

UNIT 12 MARTIAL ARTS



CLUB HANDBOOK

Last updated 02 February 2026

Overview

Unit 12 Martial Arts Limited aims to provide a safe and enjoyable environment to enable students to succeed. A key element for success is to be clear on our position on key issues. As a responsible organisation, Unit 12 Martial Arts Limited must comply with the law and be ethical at all times. We aim to go further than this and continually challenge ourselves to do better for our students.

This document provides a consolidated view of Unit 12 Martial Arts Limited policies and statements with additional useful information. As well as providing a basis for common understanding, it aims to ensure that Unit 12 Martial Arts Limited and those it works and trains with understand their obligations, support our core values and principles and know what to do and where to turn when they have questions or concerns.

The Table of Contents, on the following pages, provides a useful reference guide when looking for a specific policy or statement.

This document is available for all people who train with or visit Unit 12 Martial Arts. It is published on the Club's website for ready accessibility. This handbook applies to all instructors, students, parents and legal guardians of students under the age of eighteen and visitors to Unit 12.

Contents are reviewed and updated regularly in the light of feedback, changes to the law, regulations or training practices.

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Introduction to the Club Handbook

1. Unit 12 Martial Arts Limited aims to set the environment to enable people to succeed. A key element for success is to be clear on our position on key issues. This document aims to ensure that Unit 12 Martial Arts, those the company trains with and other visitors understand our and their legal obligations; support Unit 12 Martial Arts’s core values, principles and charter; are aware of our position on key responsibilities and know what to do and where to turn when they have questions or concerns.
2. Unit 12 Martial Arts Limited is also referred to throughout this handbook as “Unit 12 Martial Arts”, “We” and “the Club”.
3. Third parties inclusive of students, parents, guardians and visitors are referred to as “You” throughout the handbook.

Club Rules and Parental Guidance

Introduction

4. Unit 12 Martial Art requires that everyone involved with the Club, including visitors, conduct themselves according to the highest standards of behaviour. Where these standards are not met, appropriate action will be taken. In cases where the breach involves serious misconduct, this may result in dismissal from the Club and/or being asked to leave the building. In cases where a breach of the policy involves a breach of law, relevant government authorities or the police may be notified.

The rules

5. We value all those who interact with the Club. The following rules are for the benefit of all. These rules are designed to be fair, simple and based on common sense and courtesy:

- a. Everyone has the right to be treated with dignity, respect and consideration. Any person found not to be doing so will be asked to leave.
- b. Swearing, smoking, drinking alcohol, drug taking or any form of abusive or anti-social behaviour will not be tolerated on the premises.
- c. Safety is our number one concern. You must follow instructors' directions at all times. If you have any concerns over your safety or the safety of any other person in the class, you should alert an instructor immediately.
- d. For the safeguarding and wellbeing of child students, a parent, legal guardian or nominated adult is to remain onsite and accompany them at all times that student is on the Unit 12 premises.
- e. Outside of the class, the techniques taught in our club must only be used in self-defence.
- f. Never attempt to do any exercise, technique or movement that you are not confident and comfortable completing.
- g. You should train at your own pace and if you find the class is moving too fast, or if you do not understand the technique being demonstrated and/or find yourself becoming exhausted, tell the instructor straight away.
- h. It is your responsibility to ensure you turn up to class on time, fit to train, dressed in a clean karate Gi or, for beginners, clean loose clothing with no offensive slogans, and ready to take part.
- i. Jewellery, earrings, rings and watches are to be removed for training. Ear studs may be worn for lessons. Long hair is to be tied back for lessons.
- j. Outdoor footwear is not to be worn on the dojo training floor. If you wish you may wear appropriate indoor footwear such as 'kung fu' slippers.
- k. Mobile devices are to be switched off or set to silent. You are not to use them during a lesson.
- l. You should bring water or a soft drink to the lesson and snacks if you wish. Fizzy drinks are prohibited in the dojo.
- m. Good hygiene is expected from all students. In particular feet are to be clean and fingernails and toenails are to be clipped short.
- n. If you have any injury or medical condition you must let the instructor know ahead of the class.
- o. If you develop an injury or become unwell during a class, you must let the instructor know immediately so they can ensure your wellbeing and complete an injury record and administer first aid if needed.

- p. The instructor has the final say as to whether they feel a student is fit to train or whether a rule or policy has been broken.
- q. If you are unsure about any of the above, you should contact your instructor before taking part in training and discuss any concerns or questions with them.

Alcohol and Drugs Policy

Introduction

6. Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. Alcohol and drug use can also have a detrimental effect on training performance and behaviour. The aim of this policy is to ensure the safety of all Unit 12 Martial Arts' students by having clear rules in place concerning the use and possession of alcohol and drugs. This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

Alcohol and Drugs policy provisions

7. The following apply to everyone on the Unit 12 premises:

- a. No one is to consume alcohol or any unlawful drugs in the dojo or entrance at any time.
- a. No student or visitor shall be in possession of alcohol or illegal drugs in the building.
- b. No student or visitor is to attempt to train or enter the building when unfit due to alcohol or drugs.
- c. No student or visitor shall supply others with illegal drugs or alcohol in the building.
- d. Students and visitors who are taking prescription drugs should ensure that they are aware of any side effects and advise their instructor immediately of any side effects which may affect performance or the health and safety of themselves or others.

Enforcement

8. Action will be undertaken where breaches of this policy occur. In the case of students, club membership may be terminated.

9. When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for training, the instructor will decline to let them train and will ask them to leave the building. In addition, possession of or dealing in illegal drugs on premises will, without exception, be reported to the Police.

Assumption of Risk and Safety

10. The new joiner form (published on the Club's website for ease of access and also handed provided to new students in printed form), asks students to consider the risks and key safety points associated with training. Students, or parents and legal guardians for students under 18, are to sign to say they understand these points. If a student has any questions on any of the statements they are encouraged to raise it with their instructor ahead of class. Students are not allowed to train if they, or for students under 18 a parent or legal guardian, have not signed the new joiner's form.

