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 GKR Karate Admin Services LLP

Risk Management Strategy UK Version 1

Introduction

GKR Karate UK (GKR) is a karate club, which provides karate tuition and related activities to adults, children and young people. As an organisation GKR observes and gives effect to the following principles:

- The welfare of all GKR students is paramount.
- All students, regardless of their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse/harassment.
- All suspicions and allegations of abuse/harassment will be taken seriously and responded to swiftly and appropriately.
- All instructors and volunteers have a responsibility to report concerns to the appropriate officer.
- Instructors and volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

The following strategy will show that GKR has undertaken all steps possible to ensure the safety of our children, young people and all involved within our organisation.

This strategy will be reviewed and updated annually.

Review History of GKR Risk Management Strategy:

| Version | Date Reviewed | Date Endorsed | Purpose of Review |
|---------|---------------|---------------|-------------------|
| 1 | | March 2014 | Original version |

Instructors code of conduct

Introduction

In order for a person to be selected as an instructor within GKR Karate, that person has been judged as someone well versed in Karate and also as a person who has the character and demeanour to represent GKR to students and the public. The code of conduct has been written as a public document to declare our standards to all students,

parents and others who may be interested in how our club operates.

The founder of GKR, Robert Sullivan, has always espoused a set of personal values that are based on respect for all people. This concept of respect is a basic to the art of GKR Karate and must extend to the dealing instructors have with all people they encounter in their role. The GKR instructor is the public face of our club and our club will be judged by the ways they conduct themselves. These judgments will be made by students, parents, the venues we use, regulatory authorities and within the martial arts community generally. We are a family club and are committed to the promotion of family values and instructors are expected to support these values.

Care of children

Many of the students of GKR are children. Parents entrust their children with GKR every day. Instructors must live up to that trust by ensuring that all behaviour towards children is entirely appropriate. By their nature children will view their sensei as a leader and a person to be respected and in turn an instructor will have earned this respect by the way the instructor conducts himself or herself. GKR will take the appropriate steps to screen potential instructors.

Honesty and citizenship

GKR will expect that all instructors will operate in an honest manner. This extends to all dealings inside and outside the organisation. Part of this is an expectation that all instructors strive to be good citizens within their personal environment.

Beliefs

A person is entitled to pursue their own beliefs and standards without undue disruption and interference from others. These differences may arise through religion, personal values, gender and ethnicity. Instructors will be respectful, understanding and accommodating of these matters.

Sexual harassment

Any form of sexual harassment is totally unacceptable. Sexual harassment can take the form of verbal comments concerning appearance, private life or other issues. It can take the form of unwanted physical contact, adult humour, double entendre etc. GKR does not seek to encroach on the normal social interplay between people, however GKR is all about respect for your fellow participants, and any form of sexual harassment runs completely counter to this and will not be tolerated.

Equal Opportunity

GKR has an overriding policy of equal opportunity for students to train in and enjoy Karate. This country has laws that are designed to promote equal opportunity. GKR will not tolerate discrimination against any person on the basis of gender, sexual orientation, ethnicity, age, physical or mental handicap. At the same time instructors will be mindful of medical conditions that may affect the safety and well being of other students. Any concerns of this nature are to be dealt with sensitively and reported to the senior instructor at the earliest opportunity. Instructors will always be sensitive to the varying needs of its students. GKR prides itself on being a welcoming organisation for all people, and instructors are its ambassadors.

Policy objectives

The policy objectives of this Risk Management Strategy are to promote good practice:

- Affirm that in all circumstances, all students have the right to feel and be safe from exploitation and abuse.
- Provide children and young people with appropriate safety and protection whilst in the care of GKR's instructors and volunteers.
- Allow all instructors and volunteers to make informed and confident responses to specific child protection issues.
- Ensure that GKR has procedures in place that will protect the children with whom they come into contact with.
- Clearly express the actions GKR will take in the case of any breach of this strategy.

Welfare policy statement

GKR has a duty of care to safeguard all children involved in GKR from harm. All children have a right to protection, and the needs of the disabled children and others who may be vulnerable must be taken into account. GKR will ensure the safety and protection of all children involved in GKR through adherence to the Risk management Strategy adopted by GKR.

