**Instructor Qualifications and Training**

**Policy and Procedures**

Master Kindred Martial Arts (MKMA Karate)

Written: 26th 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:**

**Overview**

MKMA Karate strives to ensure all of their instructors are suitably trained and experienced to provide safe all round martial arts tuition. As part of this we require all instructors to complete specific courses and checks before they are allowed to instruct. These include DBS checks and Safeguarding training.

**The BMABA**

The BMABA, or British Marital arts and Boxing Association is a politics free, independent, community led industry leader providing support to martial arts clubs across the country. They provide many services MKMA Karate utilise including insurance, qualifications, and support. As an MKMA Karate Instructor you will be signed up to and expected to maintain membership with the BMABA. After assessing the cost, MKMA Karate automatically charges and signs their instructors up to the silver membership package due to the resources, courses and benefits it offers.

**DBS**

MKMA Karate requires all instructors to hold a valid Enhanced DBS certificate. The DBS Process is automatically triggered when a student wishes to become an instructor. An email will be sent to the individual directing to the online DBS system MKMA Karate uses. Once the Student has received their DBS Certificate, they should present it to the MKMA Admin team who will need to see the original and retain a photocopy to save to the instructor’s file. The expiry date is added to the MKMA Instructor Training Tracking Sheet. Certificates should be renewed every three years unless signed up to the DBS update service. Guidance on the update service is provided by MKMA Karate and is recommended.

**Safeguarding**

All MKMA Instructors are required to complete and maintain a valid safeguarding qualification\*. MKMA recommends the BMABA Safeguarding Course as this is included in your BMABA membership. Alternatives may be used with prior authorisation from the MKMA admin team but will incur additional cost which you will be responsible for. Alternatives must cover all aspects of the BMABA Safeguarding Course. Once the Student has received their completion certificate, they should present it to the MKMA Admin team who will need to see the original and retain a photocopy to save to the instructor’s file. The expiry date is added to the MKMA Instructor Training Tracking Sheet and evidence sent to BMABA to update your file.

**\*Prior Safeguarding courses and certificates cannot and will not be accepted**

**Insurance**

Insurance will be arranged through the MKMA Admin team. All necessary information will be requested from the student and then passed onto the MKMA Insurance provider through BMABA who will arrange for the instructor’s insurance.

Insurance certificates should be accessible by the administration team in which case this will be automatically updated on your record for you however if this is not possible, the student should present their certificate to the MKMA Admin team who will need to see the original and retain a photocopy to save to the instructor’s file. The expiry date is added to the MKMA Instructor Training Tracking Sheet.

**First Aid**

All Instructors are required to always hold a valid first aid certificate when instructing\*. A minimum of basic first aid related to martial arts is expected including basic life support, treating minor injuries and recognising when to call for further medical assistance. MKMA recommends completing BMABA’s first aid course as this is included in your BMABA membership. Face to face courses are always recommended and will supplement the BMABA training.

Alternative courses should cover all contents of the First aid for martial arts instructors’ course, contents of which can be found in Appendix 1.

\*Certain medical professionals maybe exempt from obtaining a first aid certificate. Their Medical experience should include working with acute emergency injuries. This may include Ambulance Technicians, Paramedics, A&E Nurses and Doctors, GP’s who deal with Acute injuries. A copy of relevant qualifications should be kept on file by MKMA Karate.

**Provisional Instructor Status**

Upon completing all of the above, the student will gain ‘Provisional Instructor’ status. Provisional Instructors will be required to complete a mandatory 6-month trial period as an instructor with at least 4 supervised classes by a qualified MKMA Instructor. At no point should the provisional instructor be allowed to teach a class alone.

If the six-month period is completed satisfactorily, the individual will then gain full instructor status and be able to teach independently, setting up their own class with approval from the Chief Instructor and guidance from the MKMA administration team.

**MKMA Identification Card**

Upon successful completion of the above and all relevant class training an MKMA Identity card will be issue to yourself. This should be carried by you whenever you are instructing. Should a card be lost or stolen, this should be reported immediately to the MKAM Admin team

**Responsibility**

MKMA Karate requires all qualifications to be in date should an instructor wish to instruct. It is the instructor’s responsibility to inform MKMA Karate of expiring certificates and ensure they update them accordingly. MKMA Karate does keep a spreadsheet of all expiry dates which will ensure that if instructors do not realise their certificate is due to expire, it will be caught and MKMA karate will ensure there is ample time to update the necessary document/qualification.

Should an instructor fail to keep their qualifications and training up to date, their instructor status will be suspended, and they will be required to surrender their MKMA Instructor Card until such time as they have all their qualifications and documents in order.

MKMA will endeavour to check the expiry date tracking sheet monthly or as appropriate.

**Supervision Sessions**

From time to time all MKMA instructors should have their sessions peer-review by a fellow instructor or the chief/assistant chief instructor. These will be informal but allow for the instructor team to maintain current with the syllabus and ensure a consistency in what is being taught within the MKMA organisation.

A peer review sheet is provided in appendix 2

Appendix 1

**First aid for martial arts instructors’ course**

Course Contents:

* Initial Assessment
* Recovery Position
* Heart Attacks and CPR
* Choking and Breathing
* Existing Conditions
* General Fitness
* Spinal Injuries
* Paediatric CPR and Choking
* Injuries and Illnesses
* Martial Arts Requirements
* Cuts, Eye, Head Injury
* Reporting and Risk Reduction
* Strains, Sprains and Breaks
* Epilepsy and Seizures
* Allergic Reactions
* AED Use

**Appendix 2**

**Instructor Class Review Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Class: |  | Location of Class: |  |
| Instructor Name: |  | Peer Reviewer Name: |  |
| What went well: | *Provide key points below that went well, consider student feedback*  |
|  |
| Even better if…: | *Provide constructive feedback of where the instructor could improve, be factual*  |
|  |
| Was a Lesson plan created and/or referred too? | Yes / No |
| Was there a first aid kit available? | Yes / No |
| Where all student questions answered or supported? | Yes / No |
| Where there any Incidents during the class? | Yes\* / No |
| *\*Ensure an incident log has been completed* |
| Was the instructor overall well presented *(consider bearing and uniform)* | Yes / No |
| Any final comments? |
|  |

Once complete, please submit a copy to mkmakarate@gmail.com and the instructor