
Kong Martial Arts – Safeguarding & Child Protection Policy

Organisation: Kong Martial Arts

Venue: Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA

Local Authority: Bracknell Forest Council (Berkshire) [nhs.uk](https://www.berkshire.nhs.uk)

Last updated: 01/09/2026

Next review: 01/09/2027

1. Policy Statement

Kong Martial Arts is committed to safeguarding and promoting the welfare of all children, young people and adults at risk who attend our sessions or activities. We recognise that:

- The welfare of the child is **paramount**.
- All children, regardless of age, disability, gender, race, religion or belief, sexual orientation, identity, or social background, have an equal right to protection.
- Safeguarding is everyone's responsibility.

This policy sets out the procedures that must be followed to keep children safe and respond to concerns.

2. Scope

This policy applies to:

- All **staff** and **volunteers**
 - Coaches and assistant coaches
 - Contractors and visitors involved in activities
 - All activities organised or delivered by Kong Martial Arts, including those at **Ranelagh School, Ranelagh Drive, Bracknell, RG12 9D**
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3. Designated Safeguarding Leads

Designated Safeguarding Lead (DSL)

Name: Sarah Bennett

Role: Designated Safeguarding Lead – Kong Martial Arts

Phone: 07827 932055

Email: info@Kong-martialarts.com

Address: 49 Top Common, Warfield, RG42 3SH



Deputy Designated Safeguarding Lead (DDSL)

Name: Ryan Prower

Role: Deputy Designated Safeguarding Lead – Kong Martial Arts

Phone: 07763 678453

Email: R.prower@outlook.com

Address: 10 Cedar Drive, Bracknell, RG42 2LG



The DSL and Deputy are responsible for:

- Receiving and recording safeguarding concerns
 - Seeking advice from and making referrals to external agencies
 - Maintaining secure safeguarding records
 - Ensuring staff and volunteers receive appropriate safeguarding training
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4. Local Safeguarding Contacts (Bracknell Forest)

If you are worried about a child in Bracknell Forest, you can contact:

Multi-Agency Safeguarding Hub (MASH) – Bracknell Forest

- **Phone (office hours):** 01344 352005
- **Email:** mash@bracknell-forest.gov.uk

Out of Hours / Emergency

- **Out-of-hours Children's Services:** 01344 351999 bracknellforestsafeguarding.org.uk
- **Police (immediate danger):** 999

Local Authority Designated Officer (LADO) – Bracknell Forest

For allegations or concerns about staff/volunteers in positions of trust:

LADO: Alison Small **Phone:** 01344 351572 **Email:** LADO@bracknell-forest.gov.uk

NSPCC Helpline

- **Phone:** 0808 800 5000
- **Email:** help@nspcc.org.uk

These contacts are used by the DSL/Deputy when managing concerns, but the numbers are published so parents and older children can also seek advice directly if needed.

5. Roles and Responsibilities

All Staff & Volunteers

Everyone working with or on behalf of Kong Martial Arts must:

- Put the welfare of children first
- Be familiar with and follow this policy
- Report any concerns about a child or adult's safety **immediately** to the DSL or Deputy
- Record concerns factually and promptly

- Never promise confidentiality – explain that you may need to share information to keep them safe
- Maintain appropriate professional boundaries

Coaches & Lead Instructors

In addition, coaches must:

- Ensure safe supervision levels at all times
- Complete risk assessments for sessions, including at Ranelagh School
- Maintain appropriate qualifications, including first aid where required
- Ensure equipment and training activities are safe and age-appropriate
- Ensure children are signed in/out and registers are kept

Management

The leadership of Kong Martial Arts will:

- Ensure safer recruitment practices for staff and volunteers
- Ensure a DSL and Deputy are in place and trained
- Ensure this policy is reviewed annually and after any significant incident
- Support staff and volunteers to raise concerns without fear of reprisal

6. Safe Environment & Venue Management

Kong Martial Arts operates at:

Ranelagh School

Ranelagh Drive, Bracknell, RG12 9DA

We will:

- Liaise with the school regarding health & safety, emergency procedures and site security
- Follow school procedures for fire, lockdown and first aid while on site
- Complete risk assessments for the hall and any equipment used
- Ensure there is always a responsible adult present at the venue before children are allowed into the building

7. Recognising Abuse

Abuse can include (but is not limited to):

- **Physical abuse** – hitting, shaking, inappropriate training methods, excessive physical contact
- **Emotional abuse** – bullying, threats, humiliation, persistent criticism, unrealistic expectations
- **Sexual abuse** – any sexual activity with or involving a child, grooming, sexualised comments
- **Neglect** – persistent failure to meet basic physical or emotional needs
- **Bullying & cyberbullying** – including within classes, changing areas, or online
- **Child exploitation** – criminal or sexual, including grooming inside or outside the club

Staff and volunteers will be trained to recognise indicators and take them seriously.

8. Reporting a Concern

Immediate Danger

If a child is at **immediate risk of significant harm**, call **999**.

Non-Urgent Concerns

1. Report concerns as soon as possible to the **DSL** or **Deputy**.
2. Complete a written record, including:
 - Child's name, age and contact details (if known)
 - Date, time and location of incident or concern
 - What was seen, heard or disclosed (use the child's own words)
 - Details of any witnesses
 - Actions taken

Do not:

- Promise to keep secrets
- Investigate the concern or confront alleged perpetrators
- Ask leading or suggestive questions

DSL/DDSL Actions

The DSL or Deputy will:

- Review the information
- Decide whether to seek advice or make a referral to MASH

- Contact MASH or LADO where appropriate
- Record decisions and outcomes securely

9. Allegations Against Staff or Volunteers

If a concern or allegation is made that a staff member, coach, or volunteer has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates they may pose a risk

The DSL/Deputy (or another senior person if the allegation is about the DSL) will:

1. Take the allegation seriously and **not** promise confidentiality.
2. Contact the **LADO** within **one working day** for advice and next steps.
3. Follow LADO and MASH guidance on managing and investigating the allegation.

