the observation of the principles embodied in this Code of Ethics and Conduct

#### Humanity

- Instructors and volunteers must respect the rights, dignity of worth of every human being and their ultimate right to self-determination. Specifically, everyone must be treated equally, within the context of their activity and ability, regardless of gender, ethnic origin, culture, religion, political persuasion or sexual preferences.

#### Relationships

- Good instructors and volunteers will be concerned primarily with the well-being, health and future of the individual student and only secondarily with the optimisation of performance.
- A key element in such a relationship is the development of independence. Students must be encouraged to accept responsibility for their own behaviour and performance in training, in competition and in their social life.
- Instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with their students. This is particularly important when the instructor and the student are of the opposite sex and/or when the performer is a young person. The instructor must realise that certain situations or friendly actions could be misinterpreted, not only by the student, but by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety.
- The relationship between instructor and student relies heavily on mutual trust and respect. In detail this means that the student should be made aware of the instructor's qualifications and experience and must be given the opportunity to consent to or decline proposals for training, performance and competition.

**Commitment**

- Instructors should clarify in advance with the students and/or employers the number of sessions, fees (if any) and method of payment. They should also explore with students and/or employers the expectation of outcome of instruction.
- Instructors have responsibility to declare to their students and/or employers any other current coaching commitments. Instructors should also find out if any prospective student is currently receiving guidance from another instructor. If so, that instructor should be contacted to discuss the situation.
- Instructors who become aware of a conflict between their obligation to their students and their obligation to NAKMAS or other organisation employing them must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

**Co-operation**

- Instructors should communicate and co-operate with other sports and allied professions in the best interests of their students. An example of such contact could be the seeking of educational and career advice/counselling for young students whose training impinges upon the performance of their studies.
- Instructors must communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their students' medical and psychological problems.

**Advertising**

- Advertising by instructors in respect of qualifications and/or services shall be accurate and professionally restrained.
- Instructors shall not display any affiliation with NAKMAS in a manner that falsely implies sponsorship or accreditation.
- Any club wishing to use the NAKMAS logo on any stationery or advertising, must first seek approval of the NAKMAS Management Committee.

**Integrity**

- Instructors and volunteers should refrain from public criticism of fellow instructors and clubs. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to NAKMAS.
- Instructors must not encourage students to violate the rules of their martial art and should actively seek to discourage such action. Furthermore, instructors should encourage students to obey the spirit of such rules.
- Instructors must not compromise their students by advocating measures which could be deemed to constitute seeking to gain an unfair advantage. Above all, instructors must never advocate the use of prescribed drugs or other banned performance enhancing substances.
- Instructors must treat opponents and officials with due respect, both in victory and defeat and should encourage their students to act in a similar manner.
- Instructors must accept responsibility for the conduct of their students insofar as they will undertake to discourage inappropriate behaviour.

**Confidentiality**

- Instructors inevitably gather a great deal of personal information about students in the course of a working relationship. Instructor and student must reach agreement as to what is to be regarded as confidential information, ie, not divulged to a third party without the express approval of the student.
- Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to students when relevant to the following:
  - \* evaluation of the student within the martial arts competitive selection process
  - \* recommendations concerning students for professional purposes
  - \* pursuit of disciplinary action involving students within the martial arts
  - \* pursuit of disciplinary action by NAKMAS involving fellow instructors in alleged breaches of the Welfare Policy and Codes of Practice.

**Abuse of privilege**

- The instructor must consistently display high personal standards and project a favourable image of their martial art and of coaching; to students, other instructors, officials, spectators, the media and the general public.
- Personal appearance is a matter of individual taste but the instructor has an obligation to project an image of health, cleanliness and functional efficiency.
- The instructor should never smoke when coaching. Instructors should not drink alcohol soon before coaching so that the smell will be on their breath when working with students, and especially young people.

**Safety**

- The instructor has a responsibility for the health and safety of the students. The instructor must familiarise him/herself with the NAKMAS Code of Safety, (within this Welfare Policy), and adhere to it.

**2. Issues of competence**

- Instructors shall confine themselves to practice in those fields of martial arts in which they have been trained/educated, and which are recognised by NAKMAS to be valid. Valid areas of expertise are those directly concerned with martial arts coaching. Training includes the accumulation of knowledge and skills through both formal coach education and by experience at a level of competence acceptable for independent coaching practice.
- Instructors must be able to recognise and accept when to refer students to other groups. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a student.
- Instructors should regularly seek ways to increase their professional development and self awareness.
- Instructors should welcome evaluation of their work by colleagues and be able to account to students, employers, colleagues and NAKMAS for their actions.
- Instructors have a responsibility to themselves and their students to maintain their own effectiveness, resilience and abilities, and to know when their own personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from coaching, whether temporarily or permanently.

