



## REMA POLICES AND PROCEDURES INDEX

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## **Red Eagle Martial Arts Safeguarding Statement**

Updated 06/10/2023

As a club that provides services and classes to young persons and/or adults at risk, we take our safeguarding procedures seriously. Red Eagle Martial Arts is affiliated to Cobra Martial Arts Association (CMAA), and adheres to their safeguarding policy. This document aims to introduce you to our safeguarding mechanisms and acts as our safeguarding statement.

**We would ask that you please take a moment to read CMAA's safeguarding policy, which can be found here - <https://www.cmaa.co.uk/safeguarding>**

### **1. OUR SAFEGUARDING PROCEDURES**

As a club, Red Eagle Martial Arts ("REMA") takes safeguarding procedures seriously. Whilst this document aims to explain our safeguarding procedures, it is not a substitute for CMAA's safeguarding policy and other related articles, which are available freely upon request.

The head instructor, Nicola Sinclair, is DBS Checked to an enhanced level, also being the welfare officer and safeguarding lead.

The head instructor holds a relevant safeguarding qualification that helps them identify the need for proper safeguarding protocols and deal with any concerns efficiently and effectively.

We would ask that any persons interested in finding out read through CMAA's safeguarding policy and associated guidelines in full, and raise any questions you may have with our person responsible for safeguarding in point 2.



## **2. SAFEGUARDING CONTACTS**

The lead safeguarding / welfare officer for our club is;

Nicola Sinclair  
Head Instructor  
Email: [info@redeagle martialarts.co.uk](mailto:info@redeagle martialarts.co.uk)  
Mobile: 07866 571345

If for any reason you are not comfortable reporting a safeguarding concern to the above named contact you should contact the Local Authority Designated Officer (LADO), available on the following number: 01452 426320 or [amadmin@gloucestershire.gov.uk](mailto:amadmin@gloucestershire.gov.uk) (Gloucestershire contact and referral service).

Everyone has a responsibility to safeguard, and our instructor is safeguarding qualified. You may approach them with a safeguarding concern and they will respond appropriately.

## **3. WHO IS RESPONSIBLE FOR SAFEGUARDING**

Everybody has a responsibility to safeguard children and/or adults at risk from abuse.

Within our club, Nicola Sinclair as our Designated Lead Safeguarding Officer assumes ultimate responsibility for our internal safeguarding procedures and management.

You should speak with Nicola Sinclair about any feedback or questions you might have on how we manage and safeguard our members.

## **4. OUR SAFEGUARDING OBJECTIVES**

Our safeguarding objectives are to create a place that is safe and professional in which young persons, children and/or adults at risk may participate freely, without fear of abuse or distress. The safety of our members is our number one concern.



## 5. OUR GOVERNING ORGANISATION

REMA is a registered member of Cobra Martial Arts Association (CMAA). If you have any concerns regarding our attitude toward safeguarding, our club's competencies and qualifications or a complaint that you do not feel we have dealt with effectively, you can contact the association directly on the below details;

CMAA – Andy Morrell - [cmaauk@hotmail.com](mailto:cmaauk@hotmail.com) or 07909 673894 - <https://www.cmaa.co.uk/contact-us>

## 6. MORE INFORMATION

For more information on our safeguarding procedures, or if you would like to view any associated articles (such as CMAA safeguarding policy) please speak with an instructor or contact us via our website – [www.redeaglemartialarts.co.uk](http://www.redeaglemartialarts.co.uk)

## 7. WHISTLEBLOWING

If the Safeguarding Lead or staff member is implicated or you think has a conflict of interest, then contact your Local Authority Designated Officer (LADO), available on the following number: 01452 426320 or [amadmin@gloucestershire.gov.uk](mailto:amadmin@gloucestershire.gov.uk) (Gloucestershire contact and referral service).

Or

CMAA – Andy Morrell - [cmaauk@hotmail.com](mailto:cmaauk@hotmail.com) or 07909 673894 - <https://www.cmaa.co.uk/contact-us>



## Red Eagle Martial Arts Health and Safety Policy

It is the policy of Red Eagle Martial Arts ("REMA") to foster a positive health and safety culture throughout REMA, because we believe that high standards of health and safety are a moral and professional pre-requisite.

