



SMF 2 – Partnership with Parents/Carers

Brothock Shotokan Karate Club (BSKC)

Partnership with Parents / Carers (SMF 2 – March 2025)

Purpose of this Document

At BSKC we want children to enjoy Karate in a safe, fun, and supportive environment.

This document explains:

- What you can expect from us.
- What information we ask from parents/carers.
- How we use and protect that information.

Your information is collected through our secure Microsoft questionnaire system and stored in line with UK GDPR / Data Protection Regulations. Information will be automatically collated into a password-protected spreadsheet. Access is strictly limited to instructors and members of the Welfare Team, and data will only be shared where necessary to protect the child's wellbeing or in line with safeguarding procedures.

Our Commitment

Our commitment to Child Wellbeing & Protection (CW&P) is enshrined in our Safety Management Framework (SMF). See SMF 6 for detail. SMF 1 is our high-level Policy Statement.



This ensures we comply with our own procedures, sportscotland guidance, and relevant legislation. It also ensures that:

- Coaches and volunteers can support your child appropriately.
- We can respond safely in an emergency.

Information We Collect

We collect only information that is relevant to your child's safety and participation. We do not need details of minor issues.

This may include:

- Child's full name, date of birth (mandatory), and address.
- Parent/carer contact details and two emergency contacts.
- Relevant health conditions or additional needs that affect participation.
- Medication (if relevant).
- Allergies (if relevant).
- Any additional support needs you would like us to know about.
- Any other significant information needed for safety or wellbeing.

Consent Statements

Parents/carers will be asked to confirm the following:

- Medical treatment – In an emergency, I consent to my child receiving medical treatment as deemed necessary by health professionals.
- Drop off & collection – I have read SMF 9 and agree to follow the guidelines.
- Photographs – I understand photographs and video may be used for promotional and publicity purposes (e.g. website, social media). I can choose to consent or not consent to this. This choice will be respected.



Welfare Team

We want transparency and for parents, children, and young people to have clear options if they have a concern.

1. Day-to-day or general enquiries – Speak with the Club Leader or any instructor. They will record, assess, and escalate the concern in line with our management procedure (SMF 3).
2. Wellbeing concerns – You may contact any member of the Welfare Team you feel is most appropriate.
3. Serious risk or immediate danger – Contact Social Work or the Police.
 - Social Work: [Angus Council – Children & Families](#)
4. Alternatively you wish to speak to any of our other qualified instructors, they will also listen, record, assess, and escalate in line with our procedures.

Children and young people under 18 are encouraged to raise concerns directly with any instructor or member of the Welfare Team. They will be listened to, supported, and their concern will be recorded and managed appropriately.

All concerns will be treated confidentially. However, in line with government guidance and our safeguarding duty, we must record, and report concerns where required, even if parents/carers or young people do not wish this. This ensures transparency and the protection of children.

Welfare Team Members:

- CWPO (Child Wellbeing & Protection Officer): Wendy Whyte – 07944 400190
- Deputy CWPO: Billy Wales – 07713 161103
- Stand-in CWPO: Deborah Black – 07306 899748



Summary

By completing the questionnaire, you confirm that:

1. You agree to work in partnership with BSKC to support your child's safe participation in Karate.
2. You are aware of the Welfare Team contacts.

For the associated Microsoft Forms Questionnaire, see SMF 2B.