Club Charter

11. At Unit 12 Martial Arts, we are clear about the standards we set and the environment we aim to maintain within the local Gosport community:

- a. We aim for all students to gain genuine value from their training in a supportive and respectful environment that encourages learning and enjoyment.
- b. Safety, self-discipline, and personal responsibility are fundamental, both within the dojo and beyond it.
- c. We expect instructors, students, parents, and visitors to treat others with respect and to contribute to an inclusive training environment.
- d. Training includes guidance on self-protection, supporting students to make sensible and informed decisions about personal safety.
- e. We welcome complete beginners and experienced martial artists alike, recognising the value that different backgrounds and perspectives bring.
- f. We continually review and improve our standards to provide high-quality instruction, care, and safeguarding.

Complaints and Compliments Policy

Introduction

12. Unit 12 Martial Arts is committed to working in an open and accountable way that builds trust and respect. One of the ways in which we can continue to improve our services is by listening and responding to the views of our students, parents and guardians and visitors. We are always glad to hear from people who are satisfied with the services we offer. Equally, all complaints received are recorded, acknowledged, and addressed where possible.

Definitions

13. A compliment is an expression of satisfaction about the standard of service we provide.

14. A complaint is defined as any expression of dissatisfaction however it is expressed. This would include complaints expressed face to face, via a phone call, in writing, via email or any other method.

Approach to dealing with complaint and compliments

15. Unit 12 Martial Arts aims to ensure that:

- a. Making a compliment or complaint is as easy as possible.
- b. We welcome compliments, feedback and suggestions.
- c. We treat a complaint as a clear expression of dissatisfaction with our service which calls for an immediate response.
- d. We deal with complaints promptly, politely and, when appropriate, confidentially.
- e. We respond in the right way - for example, with an explanation, or an apology where we have got things wrong, or information on any action taken.
- f. We learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.
- g. We recognise that many concerns may be raised informally and need to be dealt with quickly.

Raising complaints

16. Unit 12 Martial Arts's complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction.

17. Unit 12 Martial Arts has responsibility to:

- a. Acknowledge the formal complaint in writing.
- b. Respond within a stated period.
- c. Deal reasonably and sensitively with the complaint.
- d. Act where appropriate.

18. A complainant's responsibility is to:

- a. Bring their complaint, in writing, to the attention of Unit 12 Martial Arts.
- b. Raise concerns promptly and directly.
- c. Explain the problem as clearly and as fully as possible, including any action taken to date.

- d. Allow Unit 12 Martial Arts a reasonable time to deal with the matter.
- e. Recognise that some circumstances may be beyond Unit 12 Martial Arts' control.

Confidentiality

19. Except in exceptional circumstances, every attempt will be made to ensure that both the complainant and Unit 12 Martial Arts maintain confidentiality. However, the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality (with each complaint judged on its own facts). Should this be the case, the situation will be explained to the complainant.

Complaints procedure

20. Please feel free to raise minor matters before, during or after classes, we are here to help. We welcome feedback and equally we will be sorry if you think you need to raise a complaint. Regardless of the nature of your concern, we want you to know that it will be taken seriously and dealt with as a priority. We welcome feedback and complaints via email or in person:

Lead Instructor: Ashley Stocker

E-Mail Address: contact@unit12gosport.com

Address: Unit 12, Cooperage Green, Gosport, PO12 1FX

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

Web: <https://bmaba.org.uk>

E-Mail: safeguarding@bmaba.org.uk

Phone: 01798 306546

In Writing: BMABA, Kemp House, 160 City Road, London. EC1V 2NX

22. The BMABA is our parent association, however they do not own or have any ultimate authority over Unit 12 Martial Arts. They will, however, act as a body for arbitration and will field any complaints or safeguarding concerns in confidence.

Concussion and Head Injury Protocol

Introduction

23. Unit 12 Martial Arts trains in a safe and controlled manner at all times and we do not allow direct head strikes of any form during group classes. However, accidents and incidents can happen. It is essential everyone is clear on our concussion protocol, shown below, to ensure the safety and well-being of students and to comply with best practices for sports-related head injuries.

Immediate instructor response

24. Stop Training: The instructor will cease the activity immediately if they suspect a student has sustained a head injury or concussion as continuing to train can exacerbate the injury.
25. Assess the Situation: The instructor will perform a quick assessment for any immediate signs of a serious injury (e.g., loss of consciousness, seizures, or severe disorientation). If any of these signs are present, they will call for emergency medical services immediately.
26. Remove From Play: Any student suspected of having a concussion will be removed from training and not allowed to return to Unit 12 Martial Arts activity on the same day.

Initial assessment

27. Check for Symptoms: The instructor will look for common signs of concussion, including headache, dizziness, confusion, or memory issues. They will ask simple questions to assess student orientation and memory.
28. Observe: The instructor will keep the individual under observation for any changes in their condition as symptoms of a concussion can evolve over time.
29. Inform: The instructor will notify the student's emergency contact about the injury and their concerns. The Instructor will advise the student to seek medical evaluation.

Medical evaluation

30. Seek Professional Advice: Where a student is advised by an instructor these should seek professional medical evaluation as soon as possible. A healthcare professional can provide a comprehensive assessment and determine the severity of the injury.
31. Follow Medical Guidance: Student return to training should be guided by medical advice. A graded Return to Play (RTP) protocol should be initiated only after a healthcare professional has given the 'all clear'.

Graduated Return to Play

32. Gradual Resumption: Once medical clearance is given, the instructor will ensure the student follows a step-by-step RTP protocol, gradually increasing their activity level without the return of symptoms at each stage.
 - a. Stage 1: Light aerobic exercise, such as walking
 - b. Stage 2: Light sport-specific exercise
 - c. Stage 3: More complex training drills, adding movement
 - d. Stage 4: Non-contact training drills
 - e. Stage 5: Contact practice, following medical clearance

- f. Stage 6: Return to normal training activities

Education and communication

33. Educate: Unit 12 Martial Arts will ensure all students and staff are aware of the symptoms of concussions and the importance of reporting them. Education can help create a culture of safety and openness.
34. Communication: Keep open lines of communication with the injured student and their family throughout the recovery process. Update them on the RTP protocol and any adjustments based on their recovery.

Documentation

35. Record Keeping: Document the incident, including observations, steps taken following the injury, communication with guardians, and medical advice received. This documentation is essential for monitoring the student's recovery and for any future reference.
36. By adhering to a structured concussion protocol, Unit 12 Martial Arts can ensure we are providing the best possible care for students who sustain head injuries during training. It underscores our commitment to student safety and the responsible management of concussions, aligning with best practices for head injury management in sports.