A child is defined as a person under the age of 18.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to GKR's Welfare Officer who can be contacted via the GKR UK office at Ground Floor, 16 Kingsway, Altrincham, Cheshire WA14 1PJ, telephone +64 161 929 5577 or alternatively via email, iapuk@gkrkarate.com following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, karate can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance with students (e.g. it is not appropriate for instructors or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making karate fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Sempai Training Program. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents wherever possible. If groups have to be supervised in changing rooms, always ensure parents, instructors, volunteers or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, a male and female volunteer should always accompany them. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking, drinking alcohol, taking illicit drugs or using offensive language in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

Avoid

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event or activity.
- Holding a training session with only one child present and no other adults.

Practices never to be sanctioned

The following should never be sanctioned.

You should never:

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB: It may sometimes be necessary for instructors or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of the parents and students involved. There is a need to be responsive to a person's reactions. If a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where the physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on responsibility for tasks which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a student.
- If he/she seems distressed in any manner
- If a student appears to be sexually aroused by your actions.
- If a student misunderstands or misinterprets something you have done.

Responding to allegations or suspicions

It is not the responsibility of anyone working in GKR in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the relevant authorities.

GKR assures all instructors and volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child. There may be three types of investigation, where there is a complaint against an instructor or volunteer.

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of a police and child protection investigation may influence the disciplinary investigation, but not necessarily.

Action if there are concerns

Concerns about suspected abuse

- If there is imminent danger to a child the Police should be called.
- Any suspicion that a child has been abused by an instructor, volunteer or other persons should be reported to GKR's Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Welfare Officer will refer the allegation to the relevant authorities or go directly to the police if out of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the relevant authorities.

- Relevant information and actions taken are fully recorded and securely stored.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- The Welfare Officer
- The parents or the person who is alleged to have been abused.
- The person making the allegation.

Seek advice from the relevant authorities on who should approach the alleged abuser (or parents if the alleged abuser is a child). Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The GKR Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and inquiries by the relevant authorities.
- Irrespective of the findings of the relevant authorities or police inquiries GKR will assess all individual cases to decide whether an instructor or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, GKR must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents, instructors and volunteers may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Information for the relevant authorities or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following.

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or relevant authorities should be confirmed in writing within 24 hours and the name of the contact that took the referral should be recorded.

Bullying/harassment

Bullying/harassment is regarded as the repeated oppression, psychological and/or physical, of a less powerful person by another person or group of persons. GKR considers bullying as an inappropriate behaviour and will take all allegations seriously.

Action if bullying/harassment is suspected

If bullying or harassment is suspected, the same procedure should be followed as set out in "Responding to suspicions or allegations".

Action to help the victim and prevent bullying in karate.

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully or bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom and when).
- Report any concerns to the Welfare Officer or the school (wherever the bullying is occurring).

Action toward the bully/bullies.

- Talk with the bully/bullies, explain the situation, and try to get the bully/bullies to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully/bullies parents.
- Insist on the return of "borrowed" items and that the bully/bullies compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully/bullies to change behaviour.
- Hold meetings with the families to report on progress.
- Keep a written record of action taken.

If you suspect a child is in immediate danger, the Police should be called.

Recruitment and training – Instructor Accreditation Program

Recruitment and training of instructors and volunteers

GKR recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Training

The Instructor Training Program includes a comprehensive good practice and child protection awareness content designed to ensure the observance and maintenance of the GKR Risk Management Strategy. A pre condition of

completion of the Instructor Training Program will be an acceptance by the trainee that they fully accept and understand the Risk Management Strategy and Code of Conduct which forms part of the Instructor Agreement.

Instructor Training Program

- Entry to the Instructor Training Program is by invitation and incorporates the Instructor Accreditation Program.

The Instructor Accreditation Program includes:

- Assessment of qualifications including teaching and technical abilities.
- Acknowledgment of a current signed Prohibited Employment Declaration form.
- Completion of Basic Life Support First Aid Awareness Course or higher qualification, which must be regularly updated.
- Completion of the Instructor Agreement, which requires Instructors to adopt and abide by the GKR Code of Conduct, Risk Management Strategy and Privacy Policy.
- An understanding of GKR's Incident Management Program for reporting an injury.