### REMA is committed to:

- working to prevent accidents and work related ill health.
  - ensuring any risks arising from our work activities are properly managed.
  - maintaining safe and healthy working conditions, and adequate welfare facilities.
  - using and maintaining the proper safe equipment needed for each task, including all Personal Protection Equipment where needed.
  - ensuring the safety of our clients/customers at all times.
  - reviewing and revising this policy annually.
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- Our stated aims and objectives for the year 2023-2024 are:
    - To ensure all H&S documentation is up to date; and
    - To update all risk assessments

### Implementation, maintenance and review

Nicola Sinclair as Head Instructor of REMA accepts overall responsibility for all Health and Safety within the Club and is responsible for all policy implementation.

Signed by: Nicola Sinclair

Signature:

Date: 11 October 2023

Review date: 10 October 2024



## Red Eagle Martial Arts Safe Practice Policy

Updated 07 October 2023

Red Eagle Martial Arts is a Martial Arts activity where safe practice is essential to help prevent injury. Children\* are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below. (\*also includes Adults at Risk)

### 1. Warm Ups

All activities should first include a thorough warm up which is appropriate for the activity taking place. To help reduce the risk of injury, specific attention should be paid to those muscle groups that will be used during later activity.

### 2. Martial Arts involving throwing, grappling and strangling

The risks include but are not limited to: falling on unsuitable surfaces; landing on the head; damage to the joints from locks; strangulation.

Safe practice should include, but is not limited to:

- (a) Training is held on unmatted floor surface. If applicable, check the matted area for suitability, particularly where mats have been joined.
- (b) Checking that there are no hard surfaces or sharp/hard objects around the unmated, or if applicable matted, area.
- (c) Having an experienced instructor who will ensure that children are not taught to use locks, throws or strangles which will cause injury.



### 3. **Martial Arts involving strikes, punches and kicks**

The risks include but are not limited to: concussion (brain injury) from heavy blows to the head; damage to internal organs and joints from heavy blows; injury from inappropriate stretching and other exercises.

- Is age a consideration regarding head contact? What ages should be considered? Best practice recommended by Cobra Martial Arts Association is the use of protective equipment for sparring, however we will also remove any head contact from training for under 16's. There is a 'no contact' rule for under 16.
- \*To what degree, if at all, is head contact allowed? What type of head contact is permitted? (e.g. controlled, light contact, no follow through?)  
What safeguards are there to limit the risk of head injury? As above
- Is equipment a consideration when sparring or in competition? What equipment should be considered? Hand mitts, shin and foot shields are used in protection of hands, lower legs and feet. Control and no contact rule exist for under 16.
- Is the age of the participants/athletes a consideration when training, sparring or in competition? What ages should be considered? Participants are placed within their age range and level of grade to enable fair play.
- Is height or weight of the participants/athletes a consideration when training, sparring or in competition? What heights and weights should be considered? Age and grade are considered.
- What floor covering (e.g. mats) is used when training, sparring or in competition? No matted area available for regular training, sparring is not a formal part of our syllabus. During competitions would be dependent on who was organizing the competition.



- What are the steps taken if head injury occurs? Training stops immediately, first aider is always available at regular training, no neck movement is encouraged until paramedics are on site.
  - Is appropriate medical supervision available when training, sparring or in competition? Yes a first aider is present.
  - What considerations are taken with mixed gender training, sparring and competition? Under 16 mixed genders, 'no contact' rule. Over 18's, mixed genders can train together.
  - Is supervision of the participants/athletes considered when training, sparring or in competition? Head instructor monitors progress in the dojo at all times. For competition there would be a senior instructor sat on each four corners of the sparring area, with additional judges' panel to the front.
- (b) Avoiding excessive stretching and exercises such as press-ups on the knuckles or hitting heavy bags; the joints of children are still developing and can be damaged by these exercises.