**Personal misconduct**

- Personal misconduct may still give rise to disciplinary action by NAKMAS if such conduct is deemed to be 'misconduct' or 'gross misconduct', even if such misconduct does not give rise to disciplinary proceedings by an employer or lead to conviction in a court of law.

The following examples are not exhaustive or exclusive:

**misconduct:** bad time-keeping, unreasonable or unexplained absence(s), lack of application, wilful damage to property or equipment, poaching students, talking badly of other martial arts instructors in front of students and colleagues, breach of NAKMAS Code of Welfare, forcing children to train for long periods without allowing water or food.

**gross misconduct:** theft, falsification of reports or accounts, breach of confidentiality, violence, misuse of alcohol or drugs (especially steroids, or drugs to bulk up), dishonesty, indecency, forcing or encouraging students to achieve predetermined weight, eg for specific tournament categories.

**Criminal activity**

- All instructors and volunteers will be expected to apply for an enhanced disclosure by the Criminal Records Bureau, regardless of whether they teach children and/or adults.
- Any criminal activity shown on the enhanced disclosure will be judged against the NAKMAS Disclosure Policy for Ex-Offenders (available to all applicants), and guidelines from the Criminal Records Bureau. The applicant may be called by NAKMAS for an interview to discuss the circumstances surrounding the activity.
- Any further conviction by a court of law, after disclosure has been attained, must be reported to NAKMAS.

## EQUALITY POLICY

### POLICY STATEMENT

NAKMAS is committed to eliminating discrimination and encouraging diversity amongst our workforce and membership. Our aim is that our workforce and membership will be truly representative of all sections of society, and each employee, officer, volunteer, official and member feels respected and able to give their best.

NAKMAS aims to ensure that everyone; irrespective of gender, disability, race, age, sexual orientation, religion and belief, marital status, colour, ethnic origin or social status; have a genuine and equal opportunity to participate in martial arts, at all levels and in all roles. NAKMAS will take its relationships with members, service providers, job applicants, employees and management seriously, and will ensure that no individual is put at a disadvantage by imposing any conditions or requirements which cannot be justified. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary; and all members will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees and members will be helped and encouraged to develop their full potential; including the use of positive action if justified; and the talents and resources of the workforce and members will be fully utilised to maximise the efficiency of the governing body.

### OUR COMMITMENT

To create an environment in which individual differences and the contributions of all employees, officers and members are recognised and valued.

To ensure that every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, victimisation, bullying or harassment will be tolerated.

To ensure that training, development and progression opportunities are available to all employees, officers and members.

To ensure that members apply this Policy to students, and to running their clubs such as: syllabus, teaching materials, methods, examinations, and assessments; and that their work does not fall outside the NAKMAS Equality Policy.

To ensure that Management involved in the selection or management of employees and members take equality training, and keep up to date with requirements of the Policy, and with the requirements of the laws relating to discrimination and equality.

To have a Procedure to deal with discriminatory incidents of any kind. This will be found in the Constitution. Incidents will be reported to the NAKMAS Welfare Officer, via an Incident Report Form, a copy of which is found in the Welfare Policy. Breaches of this Policy will be regarded as misconduct, and will be dealt with according to this Procedure.

To ensure that any marketing and communications recognise the commitment to equality via a wide variety of advertising methods and referral sources. All materials will be prepared, produced and distributed, promoting a clear and positive image of the profile of all those within martial arts, in line with this Policy.

To achieve the appropriate level of the Equality Standard.

## **IMPLEMENTATION**

NAKMAS commits to adhering to this Equality Policy and recognises its legal obligations under the following legislation:

- Race Relations Act (as amended) 1976
- Equal Pay Act 1970
- Sex Discrimination Acts 1975, 1986, 1999
- Disability Discrimination Act 1995 (Parts 1, 2 &3)
- Disability Discrimination Act 1995 (Parts 1, 2 &3)
- Rehabilitation of Offenders Act 1974
- Human Rights Act 1998
- Age Discrimination Act 2006
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion and Belief) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Any later amendments to the above Acts/Regulations, or future Acts/Regulations which are relevant to NAKMAS.

NAKMAS will monitor the practices, procedures, policies, rules and regulations to ensure that they do not restrict the employment, or membership of individuals or groups on the grounds of unfair discrimination.

NAKMAS will ensure collaboration with partner organisations and service providers to ensure the best and non-discriminatory service possible is offered to employees and members.

All job applicants and applicants for membership will be made aware of this Policy and its implications for them. Any questions on application forms will relate only to the requirements of NAKMAS membership or employment, and those of the Law.

If there are any changes at any time relating to discrimination or equality, these will be communicated immediately through the usual communication channels including written communication and the website.

