



**KOSMO  
SHOTOKAN**  
Karate Club

# DISCIPLINARY POLICY

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V1.0

July 2020

Learn. Strive. Inspire.

Kosmo SKC are committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. Sometimes, things may go wrong, and we will need to take appropriate action to rectify this.

This policy applies to students, parents/carers and staff members.

Students have agreed to abide by the 'Dojo Kun' and principles of Karate. The Head Karate Instructor reserves the right to remove any student from the club at their discretion.

## Restrictions

During the process of any investigation, it may become necessary to put in place a temporary restriction. This may be a complete, temporary suspension or a specific set of instructions, such as not working with a particular child/group of children.

There is no limit in how long a temporary restriction may be in place. However, this should not be any longer than is actually necessary.

## Disciplinary Levels

Level 1	Informal Warning	This is given in the first instance, to allow an individual to take the opportunity to learn from their mistakes and correct them going forward.
Level 2	Formal Warning	If an individual continues to act in a way that is against our code of conduct, they will be given another warning, and it may become necessary for restrictions to be put in to place at this point.
Level 3	Final Formal Warning	This will be the last warning that we will issue to an individual and this will be partnered with a temporary suspension, of no less than 2 weeks and no more than 6 weeks.
Level 4	Dismissal	It has now become apparent that the individual is not suited to the club and must no longer participate in club activities in any capacity. Feedback may also be sent to relevant Governing Bodies if this becomes necessary



## Gross Misconduct

In the event of gross misconduct, the individual will be instantly dismissed.

Gross misconduct includes, but is not limited to:

- fraud
- physical violence
- serious lack of care to their duties or other people ('gross negligence')
- serious insubordination, for example refusing to take lawful and reasonable orders from a supervisor

## Safeguarding

Following any allegation, the Designated Safeguarding Lead will conduct a full investigation and follow the disciplinary procedure. However, some incidents may take longer to investigate and may require extended restrictions.

Some investigations may also lead to instant dismissal, where necessary.

