



## P.U.M.A. Safeguarding Code Of Practice

### Safeguarding information for parent and carers

The Professional Unification of Martial Arts acknowledges the duty of care to safeguard and promote the welfare of all students and adults especially those who are most vulnerable or impressionable. (Children and Adults at Risk) We are fully committed to ensuring our safeguarding practice recognises and reflects our statutory responsibilities and government guidance and that it complies with best practice.

### Code of conduct for parents and carers

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a parent of a child taking part in any P.U.M.A. activity, we'd like you to:

Make sure your child has the right kit for the session as well as enough food and drink.

Try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you're running late or if your child is going home with someone else.

Complete all consent, contact and medical forms and update us straight away if anything changes.

Make sure your child wears any protective kit we provide for them.

Maintain a good relationship with your child's coach or trainer and catch up with them as often as you can. Talk to us if you have any concerns about any part of your child's involvement - we want to hear from you.

Take the time to talk to your child about what you both want to achieve through sport.

Try and learn about your child's sport and what it means to them.

Remember that children get a wide range of benefits from participating in sport, like making friends, getting exercise and developing skills. It's not all about wins and losses.

Ensure your child knows you're proud of what they're doing

Think about how the way you react and behave effects not just your child but other children too.

Encourage your child to respect and celebrate difference in their pets and others.

Lead by example when it comes to positive behaviour on the sidelines; or let other parents take their cues from you, as well as from us.

Accept the official's judgment.

Use social media responsibly when talking about what goes on at our schools.

Be aware of the photography policy and abide by the 'Open/Closed' forum rules.

Talk to your child about embracing good etiquette and sportsmanship.

Encourage your child to play by the rules.

Ensure that your child understands their code of conduct including etiquette

Listen when your child says they don't want to do something.

Be familiar with who is the P.U.M.A. Designated Safeguard Lead and how to contact them if necessary.

## As a parent of a child training with P.U.M.A. you have the right to...

Have full access to all our Safeguarding policies and procedures. These can be found on the P.U.M.A. webpage by navigating to the Safeguarding section.

Be assured that your child is safeguarded during their time with us.

Know who the welfare officer/DSL responsible for your child is and have their contact details.

Be involved and contribute towards decisions within the school or activity.

Know what training and qualifications your instructor has.

Be informed of problems or concerns relating to your child.

Know what happens if there's an accident or injury, be informed if your child is injured and have your consent sought for anything outside of our initial consent form, such as permission to go on trips or photography.

We expect all parents to follow the behaviours and requests set out in this code. If any parent behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Persistent concerns or breaches may result in parents being asked not to attend events if their attendance is considered a risk to the welfare and enjoyment of young participants.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the activity, event or club permanently, something we never want to do.

## Code of conduct for children and young people

Note: Where we refer to 'parents' we mean parents and carers inclusively. The term 'children' or 'child' describes any person under the age of 18.

As a young person taking part in a P.U.M.A. activity, we'd like you to follow this guidance to make sure you are able to participate in your sport or activity safely.

Keep yourself safe by listening to your coach or trainer, behaving responsibly and speak out when something isn't right.

When you're with us stay in the places where you're supposed to be, don't wander off or leave without telling a member of staff.

Take care of our equipment and premises as if they were your own.

Make it to practices or sessions on time and if you're running late, let a member of staff know.

Bring the right kit to practice and wear appropriate kit for the weather.

Respect and celebrate difference in our school or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation or ability.

Report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness.

Treat other young people with respect and appreciate that everyone has different levels of skill and talent.

Make our school or activity a welcoming and friendly place to be.

Support and encourage your teammates. Tell them when they've done well and be there for them when they're struggling.

Respect all staff regardless of grade and all students regardless of age.

Be a good sport, celebrate when you win and be gracious when you lose.

Play by the rules and have fun.

Follow our online safety, social media and internet use policies.

Get involved in school or activity decisions, it's your sport too.

## As a young person taking part, we understand you have the right to...

Enjoy the time you spend with us and know that you're safe.

Be told who you can talk to if something's not right.

Be listened to.

Be included.

Be involved and contribute towards decisions within the school or activity.

Be respected by us and other student members and be treated fairly.

Feel welcomed, valued and not judged based on your race, gender, sexuality or ability.

Be encouraged and develop skills with our help.

Be looked after if there's an accident or injury and have your parents informed if needed.

We expect all young people to follow the behaviours and requests set out in this code. If any young person behaves in a way which contradicts any of the points set out above, we'll address the problem straight away with parent's involvement and aim to resolve the issue.

Continued issues and repeated breaches of this code may result in us regrettably asking you to leave the activity, event or club permanently, for the welfare of other young people and our staff. This is something we never want to do.

## THE SAFEGUARDING TEAM

P.U.M.A. has a dedicated safeguarding team and a designated Safeguard Lead (DSL). Details of all the members of the team can be found on the P.U.M.A. web page.

All reports to the safeguarding team are treated in the strictest of confidence until or unless they are required to be reported to other safeguarding professionals or police.

All reports are taken seriously and will be investigated. Reporting forms can be found on the P.U.M.A. web page or reports can be made directly to the DSL or the Chairman.

The current DSL is - Ms Louise Reeve, email [louy@cliftonandhenleazetkd.co.uk](mailto:louy@cliftonandhenleazetkd.co.uk) or phone 07866723631

P.U.M.A. has a concise disciplinary process and any complaints can be sent to either the DSL or the Chairman, contact details for the Chairman can be found on the P.U.M.A. web page.



Ms L. Reeve

## INSTRUCTORS AND HELPERS

All instructors and school owners have enhanced DBS certificates and undergo safeguarding training renewed every 3 years.

As most Black Belts are expected to teach within the training environment, all Black Belt students over the age of 16 are expected to attend the P.U.M.A. safeguarding course every 3 years regardless of whether they are formal teaching staff.

P.U.M.A. has an instructors Code of Conduct and it is expected that every member of teaching staff has read and understood this document.

## PHOTOGRAPHY

P.U.M.A. employs an OPEN and CLOSED forum system.

- Any event publicised as OPEN FORUM will be a non obligatory public event and it is expected that photographs will be taken for publicity purposes. Examples of an OPEN FORUM event would be a Seminar, Tournament or Public Demonstration at a Fair.

- Any event publicised as a CLOSED EVENT will be an event that MUST be attended in order to progress and no photographs or filming is allowed at these events. Examples of CLOSED FORUM events would be a Class or Grading.

Photography at OPEN FORUM events will often include images that will later appear on social media and in publications. In the event of an image of a young person being used, no names will be included in order to help protect their privacy.

## INCLUSIVITY and IDENTITY

P.U.M.A. actively promotes the use of the personal pronoun selected by the individual for all students including juniors. Instructors should ask how students wish to be referred and will endeavour to use that personal pronoun when necessary.

P.U.M.A. recognises the rights of children to be individuals and respects all those characteristics protected under the Equality Act 2010

L Reeve  
DSL P.U.M.A.  
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