#### **4. Martial Arts involving weapons**

Some examples are Kendo, Kobudo, Laido and Freestyle Forms Karate

Safe practice should include but is not limited to:

- (a) No live blades (sharp or otherwise) in the training hall when children are present
- (b) Safe protocols for the use of training weapons by children
- (c) Good supervision at all times by Instructors

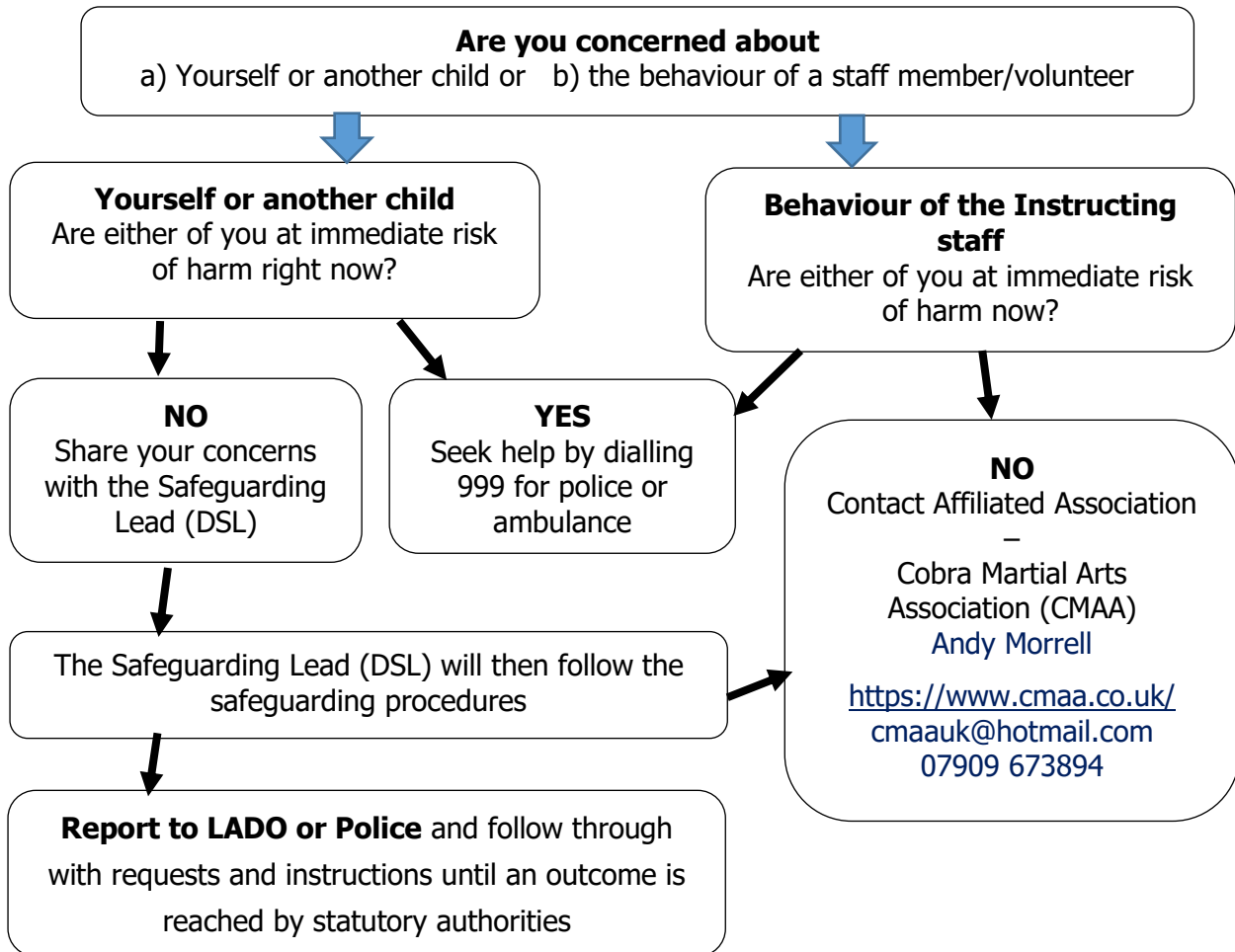
Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning a Martial Art.