## **MONITORING, REVIEW AND RESPONSIBILITY**

The Lead Officer for Equality (currently the Director of Operations) has overall responsibility for overseeing Equality within NAKMAS. It is her responsibility to ensure Equality issues are on the agenda at Management Meetings for discussion and implementation. Senior Management has responsibility for ensuring that the Policy is implemented and making any major decisions on how this is to be done. They also have the responsibility to deal with any breaches of the Policy in accordance with its procedures. The Lead Officer for Equality and the in-house Equality Team are responsible for the day to day implementation of the Policy.

In addition, it is the responsibility of all employees, officers and members to adhere to this Policy and implement it within their work for, or within NAKMAS at all times. NAKMAS Senior Management reserve the right to discipline (in accordance with its procedures) any of its members or employees who practice any form of discrimination as outlined in this Policy.

This Equality Policy will be reviewed, and re-written as necessary, every three years against:

- current legislation
- rules, regulations and procedures within NAKMAS
- audits carried out for the BS EN ISO 9000 Standard
- questionnaires, surveys, employee and membership feedback
- specific equality data collected from employees, members and other relevant parties
- research
- current Equality Standard criteria and guidelines

## **POLICY DEFINITIONS**

### **‘Discrimination’**

Unfair Treatment of a person, racial group, minority etc; action based on prejudice

### **‘Harassment’**

Trouble, torment or confuse by continual persistent attacks

### **‘Victimisation’**

To punish or discriminate against selectively or unfairly

### **‘Intimidation’**

To make timid or frightened as by threats; scare

### **‘Bullying’**

Hurt, persecute or intimidate weaker people

# CODE OF SAFETY

## Introduction

It is the responsibility of NAKMAS Management, instructors, volunteers, and students alike to ensure that health and safety is considered at all times in and around the martial arts environment. It is possible for everyone from ground level upwards to be sued if there is an incident compromising someone's safety, and with this in mind, this Code of Safety has been prepared to give everyone the best chance of avoiding such actions

## Health and Safety Policy Statement

In accordance with the requirements of the Health and Safety at Work Act 1974, the NAKMAS NGB has agreed the following Policy Statement.

NAKMAS attaches the greatest importance to the safety of its members and will pursue policies designed to ensure that as far as reasonably practical, all members will be equipped to ensure a healthy environment and safe methods of coaching/working. This policy cannot operate without full consultation and full co-operation; and it places a high priority on accident prevention by management and members working together to identify those situations which could lead to personal injury and hazard to the health of members, students or other persons and by rectifying these situations before accidents occur.

The promotion of safety is seen by NAKMAS as being a point of responsibility of management and members. Management's responsibility includes the promotion of safety in the form of the NAKMAS Safety Policy, safety training via coach education, information and supervision and compliance with appropriate legislation. The member's responsibility includes a constant awareness for the safety to him/herself and the students. She/he will contribute to ideas and methods of promoting a safe environment and systems to coaching/working and to participate in safety training.

NAKMAS will provide means of investigating and resolving safety problems which are common throughout the membership.

## Screening Members

- Before a person begins to train, it is essential that a screening form of some sort is completed, in order to establish his/her medical background and fitness to train. NAKMAS has a sample form Appendix C, which can be used or adapted, for this purpose. Alternatively you may have your own. Medical details, personal details and doctor's details, plus a signature and a date, are essential information to attain. It is also a legal requirement that you have records of all your students' names and addresses, and this is also useful in the event that you may have to cancel a class, or contact them for some other reason.

- If the student is a child (under the age of 18 years), a parent or carer must sign this form. Do not accept children into the club without first meeting a parent or carer.
- A NAKMAS student licence application form must be completed and sent to HQ by the end of the fourth week of training. NAKMAS provide basic free cover for new students for the first four weeks of training only. This form must be fully completed by the student or a parent/carers (students under 18 years). The form must be countersigned by either the Chief Instructor or authorised Secretary of the club. The club code should also be written onto the form.
- Associate/Satellite members will be expected to follow the same procedure within their own organisation.
- Any medical conditions (other than the general asthma, diabetes, hayfever etc) must be backed by a medical letter, for the safety of the student and the protection of the instructor, the club and NAKMAS. A copy of this letter must be sent to NAKMAS with the licence application form.
- If a club has a student with haemophilia or an HIV related illness, they must refer to NAKMAS HQ for further advice.
- An accident or death resulting from an undisclosed pre-existing condition will invalidate the NAKMAS insurance policy.
- If a club agrees to accept a student with a medical condition, all efforts must be made to conform to safety regulations. It is the club's responsibility.
- If any condition is likely to subject a student to possible collapse, eg, epilepsy, the floor of the training hall must be matted.
- Instructors should also ensure they know how to handle any possible medical emergencies, for the students within their care. Eg, where is the student's asthma inhaler? What would you do if a student went into a diabetic hypo (hypoglycaemic attack)?
- If the student with the medical condition is a young child, it is recommended that the parent stay during the session.
- Clubs are recommended that students of a more mature age, get medical clearance before they start to train. This is also the case for students with excessive weight, especially if they have not exercised recently.