Staff subject to allegations will be supported appropriately, but the welfare of the child remains the priority.

10. Safer Recruitment (Staff & Volunteers)

Kong Martial Arts is committed to safer recruitment for both staff and volunteers, including:

- Clear role descriptions and responsibilities
- Application forms and checking of employment/volunteering history
- **Enhanced DBS checks** for all staff and volunteers working with children or in regulated activity
- Identity and qualification checks
- Probationary periods and supervision for new staff/volunteers
- Safeguarding and code of conduct explained at induction

11. Training

- DSL and Deputy DSL will receive **advanced safeguarding training** and refresh this at least every two years.

- All staff and volunteers will receive **basic safeguarding training** at induction and at least annually.
 - Coaches will receive additional training on safe physical contact and behaviour management in a martial arts context.
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12. Supervision, Ratios & Collection of Children

- Children under **10** must be accompanied into the building and collected from **inside** the venue by a parent/carer or known adult.
 - Parents are responsible for children **before and after** the advertised session time.
 - Kong Martial Arts is responsible for children **during** scheduled class times.
 - A register will be kept for each session.
 - Recommended ratio: approximately **1 adult to 10–12 children**, adjusted by age, ability and needs.
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13. Physical Contact & Managing Injuries

- Physical contact will be **limited to what is necessary** for teaching martial arts safely (e.g., demonstrating technique, supporting balance, preventing injury).
 - Contact should always be:
 - Open (in view of others)
 - Age-appropriate
 - Explained to the child beforehand
 - Any injuries during training will be:
 - Recorded in an incident/accident log
 - Reported to parents/carers as soon as reasonable
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14. Photography, Video & Social Media

- Parental/carer consent must be obtained before taking or using images or videos of children.
- Images will only be used for legitimate purposes (e.g., website, social media, grading records, promotional material).
- We will avoid publishing identifying details (e.g., full name and photo together).
- Parents and spectators may only record with **prior permission** and under supervision of staff, and may not share images of other children without consent.

- Staff and volunteers must not:
 - “Friend” or privately message children on personal social media accounts
 - Share personal contact details with children
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15. Anti-Bullying Policy

Kong Martial Arts is committed to providing a training environment where bullying is not tolerated.

Bullying includes:

- Name-calling, teasing, or mocking
- Threats or intimidation
- Physical aggression or exclusion
- Online harassment, including messaging apps and social media

Our Approach

- We promote respect, discipline and teamwork as key martial arts values.
- Any bullying reported or observed will be taken seriously and dealt with promptly.
- Coaches will:
 - Listen to those involved
 - Record and report incidents to the DSL
 - Work with parents/carers to agree appropriate actions
- In serious or repeated cases, action may include temporary or permanent exclusion from sessions.

Children and parents are encouraged to speak to a coach, the DSL, or Deputy if they are worried about bullying.

16. Code of Conduct (Staff & Volunteers)

All staff and volunteers must:

- Treat all children and adults with dignity and respect
- Act as positive role models, demonstrating self-discipline and fairness



- Maintain appropriate boundaries – no favouritism, no socialising 1:1 with children outside organised sessions without prior consent from parents and the club
- Use positive and age-appropriate language
- Challenge inappropriate behaviour (including bullying, discriminatory language or actions)
- Never engage in, or tolerate:
 - Rough, sexualised or exploitative behaviour
 - Humiliating, degrading or abusive language
 - Any form of sexual relationship or communication with a child
- Not be under the influence of alcohol or illegal substances when working with children
- Follow all health & safety instructions

Failure to adhere to this Code of Conduct may lead to disciplinary action, including termination of employment/volunteering and referral to external agencies where appropriate.

17. Whistleblowing

Kong Martial Arts encourages a culture where staff, volunteers, parents and children feel able to **raise concerns** about poor or unsafe practice – including concerns about another adult's behaviour – without fear of reprisal.

You should use whistleblowing if:

- You believe a child is at risk and your concern has not been taken seriously
- You are worried about the behaviour of a staff member, coach or volunteer
- You feel there is a culture or practice which may place children at risk

Concerns can be raised:

- With the **DSL** (Sarah Bennett) or **Deputy** (Ryan Prower)
- With Bracknell Forest **MASH** or **LADO** directly if you feel unable to raise concerns within the club
- With the **NSPCC Whistleblowing Advice Line** (via NSPCC helpline)

We will:

- Take whistleblowing concerns seriously
- Protect individuals from victimisation where concerns are raised in good faith
- Handle concerns sensitively and as confidentially as possible



18. Information Sharing & Confidentiality

- Information will only be shared on a **need-to-know** basis to protect children.
- Records will be stored securely and retained in line with data protection requirements.
- Parents/carers will usually be informed of concerns unless doing so would increase risk to the child or interfere with a statutory investigation.

19. Policy Review

This policy will be:

- Reviewed **annually**, or sooner if there is a change in legislation, guidance, or following an incident.
- Approved by the leadership of Kong Martial Arts.
- Communicated to all staff, volunteers and (in child-friendly form) to children and parents.

Signed:

A handwritten signature in black ink, appearing to be 'B. A.' or similar, written over a horizontal line.

On behalf of Kong Martial Arts

Date: 01/09/2026