

# LIONS Self Defence & Leadership Martial Arts Leicester

## Enhanced Child Safeguarding & Protection Policy

**Organisation:** LIONS Self Defence & Leadership Martial Arts Leicester

**Location:** Leicester, United Kingdom

**Policy Lead:** Designated Safeguarding Lead (DSL) – Lead Instructor Chirag Lukha

**Policy Version:** 2.0 (Enhanced Compliance Edition)

**Review Date:** November 2026

## 1. Safeguarding Commitment

LIONS Self Defence & Leadership Martial Arts Leicester recognises its duty of care to safeguard and promote the welfare of children and young people.

The welfare of the child is paramount in accordance with the Children Act 1989.

LIONS will:

- Provide a safe training environment
- Prevent harm and abuse
- Act on safeguarding concerns
- Work in partnership with parents and agencies
- Maintain clear professional boundaries
- Operate transparent safeguarding systems

We recognise safeguarding includes:

- Physical safety
- Emotional wellbeing
- Mental health

- Online safety
- Protection from exploitation
- Protection from radicalisation
- Protection from neglect

## **2. Legal and Regulatory Framework**

This policy follows guidance from:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK GDPR

Safeguarding practice aligns with expectations used by:

- Ofsted
- Sport England
- Local Authorities

- Schools
- Community Sport Providers

## 3. Designated Safeguarding Lead (DSL)

### Designated Safeguarding Lead

**Name:** Lead Instructor - Chirag Lukha

**Role:** DSL and Safeguarding Officer

Responsibilities include:

- Managing safeguarding concerns
- Making referrals
- Maintaining records
- Liaising with agencies
- Monitoring policy compliance
- Updating safeguarding procedures
- Undertaking training
- Maintaining DBS clearance every 2 years

### Deputy DSL

If a deputy is not present:

- Safeguarding referrals will be made directly by the DSL.
- If the DSL is unavailable parents are instructed to contact Leicester Children's Services directly.

## 4. Safer Working Practices

LIONS follows **Safer Working Practice Standards** to protect both children and the instructor.

The instructor will:

- Maintain professional boundaries
- Avoid favouritism
- Avoid unnecessary contact
- Never transport children alone
- Never visit children's homes
- Avoid private meetings
- Avoid isolated situations
- Avoid inappropriate humour or language
- Avoid exchanging gifts
- Avoid personal relationships with students

## 5. Enhanced Safeguarding Controls – Single Instructor Model

LIONS operates with **one instructor only**.

This creates additional safeguarding considerations and therefore enhanced controls are in place.

### 5.1 Transparency Safeguards

#### Live Streaming

All children's classes are:

- Live-streamed for parental viewing
- Monitored by the instructor

Purpose:

- Safeguarding transparency
- Parental reassurance
- Protection against allegations

## **Recording**

Sessions may be recorded and securely stored or broadcast on youtube (or similar) if needed or streamed via Zoom/Teams (or similar).

Retention:

- Up to 30 days unless safeguarding concern arises.

## **5.2 Lone Working Safeguards**

Because a single instructor operates sessions:

The instructor will:

- Avoid being alone with a child
- Ensure parents remain nearby
- Maintain visibility at all times
- Use livestream monitoring
- Keep doors accessible

No private 1:1 sessions with children occur without:

- Livestreaming
- Parent present on site

## **6. Closed Venue Safeguarding Policy**

LIONS operates in **controlled-access venues**.

### **6.1 Controlled Entry**

- Registered families only
- No public drop-ins
- No unknown adults admitted
- Doors monitored

Purpose:

- Prevent unauthorised access
- Reduce safeguarding risks
- Protect children

### **6.2 Collection Procedures**

Parents must:

- Drop off children personally
- Collect children personally

Children will never be released to:

- Unknown adults
- Other students
- Unauthorised persons

Written permission required for alternative collection.

## **7. Zero Touch Teaching Policy**

LIONS operates a formal **Zero Touch Instruction Policy**.

### **7.1 Teaching Methods**

The instructor:

- Demonstrates techniques visually
- Uses verbal instruction
- Uses self-practice drills
- Uses structured partner work

No physical corrections are used.

### **7.2 Safeguarding Benefits**

Zero Touch:

- Removes ambiguity
- Prevents boundary issues
- Protects children
- Protects instructor

- Meets safeguarding best practice

## **7.3 Emergency Contact Exception**

Physical contact may occur only when:

- Preventing immediate injury
- Providing first aid
- Managing emergencies

This contact must be:

- Minimal
- Appropriate
- Recorded if significant

## **8. Safeguarding Training**

The instructor completes:

- Safeguarding Children Training
- DBS Enhanced Check every 2 years
- Prevent Awareness Training
- First Aid Training

Training refreshed every in alignment with standard procedure.

## **9. Recognising Abuse**

Staff remain alert to:

### **Physical Abuse**

- Bruises
- Burns
- Injuries

### **Emotional Abuse**

- Withdrawal
- Anxiety
- Low confidence

### **Sexual Abuse**

- Sexualised behaviour
- Fearful reactions

### **Neglect**

- Poor hygiene
- Hunger
- Fatigue

### **Peer-on-Peer Abuse**

- Bullying
- Assault

- Harassment

## **10. Responding to Safeguarding Concerns**

If a concern arises:

### **Step 1**

Listen calmly.

### **Step 2**

Do not investigate.

### **Step 3**

Record immediately.

### **Step 4**

Contact relevant authority.

## **11. Referral Thresholds**

Referral will be made when:

- A child is at risk of harm
- Abuse suspected
- Disclosure made
- Significant concern exists
- Repeated minor concerns build risk

## **12. External Reporting**

Safeguarding concerns may be reported to:

## **Children's Social Care – Leicester**

Referral Line: 0116 305 0005

## **Emergency**

999

# **13. Allegations Against Instructor**

If allegations arise:

The Local Authority Designated Officer (LADO) will be contacted immediately.