## Supervision

In a class of adults, and instructor to student ratio should, on average, be maintained at around 1:30. With classes requiring increased supervision this ratio should be reduced. Obviously the fewer the students, the more personal the instruction.

In a class of children, the instructor to student ratio should be reduced to 1:20. (1:10 for children under 8 years, according to Ofsted regulations). However, this is not to say that more students cannot train if there is only one instructor. The class may need to be run so that not all the students are on their feet at once. Eg, when doing kata or forms, they may be performed by grades or ages. There should rarely be a situation where everyone is sparring at once but on occasions this is the case, and higher graded students can be pulled out alternatively to provide extra eyes.

The instructor in charge should **NEVER** be training or sparring alongside a whole class of students. There should **ALWAYS** be an instructor supervising during a class. If there is more than one instructor, they may take turns to teach and train (in an adult class).

## Safe training areas

- It has been established that hard floors are not suitable for some types of martial arts training. When seeking new venues, sprung or matted floors are preferable. Where stone or concrete floors only are available, non-slip mats should be used.
- Also be aware of slippery floors.
- The floor area must be uncluttered, and pillars, shelves, radiators etc should be well back from the training area, or covered/padded. Chairs and tables must be kept out of the way. Light fittings must be above eight feet high, or covered with a protective mesh. Be very careful when training in a room with either mirrors or ceiling to floor windows. Incidents can be very dangerous, and expensive.
- Personal items such as bags, shoes, coats etc should be well away from the training area.
- Good ventilation is essential since considerable body heat is generated during a session, and heating should be adequate especially when teaching children.
- The training area must not be overcrowded. Large classes should be split timewise, or only one half to practice at a time. See Supervision.
- It is the responsibility of the instructor in charge to make sure surrounding equipment such as aerobic steps, mats, weights etc are not likely to topple over. Although these should be put away safely by the previous users, ultimate responsibility for the safety in the martial arts session lies with the instructor.
- If you have spectators in your class, it is essential to ensure that there are no young children or babies running/crawling around. Also noise from spectators may affect the class in terms of concentration and safety.
- Check students have no jewellery on, hair is tied back and toe/finger nails are cut.
- Ask students about any previous injuries which may affect training. A club may be sued for an injury when it was in fact caused by playing rugby the day before.

## Protective equipment

- 'Defensive' padding is a valuable training asset. This includes forearm and shin pads. A headguard and gumshield (dentist fitted) may also be of value.
- Body armour is useful in preventing injury. A boxer's groin guard is recommended in preference to a plastic cup slipped into the jockstrap. Women can wear a sanitary towel to protect the perineum. There is insufficient evidence available to make recommendations concerning breast and abdominal protection for women.
- The merits of protection offered by thick padding on the fist and instep must be weighed against the tendency of the wearer to rely on it. As a compromise, it is suggested that mitts be worn for the purpose of mitigating local injury. The padding, however, should not be so thick as to allow the head to be jolted without leaving an obvious mark.
- The mitt should ideally have not more than 1cm of foam padding covering the knuckles. There should be no padding around the thumb.
- NAKMAS requirements for tournaments are the white elasticated mitts and shin/instep pads. These should be no more than 1cm in thickness.

## Disclosure

Enhanced Disclosures need to be done on all adults who are 'given responsibility of being in a supervisory role'. See page 5 for full details.

## Safe warm-up and exercising

- Prior to each training session there must be a suitable warm-up. This will lead to less strains and sprains and more training benefits. The warm up should take 'cold' athletes and gradually bring them to a 'warm' state by a gently escalating series of exercises.
- Warm-up sessions should last no longer than 15 minutes.
- They should not include specific fitness training such as sit ups, press ups etc. This type of exercise should be done later in the session.
- Certain forms of stretching and exercising should be done just prior to certain sections of a class. For example, it is pointless stretching the legs extensively at the start of the session, if students will not be executing low stances and kicks until the latter part of the session.
- Slow basic techniques can be done as part of a warm up, as this will ensure all the right muscles are being warmed-up.
- Using a warm up which is also done in a basketball or football session is not appropriate, and warm up exercises should be designed to relate to the particular martial art you teach. A standing martial art may need a completely different warm up to a throwing art.
- Warm up exercises should always be executed slowly and carefully to avoid straining any muscles or ligaments.
- It is a proven medical fact that children should not be doing 'adult' press ups but should have the knees on the floor in order to avoid the delicate wrist area taking the strain.
- With press ups in particular, it is essential that students are taught how to execute them properly. Even adults will injure themselves (their back in particular) if not shown the correct method of execution.
- The instructor should never join in a warm up fully. He should warm up prior to the session, and alternate between demonstrations of exercises and supervising to ensure that students are not injuring themselves. Body and facial language will tell a lot, and an instructor will not pick up on this language if he/she is concentrating on his or her own exercising.