Once accredited the Instructor receives:

- An identifying badge
- Certificate of Accreditation
- First Aid Kit
- Instructor Manual (digital copy)
- Kids games catalogue (digital copy)
- Instructor Manual DVD
- Grading Syllabus (digital copy)
- Essential Guide to GKR's Risk Management Strategy (digital copy)

Recording of Instructor information

Records for each Instructor are kept, in a safe and secure environment at GKR Karate Admin Services LLP, Ground Floor, 16 Kingsway, Altrincham, Cheshire WA14 1PJ.

Each record consists of:

- Personal details (Full name, Date of birth, Address, Contact telephone numbers and email address)
- Assessment details of teaching and technical abilities.
- Signed Instructor Agreement.
- Record of Disclosure and Barring Service Enhanced Certificate.
- Copy of a current First Aid Awareness or Qualification Certificate.

The above information is entered into a specifically designed Microsoft Access Database. This database is maintained and updated to reflect any new information as it is obtained.

Maintenance of records

Prohibited employment declaration forms

GKR ensures in the UK that all our volunteer instructors who are working with children apply for a Disclosure and Barring Service Enhanced Check before they begin teaching.

On receipt of the Disclosure and Barring Service Enhanced Certificate at the support centre the database and instructor's paper file are updated. GKR does not engage the services of any instructor who refuses to undergo a Disclosure and Barring Service Enhanced Check or whom we know to be a barred person.

First aid

A report is generated periodically that indicates instructors required to update their first aid awareness. The report is passed onto the Regional Manager, who organises for the instructor to attend a relevant First Aid Course. On receipt of an updated First Aid Awareness or Qualification Certificate the Welfare Officer, updates the database. The original certificate is forwarded to the instructor via the Regional Manager.

First aid kits

Each instructor is issued with a first aid kit upon Accreditation. The instructor is required to check their first aid kits every six months for used or out of date products. All out of date products are to be removed and disposed of appropriately. Any replacement products are reordered via the Regional Manager and the kit is restocked.

Ongoing support and training

All instructors are required to attend Senior Training each week, which is facilitated by the local Regional Manager.

These training sessions provide instructors weekly contact with GKR's local representative and classes allow for:

- Continued improvement in Karate skills.
- Continued education in improving Teaching skills.
- Reinforcement of Instructor responsibilities to adhere to GKR's Risk Management Strategy and Code of Conduct.

- An opportunity for instructors to be informed of new initiatives or policies implemented by GKR.
- An opportunity for instructors to raise areas of concern.
- An opportunity to discuss issues in a peer supported environment.

Instructor responsibilities and main duties

To become an accredited GKR Karate instructor is an honour and a privilege. This privilege carries important responsibilities and duties.

These duties and responsibilities are clearly set out in the Instructor Manual which is provided to every instructor upon Accreditation.

Each instructor is encouraged to contact their Regional Manager immediately, if he/she has any urgent concerns.

Code of conduct for students

- Students should feel safe with other participants, club officials and your instructors.
- Students must be treated in a non-discriminatory way and to receive a fair go.
- Students should respect the rights, dignity and worth of all officials and participants regardless of ability, gender or cultural background.
- Students should display control and courtesy to all involved.
- Students should ensure that your decisions and actions contribute to a safe and harassment-free environment.

Code of conduct for parents and spectators

- Have a responsibility to respect the rights, dignity, efforts and worth of all officials and participants regardless of ability, gender or cultural background.
- Have a responsibility to encourage all children to participate and compete according to the rules.
- Have a responsibility to adopt appropriate behaviours in all interactions.
- Cameras and video are to be for private use only. No images of young people are to be published to the website or print without parental consent.

Smoke free policy

GKR recognises that exposure to tobacco smoke either directly or passively is hazardous to health. Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials and club visitors.

Facilities

All dojos, halls and event venues are to be completely smoke free.

Participants and officials

Sensei's, Sempai's, students, volunteers and officials will refrain from smoking while involved in an official capacity for GKR.

GKR recognises the importance of educating club members of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process. Further information can be obtained from www.smokefree.nhs.uk.

Protective equipment

Karate is a physical activity and as with all physical activity there is a small risk of injury. Through our intensive Instructor Training Program GKR instructors are taught ways to minimise this risk at all classes, including the use of protective equipment where applicable.

Blood rule guidelines

GKR recognises that there is a small risk of Blood-Borne Pathogens causing harm to members. Therefore, to minimise this risk, the following guidelines must be adhered to.

