

# *The Rules & Regulations of*



## *The British Wadokai Karate-do Federation* 英国和道会空手道連盟 - 本部道場

Valid until September 2010

FEDERATION PRESIDENT  
& CHIEF INSTRUCTOR  
Gary E Swift (7th Dan) Kyoshi

The British Wadokai is a Full-Member of the



English Karate Federation (EKF) National Governing Body



& World Karate Federation

## CHILD TO RESPONSIBLE ADULT RATIO

BWK recognise that the child to responsible adult ratio depends on a number of factors:

- The age, sex and ability of the students.
- The number of students involved.
- Students with special educational or medical needs.
- Their previous experiences of being away from home and of the activities involved.
- The degree of responsibility and discipline shown by the group.
- The type of visit and the nature of the activities involved.
- The amount of risk.
- The location and travel arrangements.
- The time of year.
- The experience and quality of the supervisory staff available.
- The requirements of the organisation or location to be visited.
- The first aid cover.

If the karate students have special educational needs BWK insists that its member clubs ensure that there is a higher instructor to student ratio.

BWK further recognise that ratios in themselves do not guarantee safety. In all cases, the duty remains with the Chief Instructor or Coach of the member club/association to ensure adequate supervision for the particular group and for the particular activity.

### STAFFING/SUPERVISION RATIOS FOR CHILDREN/YOUNG PEOPLE'S ACTIVITIES

BWK understand that it is important to ensure that, in planning and running sports/karate activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This minimises any risks to participants, enhances the benefits they draw from the activity, reassures carers, and provides some protection for those responsible for providing the activity in the event of concerns or incidents arising.

BWK recognise that due to the number of potential variables, it is not possible to recommend 'one size fits all' guidance to cover all activities involving children and young people. There are, however, a number of key principles that it recommends as good practice:

BWK understand that it is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so and therefore all BWK instructors are required to have:

- Valid Enhanced Level CRB Disclosure Certification.
- Valid First Aid Certification.
- Valid Instructor's Insurance.
- Insurance that is appropriate to the activity that they are supervising.

BWK ensure that:

- Every instructor adopts the BWK Child Protection Policy within their own association or club and that they are fully aware of their responsibility to safeguard children.
- Whatever the recommended ratio of adults to participants is, that a minimum of **two adults** are present during all training sessions at BWK clubs. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg in the event of a participant requiring the attention of an adult during the activity following an accident).
- In the planning of all BWK activities, and regardless of any other assessments that may be required (for example for health and safety purposes), a risk assessment is undertaken which specifically informs about appropriate supervision levels.

Key factors that are assessed include:

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- ❑ The age of children.
- ❑ Any additional supervision/support needs of some or all participants (for example due to disability).
- ❑ The competence/experience of participants for the specific activity.
- ❑ The nature of activity (for example kumite will require higher levels of supervision than kata).
- ❑ The nature of venue (whether closed and exclusive, or open and accessible to members of the public).

BWK issues regular guidance to its instructors with regard to minimum supervision ratios (and a range of other factors linked to the welfare and safety of participants) – and these are required to be adhered to as minimum standards.

### **RECOMMENDED MINIMUM SUPERVISION RATIOS**

While the BWK risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, BWK suggests that the following guidelines be considered as minimum requirements:

**Children 8 years old: One adult to eight participants (with a minimum of two adults) Children over 9 years old: One adult to ten participants (with a minimum of two adults)**

### **PARENTS AND CARERS**

Although BWK encourages parents/carers to accompany children to activities, it does not include carers in supervision calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity. In these circumstances BWK ensure that those parents/carers meet all appropriate requirements in terms of: appropriate recruitment checks, clarity about their role, understanding who has overall responsibility for the group, understanding relevant good practice guidance/codes of conduct etc.