## Cool down

- It is important for some kind of cool down to be done at the end of a physical session. Students who have been working hard for an hour or two will have tired muscles and may feel hyperactive.
- The sessions can end with some gentle stretching, slow technique or kata/form, some tai-chi or yoga type activity or simple walking slowly.
- The type of cool down needed will depend to some degree on the content of the session.

## First Aid

- It is recommended that each club has a qualified first aider in attendance, although it is not currently a legal requirement. As many of our clubs are run in large sports centres and community halls, central first aiders may be sufficient.

- Instructors must have access to a first aid kit, however. A list of recommended items to keep in the first aid kit is available from NAKMAS.
- NAKMAS now run specific First Aid for Martial Artists courses, and details are available from NAKMAS. Courses can be arranged in your area if you have several people wishing to attend a course.

### **Accident Reporting**

- If there is an accident in the club, an Accident Record must be completed. These are now issued to clubs in books and have two parts. The top copy is to be sent to NAKMAS, and the bottom copy kept by the club.
- All accident records must be legally kept for three years after the date of the accident.
- There are differences between incidents and accidents. Both need to be logged but only accidents need accident records completed. An incident could be a minor knock causing a bruise or slight cut. An accident will result in hospital or ambulance attention being required.
- If a club is unsure whether the injury is serious, they should recommend the student visits the GP to get it checked.
- If it is clear that the student is in tremendous pain or there is lots of blood, or a changed state of behaviour/mind, send him or her straight to the hospital.
- If the student cannot be moved, ring for an ambulance.
- The instructor must use his/her common sense on how serious a matter is.
- Copies of accident records received at NAKMAS have to be sent to the insurance company, so if a club is sending unnecessary forms, and an unusual number are received, it is likely to set off an investigation of the club's training practices.
- If in doubt, ask!
- See Appendix D for a sample of the Accident Record forms, available from NAKMAS.

### **Fire Drills/Precautions**

- There must be fire exits and/or a fire escape from the training area. These should be kept clear of all clutter, shoes, bags etc.
- All students should be regularly instructed in what to do if there is a fire alarm sounded. This must include where to stand and who to listen to.
- Regular practice fire drills are especially important in children's classes, as children will either panic or get excited when an alarm sounds. They should be taught how to line up and walk to the point of assembly.
- Remember to count students at the beginning and end of each training session in the event of an emergency.
- Also remember to keep the register up to date, and take it with you to check on attendance in the event of a fire drill/emergency.

### **Children (legally, under the age of 18 years)**

There are a few additional issues which need to be considered carefully if children are being taught in a club. These are in addition to the Child Protection Policy which should be read thoroughly.

- While the young student is in the club's care, the instructor is acting loco parentis, ie in place of a parent/carer. The child is the instructor's responsibility from the moment the parent drops the child at the club, until the child is collected.
- With this in mind, it is important to emphasise to the parent/carer that the child is brought into the hall, rather than left in the car park, and also collected from the hall, and not asked to meet him/her outside after the session.
- This is especially important during darker, shorter days. The safety of the child is paramount.
- There may be times when the hall has a power cut and has been dropped in the car park, or the instructor has not turned up for the class for some unexpected reason; the child will be waiting alone for at least an hour. (These may seem to be unlikely situations but they have happened to some, although rare).
- Spectators during children's classes – some instructors prefer not to have spectators during classes. The advantage of this is the quietness and the children being able to concentrate more fully. However, be aware, that if there are parents there are witnesses. If there is incident it is always good to have witnesses, otherwise it is a child's word against yours. Also it is useful to have 'helpers' to supervise children going to and from the toilet (if it is outside the hall), retying belts and so on.
- In cold weather, or while training on a cold floor, children may need to visit the toilet more often. This is nature not them being a nuisance.
- Be aware of the physical and emotional changes children are going through at certain ages (eg puberty). They may affect their training and you should be sympathetic to them. However, that is not to say that the students can take advantage of your sympathy so you don't need to let on you know!
- Children should not be breaking tiles or wood. If your martial art dictates children learn breaking skills, use the specially produced 'fake tiles'. Their bones are not developed enough and you could be subjecting them to permanent damage.
- Very young children should not use the standard focus mitts and kick pads. They are too hard and may cause injury. You can purchase softer versions so look out for them.
- Ensure that children are taught the basic techniques before allowing them to spar. More injuries occur in beginners than in more advanced students. This also applies to adults.
- Parents/carers must be informed clearly of the risks involved for children taking part in competitive events. They must give their written permission before they can compete.

## Special Needs

Specific details relating to special needs will be found in Appendix E.

## Tournaments

Full tournament guidelines are available from NAKMAS. Referee and Judge courses are also available and can be brought to your area upon request, if you have sufficient numbers. Our Tournament Co-ordinator would be happy to talk to you about this.