## Red Eagle Martial Arts Reporting Concerns Policy - Children

### Raising and Managing a Concern



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### Supporting the child through the process

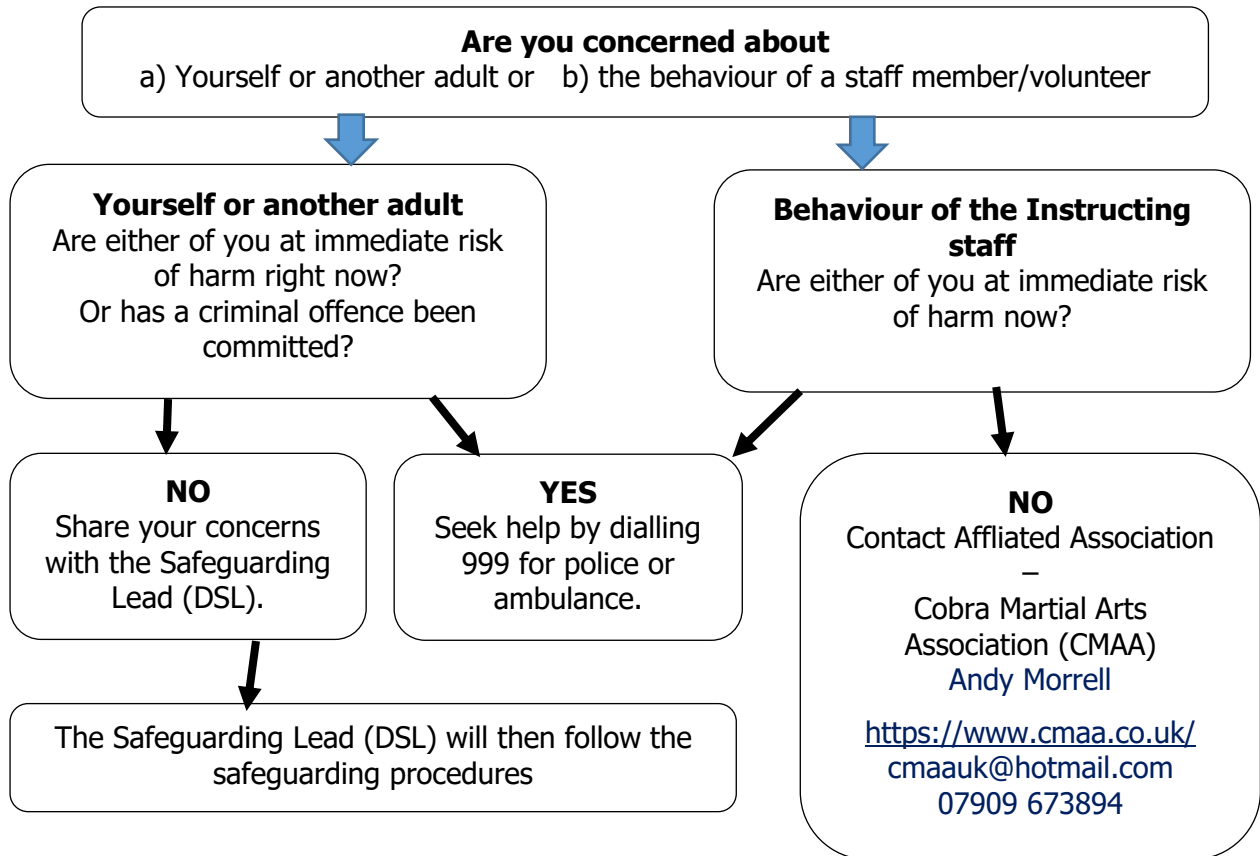
The Safeguarding Lead (DSL) should:

- Stay calm so as not to frighten the child
- Reassure the child that they are not to blame and that it was right to inform
- Listen to the child showing that they are taken seriously
- Keep questions to a minimum
- Inform the child that they will have to inform other people about what they have disclosed
- Maintain safety of the child throughout with necessary action
- Record all information
- Report to the appropriate authorities without delay



## Red Eagle Martial Arts Reporting Concerns Policy - Adults

### Raising and Managing a Concern



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### Supporting the adult through the process

The Safeguarding Lead (DSL) should:

- Speak with the adult concerned
- Determine the wishes of the adult concerned to ensure the process is person led and outcome focused.
- Seek external guidance and advice as appropriate
- Offer support and information for the adult concerned to make informed choices.
- Put measures in place to keep the adult safe during the activity (if appropriate)
- Ask for consent to report the concern to statutory agencies if appropriate.
- Keep the adult informed and involved throughout the process



## Red Eagle Martial Arts Social Media Policy

REMA understands that everyone involved in martial arts recognises the responsibility to safeguard exists both in and out of the dojo. Instructors, assistant instructors and volunteers within REMA are required to take responsibility for ensuring this happens.