Data Protection and Privacy Policy

Collecting information

37. Unit 12 Martial Arts Limited may collect information from you, or about you, for a number of reasons as a standard part of our 'day to day' operations. This may include:
- a. When you register to join as a student with the Club.
 - b. When you insure yourself as an instructor or student through the Club.
 - c. When you ask us to quote you for training or services.
 - d. When you communicate with the Club through any means.
38. The Club collects the minimum amount of information required to fulfil training safely and appropriately. The Club does not hold or 'harvest' data that is not directly relevant to the purposes of the Club and/or the training and services it provides.
39. The Club is registered with the Information Commissioner's Office (ICO) as a data controller under reference ZB832866.

Using your personal information

40. The Club understands that personal information is inherently sensitive and that correct handling is particularly important where confidential disclosures are made – for example, pre-existing medical conditions for student registrations. Personally identifiable information is only processed where directly required and warranted in order to fulfil a requested service or product. In all cases, information stored is the minimum possible and is retained only for as long as required.

Protecting Information

41. When collecting, storing and using personal information, we:

- a. Secure the Club's hardware and software. For example, PCs are physically secured and are password protected with BitLocker encryption and current Anti-Virus protection.
- b. Ensure our website is protected by a Secure Socket Layer connection. This makes sure the connection between your browser and the webserver is secure.
- c. Use the British Martial Arts and Boxing Association Club Manager system to manage membership information.
- d. Have an appointed Data Controller who is responsible for data integrity.

Complaints, disputes and data erasure

42. The Club understands that student data is borrowed from the person to whom it relates. Accordingly, any student has the right to check what information we hold for them, and to correct any records that are incorrect. In some cases, we will be able to remove records completely if requested by the named person. Under both insurance and safeguarding guidelines, we are unable to entirely erase records pertaining to instructors, students, volunteers and other club members who have either had active insurances with us, and/or have been registered to teach (or assist teaching) until 7 years have passed. We can erase erroneous information, but not actual records during this period.

43. Should anyone wish to query what information the Club holds on them or discuss further how their personal information is held and/or processed, please contact our data controller, Ashley, Stocker, in person or through email at contact@unit12gosport.com.

Equality, Diversity and Inclusion Policy

Introduction

44. Unit 12 Martial Arts is committed to encouraging equality, diversity and inclusion and eliminating discrimination. This policy aims to ensure equality, fairness and respect for all students and visitors and to ensure we do not act unlawfully or discriminate because of the Equality Act 2010 protected characteristics of:

- a. Age

- b. Disability
- c. Gender reassignment
- d. Marriage or civil partnership
- e. Pregnancy and maternity
- f. Race (including colour, nationality, and ethnic or national origin)
- g. Religion or belief
- h. Sex
- i. Sexual orientation

Unit 12 Martial Arts's Commitments

45. Unit 12 Martial Arts is committed to:

- a. Encourage equality, diversity and inclusion in the training place.
- b. Create a training environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- c. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow students and visitors, the public and any others in the course of Unit 12 Martial Arts activities.
- d. Make decisions concerning students based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- e. Routinely review training practices and procedures and to ensure fairness and update them and this policy to take account of changes in the law.

46. All students and visitors should understand they, as well as Unit 12 Martial Arts, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their engagement with Unit 12 Martial Arts, against fellow students or visitors.

Fire safety

Introduction

47. Unit 12 Martial Arts has formulated this policy to facilitate compliance with its legal obligations under The Regulatory Reform (Fire Safety) Order 2005 ("Fire Safety Order").

Policy objectives

48. The objectives of this policy are:

- a. To provide a safe and healthy working environment for all staff, students and visitors.
- b. To manage fire risks in accordance with the requirements of the Fire Safety Order.
- c. To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order 2005.
- d. To address obligations under the Fire Safety Order that require the Club to:
 - i. Develop a policy to minimise the risks associated with fire.
 - ii. Reduce the risk of an outbreak and subsequent spread of fire.
 - iii. Provide means of escape.
 - iv. Demonstrate preventative action.
 - v. Maintain documentation and records in respect of fire safety management.

The 'Responsible Person'

49. The Club has appointed **Ashley Stocker** as the 'responsible person'. The responsible person's duties are to ensure the safety of staff and visitors by:

- a. Carrying out (or ensuring that a competent person carries out) a Fire Safety Risk Assessment. The Fire Safety Risk Assessment will take into consideration everyone who may come onto the premises, whether they are employees, students or visitors and consideration will be given to people who may have a disability or anyone with special needs.
- b. Making sure, as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.
- c. Preparing a written Emergency Action/Evacuation Plan for the building to be displayed at various locations about the premises.
- d. Preparing Personal Evacuation Plans for disabled persons (if relevant).
- e. Carrying out regular checks on all fire safety equipment, including emergency lights and alarms.
- f. Ensuring that emergency escape routes are kept clear at all times and that doors designated as Fire Escapes are operable.
- g. Contact the emergency services.

- h. Ensuring that the names and duties of all competent persons are displayed on the safety notice board.

Equipment/Testing

50. Upon commencement of training all students and parents or guardians (where relevant) will be advised of Unit 12's fire safety precautions. The fire evacuation procedures will be practised every six months.

51. Firefighting equipment is provided, including fire extinguishers and a fire blanket. All fire safety equipment will be serviced by a competent person and the service periods will be scheduled in accordance with the manufacturers' instructions.

52. An appropriate fire detection and alarm system has been professionally installed into Unit 12. Alarm systems are tested regularly and records kept. Emergency lighting is provided for the escape route. The location and type will be determined by the findings of the fire safety risk assessment.

Procedures

53. The Club has introduced the following procedures:

- a. Emergency escape routes are established and kept free from obstruction at all times.
- b. Fire exit doors are kept in good working order and unlocked at all times the premises are occupied.
- c. Signs and notices are displayed in prominent locations, giving appropriate instructions of what to do in the event of a fire.
- d. Signs indicate the position and type of fire extinguishers, fire alarm call points and to indicate the emergency exit routes.
- e. Evacuation drills will be held twice a year.