## Use of Weapons

The use of live weapons for children or in front of children is strictly prohibited. During practice sessions live blades must not be used. Advanced adult students/instructors may use some 'real' weapons for restrictively in martial arts. Full guidelines are available upon request.

## Additional points to consider

- Ensure all your insurances are up to date, and that your students are all insured.
- Clubs must inform NAKMAS if any changes occur as not doing so may put the club in breach of NAKMAS Policies. Examples may be a venue closing, chief instructor resigning, secretary changing, new address or telephone number, club temporarily closed etc.
- If a club uses visiting instructors, make sure they are aware of students' medical conditions, fire procedures, NAKMAS policy requirements, any other club specific issues which might affect the class or the instructor.
- Ensure all your insurances are up to date, and that your students are all insured.
- It is important that students carry their valid and current NAKMAS licence with them to all classes, gradings, courses and other events. This not only proves they have valid insurance but includes a health monitoring record which should be completed as necessary, and checked regularly.
- It is the responsibility of the club to keep a record of student's licence details and expiry dates. Insurances should be renewed before they expire. NAKMAS will remind the club when the club insurance (Civil Liability) is about to expire but students are the responsibility of the club alone.
- All clubs should have a telephone – either a mobile one with them, or access to a working one in the venue they are using. This may be a lifesaver.
- Mixed classes (children and adults). This is not recommended as both children and adults need completely different training. The syllabus should be different, the technique emphasis, the practical variations and use of the martial art, and the language should be different. If there is no other option, there must be at least two instructors and the class should be split into two groups. Children's classes should also incorporate elements of fun and games and adults are unlikely to appreciate these. In reverse, adults need more detailed and frank explanations of aspects of a martial art, and these would be confusing and possibly upsetting for many children.

## Finally

Running a martial arts club or any other public service is all about responsibility. This can cause a good deal of worry if it is not executed correctly. However, if you have read this Welfare Policy and Codes of Practice thoroughly, and have done your best to carry out the guidance as well as you can, you should have ease of mind that you have taken every step to provide your students with a happy, safe and healthy environment in which to learn a martial art. You have shown that you are a caring and responsible human being and that your priority is the well being of your students... and the protection of your club, yourself and the NAKMAS NGB! We are a team.

### **Implementation of the Welfare Policy and Codes of Practice**

- This policy has the active support of management at all levels. The overall responsibility for implementation will rest with the NAKMAS Management Committee.
- The policy should be clearly stated and be made known to all its members and students wherever practicable.
- The Management Committee will identify and support an individual or group of individuals to implement, monitor and review the policy.
- NAKMAS will actively and regularly review the effectiveness of this Welfare Policy and will take action as appropriate to redress any weakness in it.

## APPENDIX A

# NAKMAS NATIONAL GOVERNING BODY INCIDENT REPORT FORM

This form should be used in conjunction with the NAKMAS Child Protection Policy

Name of Child: .....

Age and date of birth: ..... Ethnicity: .....

Religion: ..... First Language: .....

Disability/special needs: .....

Parent's/carer's name(s): .....

Home address (and telephone no if available): .....

.....

Are you reporting your own concerns or passing on those of somebody else? Give details:

.....

.....

Brief description of what has prompted the concerns: include dates, times etc of any specific incidents:

.....

.....

Any physical signs? Behaviour signs? Indirect signs? .....

.....

Have you spoken to the child? If so, what was said? .....

.....

Have you spoken to the parent/carer(s)? If so, what was said? .....

.....

Has anybody been alleged to be the abuser? If so, give details: .....

.....

Have you consulted anybody else? Give details: .....

.....

Your name and position: .....

To whom reported and date of reporting: .....

.....

Signature: ..... Today's date: .....

**Please keep this form safely locked away  
A copy of the form should be sent to NAKMAS**

NAK024 May 2005

A copy of this form can be requested from NAKMAS HQ or can be downloaded from [www.nakmas.org.uk](http://www.nakmas.org.uk)

## **APPENDIX B**

### **List of support and contacts**

#### **NSPCC**

Weston House, 42 Curtain Road, London EC2A 3NH  
Tel: 020 7825 2775

Child Protection Helpline: 0808 800 5000 (24 hours)  
Textphone (for people who are deaf or hard of hearing): 0800 056 0566  
Asian Child Protection Helpline: 0800 096 7719 (Mon-Fri 11am-7pm)  
Cymru/Wales Child Protection Helpline: 0808 100 2524 (Mon-Fri 10am-6pm)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

#### **Childline**

Helpline for children: 0800 1111 (24 hour)  
[www.childline.org.uk](http://www.childline.org.uk)

#### **Forum on Children and Violence**

8 Wakley Street, London EC1V 7QE  
Tel: 020 7843 6309 Email: [wmcmahon@ncb.org.uk](mailto:wmcmahon@ncb.org.uk)  
[www.ncb.org.uk](http://www.ncb.org.uk)