### **REMA should:**

- Refrain from publishing comments about other clubs, participants or instructors and any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person`s race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status identified by The Equality Act 2010.
- Identify all copyrighted or borrowed material with citations and links, giving credit to the original publisher or author, when publishing direct paraphrased quotes, thoughts, ideas, photos or videos.
- Maintain the website, social media, blog, chat room, video-sharing site, bulletin board that promotes the club, remembering they are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.
- If a blogger or any other online participant posts an inaccurate, accessory or negative comment about the club or anyone associated with the club, do not respond to the post and contact Cobra Martial Arts Association (CMAA) for guidance.
- Communicate via email, text, messaging directly with students over 18 years of age, and only with parents for those under 18 years.
- Gain approval for use of photography for marketing purposes; students names will never be included on any such use.

### **Any Employee or Volunteer whether full time or part time must not:**

- Use text or emails for personal conversations, sending pictures, jokes or other items of a personal nature or engage in any 'banter' or comments with or about children at



the club.

- Use internet or web based mobile phones or other form of communications to send personal messages of a non-martial arts related nature to a child or young person.
- Respond to emails or texts from young people other than those directly related to club matters.
- Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.
- Accept as a friend, young players or any person employed or volunteering at the club who is under 18 years of age on social networking sites.
- Share your own personal social networking sites with children or young people involved at the club or ask them to be your 'friend'.
- Make contact with children or young people known through martial arts outside of the training context on social networking sites.
- Post personal comments in relation to the management or operation of the club, association officials, instructors, children, parent/guardian or other clubs or any family members of those groups.
- Delete any inappropriate text or email messages sent to you as they may form part of any subsequent investigation.

### **Parent Guidance**

- Know who REMA's Designated Safeguarding Lead (DSL / Welfare Officer) is, and how to contact them if you have any concerns about the content of club web pages or in relation to the welfare of your child.
- Ensure you are aware of how instructors, managers and other members of the club should communicate with your child.
- Show an interest in the communications between the club, you and your child. Open communication about club activities/issues often means that concerns are picked up early and issues can be resolved more easily.
- Familiarise yourself with CMAA's guidance for clubs in relation to websites, text messaging and social networking sites
- Understand the club's communication practices, that any emails, texts or messaging will be directed to you, the parent, if they're under 18 years.
- Ensure your child understands that they should tell someone that they trust about



communications that make them feel uncomfortable or when they've been asked not to tell their parent/carer or instructor about the communication.

- Remember as a parent/carer of a child at the club you and your child are responsible for and need to abide by the club policy, CMAA Policy Guidance and CMAA Regulations regarding comments that you place online about the club or instructors, other participants and any parents or visitors to the club.
- Inform REMA Designated Safeguarding Lead (DSL) or CMAA as soon as possible if you or your child receives any inappropriate communication from any member of staff/volunteer or other person associated with the club and save the communication.
- Parents must not use social media to speak ill of the club or any staff or associates or to comment on students, training or competitions.
- Parents must not reveal any information they may have received about a participant.

## **Student's Guidance**

### **Students must not:**

- Post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against REMA's rules and could also be against the law. They must also not post personal comments in relation to the management or operation of the club, instructors, students, opposition competitors, or any family members of those above.
- Engage in any personal communications, 'banter' or comments with staff / volunteer(s).
- Give out personal details online including mobile numbers, email addresses or social networking account access to people you don't know well offline.
- Invite any adult involved with the club to become your friends online, or accept them as a friend on any social network site. They have been told they must not to accept such invitations.
- Use internet, web-based, phone or any other form of communication to send personal messages of a non-martial arts nature to any member of staff/volunteer at the club.
- Delete inappropriate text or email messages sent to you as they may form part of any subsequent investigation.
- Use inappropriate language.



- Reveal information about training, gradings and contractual agreements etc using social media posts.

**A breach of this policy will be considered as a potential case for gross misconduct which could result in expulsion from the club and potential reporting onward to CMAA for regulatory disciplinary processes.**

- All reports of cyberbullying and other technology misuses will be investigated fully and may result in notification to the police where REMA is obliged to do so.
- Sanctions may include, but are not limited to, suspension, or banning from REMA. Everyone must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by the police over which REMA will have no control.