- Any participant found to be bleeding must cease training/competing until such time as the bleeding has stopped and the affected area is completely and securely covered.
- Upon acknowledgement of any protective equipment with blood on it, the item must be changed, where contact with another participant is likely.
- Cleaning of any blood spill should only be undertaken whilst wearing gloves.

Special events/tournaments

All of the Risk Management Strategy and its policies are adhered to when an event/tournament is held by GKR, with the addition of the following items.

An event co-ordinator is appointed for each special event/tournament held by GKR. This person is responsible for ensuring the safety of all participants, officials, volunteers and spectators.

Venue

The co-ordinator is responsible for ensuring that the venue is safe and that there are no potential hazards and that none arise whilst the event is in progress.

Protective equipment

The co-ordinator is responsible for ensuring that officials are aware of procedures re the wearing of protective equipment at the event.

Officials

The co-ordinator is responsible for ensuring that all officials and volunteers are aware of GKR's Code of Conduct and that they hold any state relevant qualifications. The coordinator is the officials/ volunteers go to person should any issues arise.

Behaviour of participants and spectators

The co-ordinator is responsible for ensuring that a copy of the Code of Conduct for students and spectators is on display at the venue. The co-ordinator will address any inappropriate behaviours by students or spectators, should the need arise.

First aid

The co-ordinator is responsible for ensuring that qualified First Aid Officers are present at the event and that appropriate First Aid equipment is available. The co-ordinator will also ensure that emergency contact details are available at the event for every participant.

GKR Karate - Social Media Policy

Introduction

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content.

Globally the interest and participation in social media is growing at phenomenal rates. This interest also extends to GKR who recognises that social media offers new opportunities to engage in conversations with students and other communities with shared interests.

GKR embraces social media as an important tool of business engagement. GKR also encourages its contractors to use social media in a personal capacity as a way to reach out and share information and views with friends and communities – both old and new.

With the rapid growth and application of social media, GKR recognises the need to have a policy which ensures that contractors who use social media as part of their job, or in a personal capacity, have guidance as to the expectations where the social media engagement is about GKR, its products and services, its people, its competitors and/or other business related individuals or organisations. GKR's 3 Rs of Social Media Engagement are therefore 'guardrails' designed to protect the interests of contractors and the company. In brief, the 3 Rs ask that when engaging in social media you be clear about who you are **representing**, you take **responsibility** for ensuring that any references to GKR are factually correct and accurate and do not breach confidentiality requirements, and that you show **respect** for the individuals and communities with which you interact.

It is important to note that this policy does not apply to contractors personal use of social media platforms where the contractor makes no reference to GKR related issues.

Given the rapid development and uptake of social media and its growing relevance to business activity, this policy will be reviewed regularly to ensure it remains relevant and applicable.

Application

This section outlines how GKR's 3 Rs of Social Media Engagement are applied if you choose to make references to GKR, its people, products or services, its competitors, and/or other business related individuals or organisations when you are using a social media platform.

GKR's 3 Rs of Social Media Engagement is a Company Policy of GKR Karate International and it applies to all GKR contractors and to any other person who is notified that this Company Policy applies to them.

If you require clarification about aspects of this policy and how it applies to your own circumstances, please contact your Zone Director who can provide guidance.

Policy

GKR's 3 Rs Of Social Media Engagement Are Representation, Responsibility And Respect

Representation

You are required to:

- Be mindful during your social media engagements of the importance of not damaging GKR's reputation, commercial interests and/or bringing GKR into disrepute;
- Disclose only publicly available information. You must not comment on or disclose confidential GKR information (such as financial information, future business performance, business plans, etc). If you require clarification about what GKR information is in the public domain, you should refer to gkrkarate.com or your Zone Director.
- Ensure that any content you publish is factually accurate and complies with relevant company policies, particularly those relating to GKR's Risk Management, Code of Conduct and Privacy Policies. If you are not familiar with these, ensure that you are before engaging in any online activity relating to GKR. (*Policies available from Support Centre upon request.*)
- Only offer advice, support or comment on topics that fall within your area of responsibility

at GKR. For other matters, alert the relevant topic expert who is authorised for social media engagement and, if the situation requires a real time response, let the other party know that the request has reached GKR for response;

- Ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including GKR, its students, its contractors, its partners, its competitors and/or other business related individuals or organisations;

Responsibility

You are personally responsible for the content of your posts online. In this context, you have a responsibility to ensure that:

- Any information about GKR products and services that you provide is informed and factually accurate. If you wish to express your opinions please state they are your personal opinions.
- If you are offering your personal perspective on a matter related to GKR, be mindful that your commentary and opinion does not cause damage to GKR or its commercial interests.
- Ensure you do not disclose other people's personal information in social media venues.