#### **Criminal Records Bureau**

PO Box 91, Liverpool L69 2UH  
Helpline: 0870 90 90 811  
[www.crb.gov.uk](http://www.crb.gov.uk)

#### **Disclosure Scotland**

PO Box No 250, Glasgow, G51 1YU  
Helpline: 0870 609 6006  
[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

#### **Children 1st**

41 Polworth Terrace, Edinburgh EH11 1NU  
Tel: 0131 337 8539  
[www.children1st.org.uk](http://www.children1st.org.uk)

#### **Kids Clubs Network**

Bellerive House, 3 Muirfield Crescent, London E14 9SZ  
Tel: 020 7512 2112

## APPENDIX C

<b>NATIONAL ASSOCIATION OF KARATE AND MARTIAL ART SCHOOLS</b> <b>INITIAL HEALTH SCREENING</b> It is essential that a student's health is screened <b>PRIOR</b> to any martial arts training	
<b>STUDENT'S NAME</b>	
<b>STUDENT'S ADDRESS &amp; POSTCODE</b>	
<b>STUDENT'S BIRTHDATE:</b>	
<b>FAMILY DOCTOR:</b>	
<b>CONTACT TELEPHONE NUMBER:</b> <small>(where someone can be reached while student is in the class)</small>	
<b>DOES STUDENT SUFFER FROM:</b> <small>(Please give details if YES)</small>	
<b>ASTHMA/RESPIRATORY CONDITION</b>	
<b>DIABETES</b>	
<b>EPILEPSY</b>	
<b>HEART CONDITION</b>	
<b>HAEMOPHILLIA/ BLOOD CONDITION</b>	
<b>BACK/JOINT CONDITION</b>	
<b>DYSLEXIA</b>	
<b>DYSPRAXIA/COORDINATION DIFFERENCES</b>	
<b>ATTENTION DEFICIT HYPERACTIVITY DISORDER (ADHD)</b>	
<b>CONDITION RELATED TO NERVOUS SYSTEM</b>	
<b>AUTISM/ASPERGER'S SYNDROME</b>	
<b>SIGHT/HEARING DIFFERENCES</b>	
<b>OTHER (Please give full details)</b>	
<i>I have completed this form to the best of my knowledge, and I will inform you should the health of the student alter at any time.</i>	<b>Signature:</b> <i>(Parent/Guardian if under 18)</i>  <b>Date:</b>

© NAKMAS August 2004

This form can be adapted to suit your own needs, or a copy can be requested from NAKMAS HQ

# APPENDIX D

REPORT NUMBER:

## NAKMAS NATIONAL GOVERNING BODY ACCIDENT RECORD

This form is required and complies with the Data Protection Act 1998 (DPA) and the Health and Safety (First-Aid) Regulations 1981.  
It is also required for insurance purposes by NAKMAS and its insurance providers

### 1. ABOUT THE PERSON WHO HAD THE ACCIDENT

Name: .....

Address: .....

..... Postcode: .....

Occupation: ..... Date of Birth: .....

Club Code: ..... Licence Number: .....

### 2. ABOUT YOU, THE PERSON FILLING IN THIS RECORD

If you did not have the accident write your name, address and occupation

Name: .....

Address: .....

..... Postcode: .....

Occupation: ..... Date of Birth: .....

Club Code: ..... Licence Number: .....

### 3. ABOUT THE ACCIDENT

Say when it happened: Date: ...../...../..... Time: ..... am / pm

Say where it happened: State which room in which venue and the address .....

.....

Say how the accident happened. Give the cause as well. ....

.....

.....

Say who was supervising, if applicable: .....

If the person who had the accident suffered an injury, say what it was: .....

Say what follow up action was taken: .....

Say whether the person who had the accident wishes to make an insurance claim at this stage: Yes / No (please delete)

Please sign the record and date it:

Signature: ..... Date:...../...../.....

#### NOTES:

1. Please send white copy of this form to NAKMAS HQ within 7 days of the accident.
2. Please ensure this original form is kept safely locked in a cabinet so that it complies with the DPA 1998.
3. All accident records must legally be kept for three years after the date of the accident.
4. White copy — NAKMAS records Yellow copy — club records

NAK019 Aug 2004

Approved Form in Accordance with the Social Security (Claims and Payments) Regulations 1979

This two part form is available in pads from NAKMAS HQ  
It cannot be adapted as it has been approved by a Government Department

## APPENDIX E

### Special needs / disabilities / learning differences

NAKMAS has always prided itself in dealing with issues of special needs, disabilities, and learning differences, head on, and not more so that in recent years. The NAKMAS Coach Education Programme has always covered these issues, as has the NAKMAS Journals, but they are becoming so commonplace in today's clubs NAKMAS feels it imperative that the Code of Safety covers them also.