## **Red Eagle Martial Arts Complaints Policy**

We are committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards.

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### **Raising A Complaint**

We're sorry you need to raise a concern with Red Eagle Martial Arts Ltd ("REMA"). Regardless of the nature of your concerns, we want you to know that it will be taken seriously and dealt with as a priority. We welcome complaints via e-mail on the below contact points:

To: Head Instructor: Nicola Sinclair.  
E-Mail Address: [info@redeaglemartialarts.co.uk](mailto:info@redeaglemartialarts.co.uk)

Please feel free to raise minor matters with your instructor before or after classes too; we're here to help.

### **How We Will Receive and Deal With Your Complaint**

We will acknowledge receipt of any complaint raised within 3 working days. From there, we will work to respond in full to your concern or complaint within 28 days. We will respond to your complaint in writing by email for ease of reference.

### **If We Can't Satisfy Your Concerns**

We hope we can resolve matters amicably with you, and will gladly work through any issues you are encountering until satisfactory resolved. If for any reason you are not confident with our final outcome or you feel that your concern is so serious you do not feel it can be raised with us, you may contact our association, Cobra Martial Arts Association (CMAA) on the below details:



Web: <https://www.cmaa.co.uk/>

E-Mail: [cmaauk@hotmail.com](mailto:cmaauk@hotmail.com)

Phone: 07909 673894

In Writing: CMAA, PO Box 188, Manchester, M34 0BU

The CMAA is our association, however they do not own or have any ultimate authority over our club. They will, however, act as a body for arbitration and will field any safeguarding concerns in confidence.





## **Red Eagle Martial Arts Code of Conduct**

**The rules of the club are made to ensure that you as a member have a safe training environment as well as a good atmosphere to train in.**

It is essential that everyone obeys, and also supervises the adherence to these rules. Martial Arts discipline refers not only to the discipline of the art but also in our daily life.

### **The rules for everyone, students and parents**

- There is to be no swearing at any time by any REMA community members whilst representing the club (including instructors and parents).
- All REMA club representatives are to be treated with respect at all times.
- All license and training fees must be paid on time unless agreed otherwise. Unlicensed members cannot, and will not, be allowed to train, grade or compete in line with CMAA guidelines.
- No form of bullying (emotional, or physical) will be tolerated at any time by REMA members. Failure to comply with this rule will result in a ban from training and possible exclusion from club.
- If a member is to be absent from training for a length of time (i.e. more than two consecutive weeks) then we would ask that you inform the instructor either personally or through another member; so we can support and assist you if appropriate.
- Every effort must be made to arrive at class on time prior to the start of your class.
- Equipment must be brought to classes at all times unless otherwise instructed.
- At events, all REMA representatives should support other members of the team when they compete.
- At outside events, all parents must supervise their children at all times unless they are being supervised by another parent or Instructor.

### **The rules for students (Juniors)**

- All REMA members should not talk, be disruptive, or interrupt class while an Instructor is teaching.
- Show respect to yourself and others during class, and when entering and leaving.



- All REMA members must wear a full uniform in all classes unless otherwise agreed by an Instructor.
- In class, nails should be cut short to avoid scratching.
- Keep yourself safe by listening to your Instructor, behaving responsibly and speak out when something isn't right.
- When you're in class, stay in the places where you're supposed to be, don't wander off or leave without telling your Instructor. Bow when you're excused from the mat, and then bow before re-entering it.
- Take care of our equipment and premises as if they were your own.
- Make it to classes and grading's on time.
- Bring the right kit to class and make sure your karate gi (uniform) is clean.

### **The rules for students (Adults)**

- Be responsible for your own safety.
- Promote and demonstrate respect and good behavior to our younger members.
- Bow when being excused from the mat, and bow before re-entering.
- Look after equipment and premises as if they were your own.
- Make it to classes and grading's on time.
- Bring the right kit to class and make sure your karate gi (uniform) is clean.
- Maintain personal hygiene and cleanliness.
- Make sure any loose jewellery is removed and earrings and rings are either removed or covered with tape.
- Not smoke or consume alcohol on the premises or during classes, gradings, competitions or when representing us.
- Refrain from any antisocial or illegal behaviour either during group activities or in your own time.