Respect

You are required to:

- Be respectful of all individuals and communities with which you interact online;
- Be polite and respectful of other opinions, even in times of heated discussion and debate;
- Adhere to the Terms Of Use, and seek to conform to the cultural and behavioural norms, of the social media platform being used;
- Respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms. Check with your Zone Director if you are not certain about what you can reproduce or disclose on social media platforms.

GKR's 3 Rs apply when:

- You are authorised to represent GKR on social media platforms and are using a social media platform for business purposes.
- You choose to make references to GKR, its people, products or services, and/or other business related individuals or organisations when you are using a social media platform in a personal capacity.
- GKR's Social Media Engagement Policy does not apply to personal use of social media platforms where you make no reference to GKR related issues.

Social media tools

Social media tools include:

- Social networking sites eg Facebook, MySpace, Bebo, Friendster.
- Video and photo sharing websites e.g. Flickr, YouTube.
- Micro-blogging sites e.g. Twitter.
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications.
- Forums and discussion boards such as Whirlpool, Yahoo! Groups or Google Groups.
- Online encyclopaedias such as Wikipedia.
- Any other web sites that allow individual users or companies to use simple publishing tools.

Breach of policy

As is the case with all of GKR's company policies, if you do not comply with this Policy you may face disciplinary action. This disciplinary action may involve a verbal or written warning or, in serious cases, termination of your contract with GKR.

If you break the law you may also be personally liable.

For any further clarification, please contact your Zone Director or the Support Centre.

Privacy policy

1. GKR has developed a privacy policy in accordance with the requirements and principles of the Data Protection Act 1998 ("the Act").
2. The proper legal description of GKR is GKR Karate Admin Services LLP, Ground Floor, 16 Kingsway, Altrincham, Cheshire WA14 1PJ.
3. The Act requires us to provide further information if requested about the way GKR manages the personal information of members. This can be obtained by writing to GKR National Office, Ground Floor, 16 Kingsway, Altrincham, Cheshire WA14 1PJ.
4. The personal information of members, such as name, address and contact details are used to enable GKR to make contact with members and provide them with information from time to time. If a member becomes a GKR instructor, this member's information will be used to assist in the Instructor Accreditation Program.
5. GKR does not disclose any information concerning its members to any other organisation
6. If a person does not provide GKR with the personal information we request, we are unable to process the information necessary to enable a person to become a member of GKR.

Incident management program

GKR recognises the need to have a procedure which deals with and manages any incidents or injuries. The management of incidents involves a lot of common sense, but GKR has implemented a system which will mean that we don't overlook something that later becomes important. The provision of a safe training environment is of paramount importance. The investigation of incidents deals with the safety of the physical environment as well as training and other protocols.

GKR maintains a register of all incidents, to assist with planning and policy.

Instructor

1. Rating the severity of the injury and action to take

By observing physical signs and through asking the student, the instructor is to gauge the severity of the injury. Clearly most instructor's medical knowledge is limited to their First Aid training.

If an injury appears minor, the students are asked to sit the rest of the class out and parents are informed after class.

If an injury appears slightly more serious, parents are notified immediately, so medical attention can be sought.

If an injury is severe, an ambulance is called and the students emergency contact is notified immediately.

2. Recording the incident

As soon as the class is finished, the names and contact details of all students or others who witnessed the incident are collected. This information, including details of the injured student and along with a detailed description of the incident is recorded on a GKR – Incident Report Form. This form is completed no matter how minor the injury is. All incidents are reported by the instructor to the Regional Manager immediately after the class.

Regional Managers and Zone Directors

1. When informed of an incident, contact is made with the student (or parents) to enquire how they are and to respond to any questions.
2. An investigation into the incident occurs at this point, and if necessary, changes to training and/or policy are made.