There are many issues which could be covered under this heading. These can include physical differences, emotional differences, psychological differences, neurological differences and even social differences. There are also many 'conditions' which crop up regularly on health screening.

#### Physical differences may include:

- Back pain ( caused by disc, muscle, ligament damage, or curvature eg, scoliosis)
- Joint / other skeletal conditions: (eg, arthritis, cartilage damage, rheumatism)
- Heart or lung conditions (which may affect breathing or stamina; eg, asthma)
- Diabetes (correct medication, diet and control is essential)
- Deafness/partial deafness
- Blindness/partial sight
- Partial paraplegia (loss of use of some limbs or part of the body. Student may be wheelchair bound)
- Loss of limb (anything from a finger or toe to both legs)
- Dyspraxia (difficulty in co-ordination)

You should remember that physical differences do not necessarily 'show from the outside' so do not assume anything.

#### Emotional differences:

These may be varied and although some may not seem important, any emotions are important to the student. Issues could vary from the loss of a pet, to the loss of a relative or friend; bullying, abuse, divorce, money worries, worry over a forthcoming grading, etc.

#### Psychological differences may include:

- Bipolar illness, schizophrenia, or depression
- Eating disorders (anorexia nervosa, bulimia)
- ADHD (Attention Deficit Hyperactivity Disorder). Some students may be drug controlled and some may be going through assessment. Either way these students present a challenge in coaching, and instructors must be aware of how to deal with this condition and with individual students.
- Dyslexia (this may also be physical as it affects co-ordination, left/right etc)

**Neurological differences may include:**

- Epilepsy (correct medication, control and prevention is essential)
- Autism. This can include a wide spectrum of 'conditions' which affect the way a student sees the world. They can react differently to certain situations and the instructor needs to find out about each individual student with autism to find the more productive way to teach him or her.
- Asperger's Syndrome. This is part of the autism spectrum but it is a 'condition' which is becoming more commonly diagnosed in recent years. Again each student is different, and chatting to the student and parents/carers will give the best information on how to help. Generally AS people (especially children) will feel a little isolated. They take things quite literally (ie, if you say jump they will), they tend not to understand jokes or sarcasm and believe what you say completely. They analyse everything and will always want to know 'why'. Children especially need very clear explanations to instructions. They hate confusion, excessive noise that they cannot understand, and often think something is pointless if they cannot see why it is done. One observation is that they can make very good instructors as their ability to analyse is their strength, and this is useful in coaching. They can also be very frustrating to teach unless the instructor has taken the time to understand the student and how he or she learns. In this case they can be very rewarding to teach.

**Social differences:**

Many would not consider social differences to be a special need but they may be. Whether it be that the student has little money, and therefore cannot purchase a new suit, additional pads, or afford to go to competitions; or that the student comes from a difficult home life; the student may be affected during training. In the case of a child, differences in social 'status' may affect his or her psychology – the behaviour, the language, the interpretation of instruction. All these things must be taken into consideration. Also cultural differences may cause a need for the instructor to look at how the student is taught, and how students around him or her may need to be educated to learn about different cultures.

**Conclusion**

There are of course many issues not covered in this section. Not all clubs and instructors are equipped to take on students with some special differences. You may not have the resources, the skills or the time perhaps. This is your choice.

If you need further details or more advice about any issues please contact NAKMAS who will be pleased to find out further information for you and to advise. NAKMAS also have fact sheets on many special needs and copies of these are available upon request; and are available as part of the Coach Education Programme.

## WEAPONS GUIDELINES

### Introduction

NAKMAS recognises that in some martial arts, the teaching of weapons forms part of the teaching and training syllabus. However, the NAKMAS Management Committee has issued the following guidelines to those disciplines which practise weapons training in their clubs.

This should be read and implemented alongside the Welfare Policy.

### Licence/Insurance

As with any other training, a NAKMAS licence/insurance must be purchased prior to any training. This is equally and especially important when training with weapons.

### Demonstration

When demonstrating with any weapon, extreme caution must be taken at all times. Where the demonstration involves a weapon with a live blade, it must be executed at a safe distance from any students so that there is no chance of a student being injured. Demonstrations of weapons with live blades should not be undertaken in front of junior students (under the age of 16).

If the demonstration involves a partner situation, only advanced students trained in using weapons may be called upon. Under no circumstances may a novice/beginner student be called upon to assist.

### Training

Training with weapons must be undertaken under strict supervision only. All students using weapons in the class must be watched at all times by the instructor. Before a student uses a weapon, thorough training must be given. Under no circumstances should novice/beginner students undertake weapon training. They must be at least of an intermediate level (ie, have trained for several months in the basics).

Junior students (under the age of 16) should never be trained with live blade weapons or live weapons. They may use 'training' weapons covered with foam, plastic or rubber (but never with metal or steel), and even then extreme caution must be taken at all times.

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