Records

54. The Club will record fire drills, and the findings of its periodic tests and checks. Such records will include fire drill evacuation times and any comments. The Club will keep the following records:

- a. Record weekly tests of fire alarms, fire exits for periods the building is in use.
- b. Record of annual inspection and test of all firefighting equipment.
- c. Records of periodic tests of emergency lighting.

- d. Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- e. Records of the inspection, risk assessment and maintenance of workplace and electrical equipment and of any other hazards identified with fire safety.

Harassment and Bullying Policy

Introduction

55. Unit 12 Martial Arts is committed to encouraging and maintaining an environment which fosters team working and encourages instructors and students to give of their best. Everyone who has dealings with Unit 12 Martial Arts has a responsibility to maintain good working relationships and not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon both employers and employees by equality and human rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to a workplace and training environment in which individuals feel safe and can train effectively competently and confidently.

56. Unit 12 Martial Arts's harassment and bullying policy applies to everyone involved with the Club. Unit 12 Martial Arts has a "zero tolerance" policy and will investigate any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally

Key Principles

57. Unit 12 Martial Arts will provide an environment in which everyone is treated fairly and with respect. Those working or dealing with Unit 12 Martial Arts must not encounter harassment, intimidation or victimisation based on gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.

58. Everyone on the premises carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness, or which comes to their attention. Instructors in particular have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment.

59. Harassment may be defined as any conduct which is:

- a. Unwanted by the recipient.
- b. Is considered objectionable.
- c. Causes humiliation, offence, distress or other detrimental effect.
- d. Harassment may be an isolated occurrence or repetitive; it may occur against one or more individuals. Harassment may be, but is not limited to:

- i. Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour.
- ii. Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language.
- iii. Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities.

60. Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour, which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to:

- a. Conduct which is intimidating, physically abusive or threatening.
- b. Conduct that denigrates, ridicules or humiliates an individual, especially in front of other students.
- c. Humiliating an individual in front of students.
- d. Picking on one person when there is a common problem.
- e. Shouting at an individual to get things done.
- f. Consistently undermining someone and their ability to do the job or to train.
- g. Setting unrealistic targets or excessive training and/or workloads.
- h. “Cyber bullying” i.e. bullying via e-mail or social media. (This should be borne in mind where students are talking about the Club and other students when off site. Care and sensitivity should be practised about the choice of context and language).
- i. Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable training targets.

61. Harassment and bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

62. Any student who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with Unit 12 Martial Arts’s lead instructor **Ashley Stocker**. If for any reason a student, parent or guardian or visitor feels unable to do this, they should seek to talk follow the complaint procedure outlined earlier in this handbook. Should the issues not be resolved at this stage, or a person feels unable to raise the issue informally, then a formal resolution should be sought. When a complaint of harassment or bullying is brought to the attention of Unit 12 Martial Arts, whether informally or formally, prompt action will be taken to investigate the matter. Corrective action will be taken where appropriate, and this may require an investigation.

63. All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those

responsible liable to disciplinary actions. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.

64. No individual will be victimised or suffer detriment for making a complaint of harassment or bullying. Such conduct will be treated as a serious disciplinary offence. Similarly, Unit 12 Martial Arts will act on any complaint of harassment or bullying.

Health and Safety Policy Statement

65. Unit 12 Martial Arts Limited's policy is to foster a positive health and safety culture throughout the Club. Aside from legal requirements, we believe that high standards of health and safety are a moral and professional pre-requisite for providing safe martial arts training.

66. Unit 12 Martial Arts Limited is committed to:

- a. working to prevent training related accidents and improving wellbeing.
- b. providing a safe training environment.
- c. ensuring any risks arising from our training are properly managed.
- d. using and maintaining the proper safety equipment needed for each task, including personal protection equipment where needed.
- e. ensuring the safety of our students and visitors at all times.
- f. reviewing, and revising as needed, this policy statement, related policies and training risk assessments annually.

67. Unit 12 Martial Arts Limited accepts overall responsibility for all Health and Safety within the Club and is responsible for policy implementation.

Membership and Grading Fees

68. In addition to class payments, Unit 12 Martial Arts Limited charges each student an annual membership fee and grading fees. We aim to keep these fees as affordable possible, with this section outlining why we charge these additional fees and what they cover.

69. Current rates are shown on the website at <https://unit12gosport.com/class-payment/>. Where a fee needs to increase it will not be applied until a student's next annual membership renewal or grading.

Annual membership fees

70. We are committed to providing the highest quality martial arts training and a supportive community for all our members. To uphold this standard and ensure the sustainability of our club, we charge an annual membership fee. This cost is not just a financial obligation; it is a vital contribution that enables us to enhance our facilities, resources, and overall member experience. Annual membership fees cover:

- a. Insurance: A significant element of the annual membership fee goes towards insurance costs. Insurance covers both instructor and student insurance to ensure a safe training environment for all. The annual renewal document outlines costs and options.
- b. Administration: The membership fee also contributes towards the Club's ongoing accreditation costs such as those with the British Martial Arts and Boxing Association, student grading books and licenses and maintenance of the Club's website.
- c. Training facilities: Your membership helps maintain our training environment, including equipment, mats, and space. A safe and well-equipped facility is crucial for effective learning and practice.
- d. Program development: Fees contribute to the development and expansion of our martial arts program, ensuring we offer a diverse range of classes for all skill levels and ages, from beginners to advanced practitioners.

Grading fees

71. At Unit 12 Martial Arts, we are committed to providing our members with the highest quality training and opportunities for personal and martial arts growth. To support this, we charge for gradings, which are essential for maintaining the quality of our training and ensuring a sustainable environment for all students. Grading fees cover:

- a. Assessment: Grading fees contribute towards external validation. This ensures students receive nationally recognised grades. For higher levels, gradings include an external independent examiner to ensure standards remain high.
- b. Administrative costs: These fees help cover the associated costs of evaluating students for progression as this involves considerable administrative work, including appropriate record-keeping and preparing for and managing gradings.
- c. Certification: On successful completion of a grading examination, students receive certificates, belts, and other materials that recognise their achievements. The grading fees provide resources for producing these tangible symbols of advancement.

Safeguarding Policy

Purpose

72. The purpose of this policy is to set out how Unit 12 Martial Arts protects children and young people from harm during their training within the Club¹. This includes harm arising from abuse of all kinds, including sexual, physical and emotional abuse, neglect, bullying and any other forms of violence or exploitation.

