**Bullying**

**Policy and Procedures**

Master Kindred Martial Arts (MKMA Karate)

Written: 17th April 2021

Latest Review Date: July 2026

To Be Reviewed with Intervals No Greater Than 2 Years

**Reviewed last**: 30/07/2024

**Reviewed By:** J. Rowberry

**Signature:**

****

**MKMA Commitment**

MKMA Karate is committed to providing an environment free from bullying where every student, instructor and staff member can feel safe to work and practice their martial arts.

As a club we believe bullying has no place in martial arts. Because of this, MKMA Karate operates a zero-tolerance approach to bullying and as such the act of bullying does not follow the stage warning process found in the Disciplinary Policy. Confirmed cases of bullying **will** lead to a direct strike being awarded. In serious cases, bullying can lead to immediate dismissal.

**IMAA Kick Out Bullying Campaign**

As part of MKMA Karate’s commitment to a bully-free martial arts environment, we have signed up to the IMAA’s Kick Out Bullying campaign.

Through the Kick Out Buying Campaign MKMA Karate reaffirms our commitment to provide a bully free atmosphere where everybody feels safe to come and train/work. As part of this campaign we have pledged to:

* Educate our students on the impact and effects of bullying.
* Protect our students from bulling, providing support and guidance wherever needed.
* Uphold a Zero Tolerance policy to all types of bullying within our club and its members.
* Treat everyone as equal, with respect and dignity.

**Reporting Bullying**

Members, Instructors and Staff of MKMA Karate are actively encouraged to report any bullying they witness or have concerns about, no matter how small. We understand as a club that sometimes it can be difficult to speak up but remember, we as a club will always support you to help kick out bullying!

Bullying can be reported by talking to your instructor or a member of the MKMA Karate team, sending an email, contacting the welfare officer, submitting a contact form on the website, sending a message or via post.

Please see contact details for addresses/numbers

**Understanding Bullying**

There are many free courses online which can help you or others to understand the seriousness of bullying. Below is a link to an example of one of these courses. MKMA encourages anyone involved in our club to complete an antibullying course.

<https://www.anti-bullyingalliance.org.uk/tools-information/free-cpd-online-training>

**How bullying is managed**

The severity of the bullying is directly proportional to the consequences. Below details guidelines which should be followed by all MKMA Instructors when dealing with cases of bullying. Instructors should use fair Judgment and common sense when dealing with cases of bullying.

**Bullying during a class - General actions**

1. As soon as bullying is identified, the instructor should immediately intervene and stop anything from progressing further.
2. At this point the instructor may:
	1. Provide a verbal warning to the individual to stop what they are doing.
	2. Ask the Student to sit down at the side of the class.
	3. Ask the student to perform alternative activities to the main class such as press-ups.
	4. Ask the student to leave the class.
	5. Ask the student to leave and not return for a set period of classes (up to a period of one week without first discussing with a member of the MKMA Karate Core team)
		1. Once discussed, a class ban can be increased in duration up to 1 month.
3. Where an individual has been called up on bullying, a note should be made including what happened and actions taken.
4. Details of bullying submitted to mkmakarate@gmail.com *subject heading: Bullying Report*
5. Welfare Officer notified who will upload an event log to Club Manager

Bullying Constitutes an immediate strike in accordance with the ‘MKMA Karate Disciplinary Process Policy and Procedures’ document. Students may be given one, two or three strikes for a single bullying event dependant on severity. Where an instructor feels more than one strike should be awarded, the instructor should:

1. Advise the student of their intentions to award two (or three) strikes.
2. Advise MKMA Karate of their wish to award more than one strike including reasons.

Once this has happened MKMA Karate will:

1. Contact the Instructor for any further information required.
2. Set up a meeting with the instructor, student(s), parents (if applicable) and at least one member of the MKMA Karate core team. (Students hold the right to request the attendance of the club welfare officer).
3. A decision will either be made during the meeting, or the individual contacted within 14 days.
4. If not included in the meeting, the welfare officer should be notified.

**Bullying during a class – Major Bullying**

Where an instructor deems a case or act of bullying major or extreme, the following actions should be taken:

1. As soon as bullying is identified, the instructor should immediately intervene and stop anything from progressing further.
2. At this point the instructor should stop and remove the offending student(s) from the class.
3. Control of the class should temporarily be handed to another instructor/senior grade so that it may continue.
4. The instructor should now gain a full history from all parties involved, preferably away from the class with a witness if appropriate.
5. Instructors should make detailed notes as soon as possible about any information given.
6. Students should be advised that a member of the MKMA Karate team will be in contact with them about the event.
7. Students should then be sent home and advised not to attend any classes until contacted by MKMA Karate. If required, contact parents immediately.
8. Details of bullying submitted to mkmakarate@gmail.com or via other contact means as appropriate (see contact details) within 24 hours.
9. Meeting set up with the instructor, student(s), parents (if applicable) and at least one member of the MKMA Karate core team. (Students hold the right to request the attendance of the club welfare officer).
10. A decision will either be made during the meeting, or the individual contacted within 14 days.
11. If not included in the meeting, the welfare officer should be notified.

**Potential Actions**

Actions that can be taken against individuals who are found beyond reasonable doubt to be bullying during this meeting include but are not limited to:

* Strikes being awarded
* Class Suspension
* Requirement for student to complete Anti-Bullying Course/Bullying awareness course
* Make apologies in writing
* Make apologies face to face
* Dismissal from MKMA karate

Combinations of actions may also be utilised such as a class ban and completion of a bullying awareness course.

**Bullying Outside of MKMA Karate**

Bullying, no matter where it happens is completely unacceptable. Where external bullying is reported to MKMA Karate, the above guidance should be followed. MKMA Karate upholds their zero-tolerance policy to bullying no matter where it occurs.

**Contact Details**

**MKMA Karate**

Contact Email: mkmakarate@gmail.com (use subject heading MKMA Karate Safeguarding)

Contact address: MKMA Karate

2 Cadle Pool Farm Cottages

 The Ridgeway

 Stratford Upon Avon

 Warwickshire

 CV37 9RE

Website Address: [www.mkmakarate.co.uk](http://www.mkmakarate.co.uk)

**Welfare Officer & designated Safeguarding Lead Details**

Name: James Rowberry

Contact Number: 07483834447

Contact Email: jrrowberry@yahoo.co.uk (use subject heading MKMA Karate Safeguarding)

Contact address: MKMA Welfare Officer & Designated Safeguarding Lead

 2 Geeson road

 Drakes Broughton

 Pershore

 Worcestershire

 WR10 2HX

**Chief Instructor & Deputy Safeguarding Lead**

Name: Master Karl Kindred

Contact Number: 07776 192 663

Contact Address: MKMA Karate Deputy Safeguarding Lead

2 Cadle Pool Farm Cottages

 The Ridgeway

 Stratford Upon Avon

 Warwickshire

 CV37 9RE

**Assistant Chief Instructor**

Name: Master Sarah Martin

Contact Number: 07734810941

----------------------------------------------------------------------------------------------------------------