No internal investigation will take place before consultation with LADO.

Parents will be informed where appropriate.

# **14. Prevent Duty**

LIONS recognises its responsibility under the Prevent Duty.

The instructor will remain alert to:

- Extremist language
- Radicalisation indicators
- Sudden ideological changes
- Isolation behaviours

Concerns will be referred appropriately.

# **15. Early Help**

LIONS recognises that early support prevents escalation.

Early Help concerns may include:

- Family stress
- Behaviour changes
- Emotional distress
- Attendance issues

Parents may be signposted to support services.

## **16. Record Keeping**

Safeguarding records include:

- Incident logs
- Concern forms
- Accident records
- Communications

Records are:

- Securely stored
- Confidential
- GDPR compliant
- Retained appropriately

## **17. Online Safety**

- Secure livestream links

- No public streaming
- Parent-only access
- No student messaging
- Parent-only communication

## **18. Behaviour and Discipline**

LIONS uses positive discipline only.

Never used:

- Physical punishment
- Humiliation
- Intimidation
- Isolation

## **19. Risk Assessments**

Risk assessments cover:

- Venue safety
- Equipment safety
- Fire safety
- Lone working
- Livestreaming

- Student behaviour

Reviewed regularly.

## 20. Whistleblowing

Concerns can be raised to:

- DSL
- Leicester Children's Services
- NSPCC

Whistleblowers will be supported.

## 21. Monitoring and Review

This policy is reviewed:

- Annually
- After incidents
- After legal changes
- After organisational changes

## 22. Safeguarding Culture Statement

LIONS Self Defence & Leadership Martial Arts Leicester maintains a **culture of safeguarding vigilance, transparency, and accountability.**

Key safeguards include:

- Enhanced DBS instructor

- Zero-touch instruction
- Livestream transparency
- Closed venues
- Parent access
- No private communication
- Controlled entry
- Lone-working safeguards

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Safeguarding Deputy - Kings Myjkowska  
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The Local Authority Designated Officer (LADO)  
0116 454 2440.  
• [lado-allegations-referrals@leicester.gov.uk](mailto:lado-allegations-referrals@leicester.gov.uk).

# LIONS Self Defence & Leadership Martial Arts Leicester

## Safeguarding Incident Report Form

**Confidential Document – Safeguarding Record**

This form must be completed **as soon as possible after a safeguarding concern arises.**

Completed forms must be stored securely by the Designated Safeguarding Lead (DSL).

### Section 1 – Basic Information

**Date of Report:** \_\_\_\_\_

**Time of Report:** \_\_\_\_\_

**Name of Person Completing Form:** \_\_\_\_\_

**Role:**

- Instructor
- Volunteer
- Parent
- Student
- Other: \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

### Section 2 – Child Details

**Child's Full Name:** \_\_\_\_\_

**Date of Birth / Age:** \_\_\_\_\_

**Parent/Carer Name:** \_\_\_\_\_

**Parent/Carer Contact Number:** \_\_\_\_\_

### Section 3 – Incident Details

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location:**

- Martial arts class
- Changing area
- Entrance / exit area
- Online session
- Other: \_\_\_\_\_

**Section 4 – Type of Concern**

Tick all that apply:

- Physical injury
- Emotional concern
- Possible neglect
- Possible sexual abuse
- Bullying
- Peer-on-peer incident
- Online safety concern
- Concerning behaviour
- Disclosure by child
- Allegation against instructor
- Allegation against student
- Suspicious adult behaviour
- Safeguarding welfare concern
- Other: \_\_\_\_\_

**Section 5 – Description of Concern**

**Provide a clear factual account of what happened.**

Include:

- What was seen or heard
- Exact words used if possible
- Who was present
- Behaviour observed
- Any injuries noticed

Do NOT include opinions.

**Description:**

## **Section 6 – Child Disclosure (If Applicable)**

If the child spoke to you, record **exactly what they said**.

Use the child's own words where possible.

**Child's Words:**

## **Section 7 – Immediate Action Taken**

Tick all actions taken:

- Reassured child
- Ensured child safe
- First aid given
- Parent informed
- Class supervised
- Incident monitored
- No action required immediately

Details:

## **Section 8 – Witnesses**

List anyone present:

Name: \_\_\_\_\_

Role:

- Parent
- Student
- Instructor
- Other

Additional Witness:

Name: \_\_\_\_\_

Role:

- Parent
- Student
- Instructor
- Other

## **Section 9 – Injury Record (If Applicable)**

Description of injury:

Body location:

Did the child explain how the injury occurred?

- Yes
- No

Explanation:

## **Section 10 – DSL Review**

(To be completed by Designated Safeguarding Lead)

**Date Reviewed:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

Concern Level:

- Low concern – Monitor
- Medium concern – Parent discussion
- High concern – External referral

## **Section 11 – Referral Decision**

- No referral required
- Monitor situation
- Parent discussion required
- Early Help recommended
- Referral to Children's Services
- Referral to Police
- Referral to LADO

Details:

## **Section 12 – External Agency Contact**

Agency Contacted:

- Children's Social Care
- Police
- LADO
- NSPCC
- Other

Name of Contact Person:

Date:

Outcome:

## Section 13 – Follow-Up Actions

## Section 14 – Signature

Person Completing Form:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DSL Signature:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Storage Instructions (Important)

This form must be:

- Stored securely
- Kept confidential
- Accessed only by DSL
- GDPR compliant

Retention Period:

Minimum **until child reaches age 25 or 7 years after last contact**, whichever is longer.