73. This policy lays out Unit 12 Martial Arts' responsibilities and the reporting mechanisms, to ensure that parents, guardians, students and members of the public are confident reporting a concern and to take appropriate action.

¹ Unit 12 Martial Arts does not currently work with or train Adults at Risk. However, where an adult may be identified as potentially at risk this policy will be updated and applies in full.

74. Safeguarding is defined as “*protecting a persons’ health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect*”. In martial arts Unit 12 Martial Arts this will typically apply to children and young people.

Scope Of This Policy

75. This policy is effective and mandatory for anyone teaching martial arts as part of Unit 12 Martial Arts and/or anyone using the Unit 12 building for any purpose. This policy also applies to all students, visitors, parents and guardians.

Policy Statement

76. Unit 12 Martial Arts believes that everyone we meet, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. Unit 12 Martial Arts will not tolerate abuse and exploitation by anyone involved with the Club. Unit 12 Martial Arts is committed to ensuring the effective prevention, reporting and response to any safeguarding concerns raised or detected.

Prevention

77. To provide the best possible student experience Unit 12 Martial Arts operates in line with the British Martial Arts and Boxing Association (BMABA) national safeguarding policy. This includes ensuring best practice is always met in relation to safeguarding and risk management. A core part of Unit 12 Martial Arts’ prevention strategy is to ensure that the following are always met as minimum best practice guidance. Instructors will:

- a. Comply with BMABA association national frameworks and regulatory guidelines in respect of minimum standards, best practice and compulsory safeguarding obligations.
- b. Hold the minimum grade required to competently and technically deliver the class in question, with additional qualifications as necessary for specialist styles or roles.
- c. Hold the necessary Public Liability insurance, a valid first aid qualification and both an enhanced DBS check within 3 years from date of issue, and an in-date safeguarding qualification if teaching children².
- d. Treat everyone equally, with respect, dignity and courtesy.
- e. Put the welfare of children first.
- f. Work in an open environment avoiding any isolation or unobserved situations.
- g. Encourage an open and transparent club community.
- h. Keep physical contact to an absolute minimum.

² Unit 12 Martial Arts does not currently teach adults at risk. This policy will be updated if this changes.

- i. Never be alone with a child.
- j. Not take photographs, videos or create any other forms of media featuring any children without written consent from the carer, guardian or parents in advance.
- k. Ensure that if the Club embarks on any extra-curricular activities, safeguarding of children shall remain a top priority and where classes are mixed in gender, both an appropriate male and female adult must be present.
- l. Remain an excellent role model both in and out of the dojo. This includes not smoking, drinking alcohol or using any foul language in front of any children.
- m. Ensure that any contact via social media or other digital formats are only with adults or a parent, carer or guardian of a child student. No instructor will have any communication with students under 18 via any forms of social media.
- n. Recognise the development needs and capacity of the children in the class and not risk sacrificing welfare or safety for the Club or instructor's personal gain.
- o. In relation to the above avoid excessive training and not pushing the student if they are not fully confident.
- p. Secure written parental, guardian or carer consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises, ensuring medical conditions and pre-existing injuries and allergies are recorded (the new joiner form seeks this approval).
- q. Keep thorough records of any injuries or near misses that have occurred, along with details of any treatment given and further communication had with parents / guardians and/or children.

78. Where physical contact is essential as part of the safe and structured learning process, the instructor and/or teaching person will only do so with the consent of the child remaining appropriate and non-intrusive. The instructor will ensure that where physical contact is essential (for example, when assisting in an essential physical process for the purposes of safety, such as breakfalls) there are always two fully vetted instructors or suitable adults (i.e. a parent, guardian, carer) present.

79. The involvement of parents, guardians and carers is encouraged wherever possible, provided safeguarding of children remains the top priority and that any adult may not be given the opportunity to cause harm, distress or abuse to any children and / or vulnerable adults present.

Raising Concerns or Making a Disclosure

80. Unit 12 Martial Arts will always take immediate steps to safeguard any case where a child might directly confide to any form of abuse. Where concerns are raised by a third party, or by

suspensions held by the instructor or the Club, the below checklist will be maintained wherever possible but, in all instances, the Club will escalate and report in full on all occasions.

81. If a child indicates that they are being abused, the instructor to whom the disclosure is made is to:

- **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** showing that they are being taken seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict, and abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Accordingly, the instructor will only ask questions to clarify details – not to question further.
- **Inform** the child that the instructor will have to inform other people about what they have disclosed. The instructor must ensure the child understands this is in confidence, on a needs-must basis and is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention, the instructor will call an ambulance, inform the medics of the concern and ensure they are made aware that this is a child protection and/or safeguarding issue.
- **Record** all information.
- **Report** the incident where appropriate to BMABA without delay.

82. **If the instructor / the Club is not clear on what action is required and there is a real or immediate threat to the child, they should contact the Police on 999. Where there is confusion on what should happen next, the instructor should not delay their response by contacting BMABA and should instead contact the Hampshire County Council Children's Services emergency line (0300 555 1384) or the NSPCC 24-hour help line (0808 800 5000).**

Key Contacts

83. Key contact for Unit 12 Martial Arts is the lead instructor and Safeguarding Lead, Ashley Stocker contact@unit12gosport.com

84. If you are not confident raising your concerns with Unit 12 Martial Arts, you can also raise immediate safeguarding concerns or complaints to BMABA for a confidential response. The BMABA's lead safeguarding details are:

- a. BMABA National Designated Safeguarding Lead: **Kirsty Hawkins**
- b. Telephone Number: **01798 306546 (ext. 201)**
- c. E-Mail: safeguarding@bmaba.org.uk

85. **Should you not be confident raising your concerns for a non-immediate danger with us or BMABA, please contact the Hampshire County Council Local Area Designated Officer (LADO) on 01962 876364 or Hampshire Children Services: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm, phone 0300 555 1384. At all other times, contact the out-of-hours service, phone 0300 555 1373. If there is immediate concern for the safety of a child or adult at risk, please call the police on 999.**

Social Media, Photography and Video Policy

Policy Statement

86. Photographs and videos and inappropriate social media publication can be used to identify children and adults which can raise their personal risk. Unit 12 Martial Arts has adopted this social media, photography and video policy to enable us to clearly set expectations and have controls in place to protect our students. An essential component of our commitment is to ensure all people especially children and young people are protected from inappropriate use of their images and/or videos and information in resource and media publications, on the internet, and elsewhere. This policy applies to anyone training with or visiting the Club.

87. A breach of this policy could result in expulsion from the Club and may be reported to the British Martial Arts and Boxing Association (BMABA) or to the appropriate legal authority.

Unit 12 Martial Arts social media and electronic messaging policy

88. Unit 12 Martial Arts will:

- a. Refrain from publishing comments about other clubs, participants or instructors and any controversial or potentially inflammatory subjects.
- b. 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).
- c. Identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- d. If a blogger or any other online participant posts an inaccurate, accusatory or negative comment about Unit 12 Martial Arts or anyone associated with the Club, we will contact the BMABA for guidance. We will not respond directly to the post.

89. Unit 12 Martial Arts will not:

- a. 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 adult and child students at the Club.
- b. Use any form of communications to send any personal messages to a child or young student.

- c. Respond to emails or texts from child or young students other than those directly related to club matters.
- d. In any medium, use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.
- e. Accept as a friend, young students or any person employed or volunteering at the Club who is under 18 years of age on social networking sites.
- f. Share personal social networking sites with children or young people involved at the Club or ask them to be your 'friend'.
- g. Contact children or young people known through martial arts outside of the training context on social networking sites.
- h. 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.
- i. Delete any inappropriate text or email messages sent to you as they may form part of any subsequent investigation.

Parental, carer and guardian guidance

90. All parents, carers and guardians for students under 18 are encouraged to:

- a. Know who Unit 12 Martial Arts Designated Safeguarding Lead (DSL) 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.
- b. Ensure you are aware of how instructors of the Club will communicate with you about your child and understand the Club's communication practices. We will always copy you in on text messages or emails. If a message purporting to be from the Club is sent directly to a young or child student, please report this immediately as it is unlikely to have come from us.
- c. Show an interest in any communications between or about the Club between you and your child to ensure they always remain appropriate. Open communication about club activities/issues often means that concerns are picked up early and issues can be resolved more easily.
- d. Familiarise yourself with BMABA guidance for clubs in relation to websites, text messaging and social networking sites.
- e. Ensure your child understands that they should tell someone they trust about communications that make them feel uncomfortable or when they've been asked not to tell their parent/carers or instructor about the communication.

- f. 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, BMABA Policy Guidance and BMABA Regulations regarding comments that you place online about the Club or instructors, other participants and any parents, guardians or visitors to the Club.
- g. Inform Unit 12 Martial Arts DSL or BMABA as soon as possible if you or your child receives any inappropriate communication from an instructor, or any other person associated with or purporting to be associated with the Club and save the communication.
- h. Parents must not use social media to reveal information about or speak ill of the Club or any staff or associates or to comment on students or training.

Student guidance

91. All students are required to adhere to following:

- a. Students must not post, host, text or email things that are inappropriate, hurtful, insulting, offensive, abusive, threatening, or racist as this would go against Unit 12 Martial Arts rules and could also be against the law.
- b. Students must also not post personal comments in relation to the management or operation of the Club, instructors, students, or any family members of those above.
- c. All students must not give out personal details of anyone else involved with Unit 12 Martial Arts without that individual's express permission, including mobile numbers, email addresses or social networking account.
- d. Report and do not delete inappropriate text or email messages sent to you as they may form part of any subsequent investigation

92. All students under 18 are required to adhere to following:

- a. Do not engage in any personal communications, 'banter' or comments with adult instructors / volunteer(s) at the Club.
- b. Do not share video images or pictures with adult staff or volunteers at the Club. If you wish to share video images or pictures only do this via your parent or guardian.
- c. Do not invite any adult involved with the Club to become friends online or accept them as a friend on any social network site. Unit 12 Martial Arts will not send or accept such invitations.

Capturing and publishing of images and videos

93. Unit 12 Martial Arts does not allow photographs or video capture of students by any one at any time while training with the Club.

94. The Club will never publish images or video content of students on any media platform.

Security cameras

95. Unit 12 has security cameras situated at the entrance of the building, in the kitchen area and in the office. Signs on windows and at the entrance advise students and visitors that security cameras are on the premises. Cameras are not operational during classes or when the building is legitimately occupied.

Reporting breaches of this policy

96. All reports of cyberbullying and other technology misuses will be investigated and may result in notification to the police where Unit 12 Martial Arts is obliged to do so. Sanctions may include, but are not limited to, suspension, or banning from Unit 12 Martial Arts. Where a crime has or may have been committed, individuals may be subject to a criminal investigation by the police over which Unit 12 Martial Arts will have no control.

Special Educational Needs Policy

Introduction

97. Unit 12 Martial Arts is committed to providing a welcoming and inclusive environment for all individuals, including those with special educational needs (SEN) and disabilities. This policy outlines how we aim to ensure that the Club is accessible and how we implement the principles of equality, inclusivity, safeguarding, and health and safety in accordance with the British Martial Arts and Boxing Association's (BMABA) national SEN policy.

Equality and Inclusivity

98. At Unit 12 Martial Arts, we are dedicated to promoting equality and inclusivity for all participants (see our Equality, Diversity and Inclusion Policy for more detail). We aim to ensure:

- a. Equal access to all club activities, classes, and events, with reasonable adjustments made to accommodate individuals with SEN.
- b. A culture of respect and inclusion where individuals of all abilities, genders, ethnicities, and backgrounds feel welcomed and valued.
- c. Active efforts to prevent discrimination or exclusion of any kind, in line with the Equality Act 2010.

SEN commitment

99. We recognise that individuals with SEN may require additional support to fully participate in martial arts training. We:

- a. Seek to provide an environment that welcomes individuals with SEN, ensuring their needs are assessed and supported.
- b. Offer reasonable adjustments to training, facilities, and equipment where necessary.
- c. Design and deliver training sessions that are adaptable to individual needs, considering the unique abilities of each student.

- d. Have a designated club SEN Coordinator (SENCO) who acts as our point of contact for SEN matters.

Health and Safety

100. Health and safety is a top priority at Unit 12 Martial Arts. We are committed to:

- a. Conducting regular risk assessments, considering the specific needs of participants with SEN.
- b. Ensuring our facilities are accessible and safe for all.
- c. Instructors being trained in first aid and aware of specific health conditions relevant to SEN participants, ensuring prompt and appropriate responses in the event of an emergency.

SEN and Safeguarding

101. We recognise that individuals with SEN may be more vulnerable to safeguarding risks. In addition to our published Safeguarding Policy, Unit 12 Martial Arts is committed to:

- a. Ensuring instructors are trained in safeguarding, with a specific focus on understanding and supporting SEN needs.
- b. Having clear policies and procedures in place for reporting safeguarding concerns, with immediate action taken to investigate and resolve issues.
- c. Providing a safe and respectful environment for all participants, including clear guidance on physical contact, communication, and supervision for those with SEN.

Training and development

102. The Unit 12 Martial Arts team will receive ongoing training to support inclusivity and SEN provisions. This includes:

- a. Regular training on SEN best practices, communication techniques, and adaptive teaching methods as directed by our governing body BMABA and any other relevant body.
- b. Completing SEN-specific qualifications offered by BMABA and to stay informed about emerging SEN-related training resources.
- c. Development of SEN capability within the Club as new needs and developments are identified.

Assessment of SEN provisions and resources

103. Unit 12 Martial Arts will ensure that all SEN provisions are fairly assessed based on reasonable adjustments and available resources. Our approach includes:

- a. Conducting individual assessments for each participant with SEN to determine their specific needs and to identify what adjustments are necessary and practical.
- b. Balancing these adjustments with available resources, including staffing, facilities, and equipment.
- c. Ensuring that health and safety considerations are a priority when making any adjustments.
- d. Regularly reviewing adjustments and resources to maintain fairness and support for all participants.

Complaints and feedback

104. Unit 12 Martial Arts welcomes feedback and takes complaints seriously especially concerning SEN provisions, to ensure continuous improvement. We have established a clear process for handling feedback in this handbook. Our process includes:

- a. Clear communication channels for participants, parents, or guardians to raise concerns or provide feedback about SEN provisions.
- b. Prompt investigation and resolution of feedback or complaints related to SEN, inclusivity, or safeguarding, with transparent follow-up to ensure issues are addressed.
- c. A commitment to learn from feedback and incorporate changes where needed.

105. In the first instance, if you have concerns regarding our SEN policy, procedures or a specific case, please contact the Club's SENCO, who is **Ashley Stocker** at contact@unit12gosport.com

106. If you are not satisfied with **Ashley's** response on conclusion of a complaint, or if 28 days elapses without a response, you may escalate to BMABA's National SENCO via safeguarding@bmaba.org.uk for an independent assessment.

Monitoring and review of SEN Provisions

107. To ensure that we continue to provide high-quality SEN support, Unit 12 Martial Arts will:

- a. Regularly review this SEN policy and our practices to ensure alignment with BMABA's national SEN policy and current best practice.
- b. Track the participation and progress of students with SEN to identify any potential barriers to their success and adjust provisions as needed.
- c. Collect feedback from participants, parents, and guardians regarding our SEN provisions, ensuring that the policy remains relevant and effective.

Responsibilities

108. The successful implementation of this policy is the responsibility of everyone at Unit 12 Martial Arts. Specific responsibilities include:

- a. Anyone teaching or using the Club environment to align with this policy.

- b. Where applicable, parents, guardians and carers of SEN participants help the Club by informing them of any unseen needs that require reasonable adjustments to enable an inclusive training environment.
- c. SENCO: acting as the primary contact for SEN-related matters, overseeing the provision of physical facilities, development and implementation of individual training plans for students with SEN, and ensuring ongoing communication with families and carers.
- d. All participants and families, providing feedback and working collaboratively with the Club to ensure the best possible support for SEN needs.

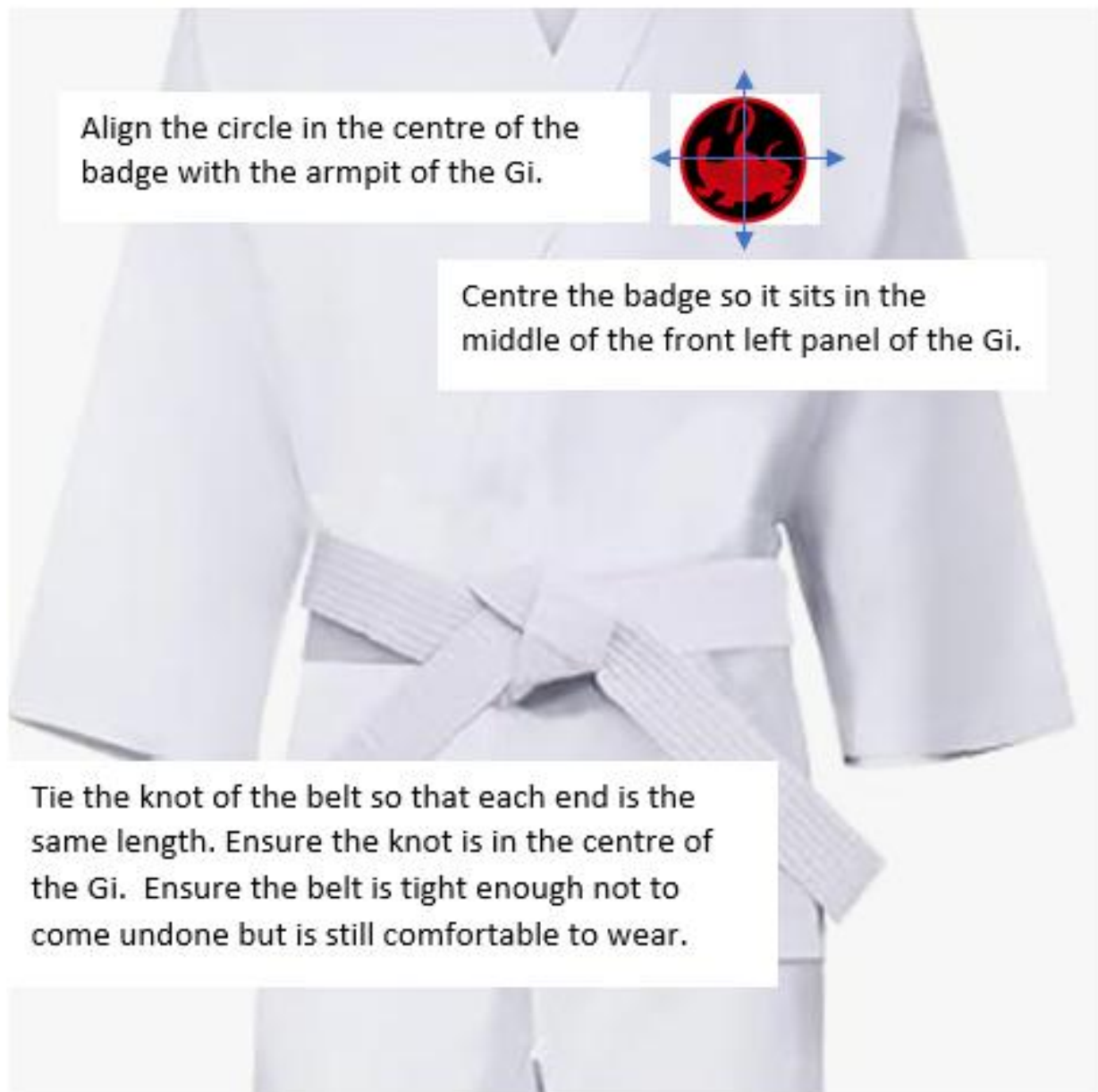
Alignment with BMABA National SEN Policy

109. This policy aligns with BMABA's national SEN policy, which sets the framework for all affiliated clubs to follow. We will regularly review our policies and practices to ensure that they meet BMABA's standards and adapt to changes in legislation, best practices, and available resources.

Uniform and badge placement

110. Unit 12 Martial Arts requires students to wear a clean white Gi for training. Beginners may wear clean loose clothing with no offensive slogans. This helps to ensure a safe and respectful training environment for all students. The image on the next page shows how to wear a Gi and where the Club badge should be placed. An instructor will be happy to advise if you need clarification.

It is easiest to put the Gi on the student and tie the top closed before pinning the badge in place. If the badge is pinned on without the Gi being properly tied, it will be crooked when the Gi is worn.



Values and Principles

111. Everything Unit 12 Martial Arts does is to be legal, ethical and professional. We aim higher with our core values and principles. We expect everyone who trains with Unit 12 Martial Arts to work to these:

Values

- Respect for others
- Integrity
- Commitment

Principles

- Safeguarding and student safety are paramount
- The Club's students are more important than personal gain
- We embrace inclusivity, transparency, accountability and community focus
- We aim to provide high quality training at all times
- We consistently seek out optimal and effective training solutions for all of our students
- We never accept the status quo – if we can make things better, we will
- We take responsibility for our actions
- As a team, we celebrate success and see failures as an opportunity to learn

Key facts disclosure

CLUB NAME AND IDENTIFICATION Our club is Unit 12 Martial Arts Limited and is also referred to as Unit 12 Martial Arts. The lead instructor is Ashley Stocker.
PROFIT STATEMENT Unit 12 Martial Arts is run as a commercial entity, and we may use any profits for the provision of additional club equipment, training and other expenses.
LEGAL REGISTRATION Unit 12 Martial Arts Limited is a registered company in England, company number 16135290.
PROFESSIONAL ASSOCIATION MEMBERSHIP The lead instructor is registered with the British Martial Arts and Boxing Association (BMABA) His membership number is 70751 . This can be verified by visiting https://bmaba.org/verify
STUDENT AUDIENCE Unit 12 Martial Arts provides martial arts classes to adults, young people and children.
INSURANCE INSTRUCTOR INSURANCE Unit 12 Martial Arts always ensures that our instructor is fully insured. Our instructor uses specialist instructor insurance provided by Insure4Sport. A copy of the insurance documentation is available on request or may be viewed physically at the Unit 12 entrance. STUDENT INSURANCE Unit 12 Martial Arts strongly encourages our students to take member liability insurance. Cover will only exist where a student is in receipt of an insurance policy or membership certification from BMABA.
DBS CHECK STATUS Unit 12 Martial Arts teaches adults and children and so our instructor holds an enhanced DBS disclosure. Evidence of this check may be provided on request or is available from BMABA.
INSTRUCTOR GRADE REQUIREMENTS Unit 12 Martial Arts always ensures that instructors are qualified to or above the minimum standard expected by BMABA. The minimum standard is 1 st Dan black belt or equivalent.
FIRST AID Our lead instructor is first aid trained to an acceptable standard and sufficient emergency first aid equipment is present at all classes and on site at all times. A risk assessment and associated health and safety briefs are conducted prior to each classes.
FEES AND CHARGES Unit 12 Martial Arts does not have hidden costs or dishonest fee collections in place. All money is payable by cash or bank transfer when due, and receipts will be issued. Club charges are published on our website https://unit12gosport.com/class-payment . Costs are constantly under review to ensure value to students. Please check charges before

committing to training. You are not bound by any contract and may discontinue training at any time.

INDEPEDENT STATUS

Unit 12 Martial Arts is associated with BMABA to ensure our standards are some of the highest available, however we remain legally independent and are not submitted to any compulsory regulation or obligation. Accordingly, it is Unit 12 Martial Arts' responsibility to comply with local and national laws and regulations. We retain the right to be an independent club and govern ourselves.

FEEDBACK, COMPLAINTS AND DISPUTES

Unit 12 Martial Arts has a documented feedback and complaints procedure. We strive to provide the best service possible to our students and visitors. Should you have feedback or a complaint about our conduct or service you can find our feedback and complaints policy on our website. Alternatively, you contact us at **contact@unit12gosport.com** and request a copy. All feedback and complaints are dealt with confidentially and are always followed up.

If you wish to report our club you are asked to use our complaints procedure which details how you may raise any complaints with us, and what action we will take. This complaints procedure also provides contact details and instructions on making a complaint to BMABA about Unit 12 Martial Arts Limited.

ADDITIONAL CLUB NOTES OR KEY FACTS

Unit 12 Martial Arts is a strong advocate of inclusive training and welcomes students of all backgrounds.