



## Kenbu Dojo Social Media Policy

*Last Update 07/01/2025*

Kenbu Dojo understand everyone involved in martial arts must recognise that the responsibility to safeguard exists both in and out of the dojo. Instructors, assistant instructors and volunteers within Kenbu Dojo must take responsibility for ensuring this happens.

### **A) Kenbu Dojo should:**

1. Refrain from publishing comments about other clubs, participants or instructors and any controversial or potentially inflammatory subjects.
2. 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.
3. 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.
4. If it maintains a website, blog, chat room, video-sharing site, bulletin board or other social media that promotes their club, should remember they are responsible for reviewing responses to online posts and resolving any concerns about the propriety of the responses before they are posted.
5. If a blogger or any other online participant posts an inaccurate, accessory or negative comment about the club or anyone associated with the club, do not respond to the post and contact BMABA for guidance.

### **B) Instructor, Employee or Volunteer whether full time or Part time must not:**

1. 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 children at the club.
2. Use internet or web based mobile phones or other form of communications to send personal messages of a non-martial arts related nature to a child or young person.
3. Respond to emails or texts from young people other than those directly related to club matters. This should only be done through monitored lines of communication ie. Kenbu Dojo Whats App group or email.
4. Use language that is directly (or could be misinterpreted as being) racist, sexist, derogatory, threatening, abusive or sexualised in tone.



## Photography and Social Media Policy



5. Accept as a friend, young student or any person employed or volunteering at the club who is under 18 years of age on social networking sites.
6. Share your own personal social networking sites with children or young people involved at the club or ask them to be your 'friend'.
7. Make contact with children or young people known through martial arts outside of the training context on social networking sites.
8. 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.
9. Delete any inappropriate text or email messages sent to you as they may form part of any subsequent investigation.

### **C) Parent Guidance**

1. Know who Kenbu Dojo's Designated Safeguarding Lead (DSL / Welfare Officer) 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
2. Ensure you are aware of how instructors, assistant instructors, volunteers and other members of the club should communicate with your child
3. Show an interest in the communications between the club, you and your child. Open communication about club activities/issues often means that concerns are picked up early and issues can be resolved more easily
4. Familiarise yourself with BMABA guidance for clubs in relation to websites, text messaging and social networking sites
5. Understand the club's communication practices. If the club uses text messages or emails as a source of communication you may request a copy of anything sent to your child
6. Ensure your child understands that they should tell someone that they trust about communications that make them feel uncomfortable or when they've been asked not to tell their parent/carer or instructor about the communication
7. 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 or visitors to the club.
8. Inform Kenbu Dojo's Designated Safeguarding Lead (DSL) or BMABA as soon as possible if you or your child receives any inappropriate communication from any member of staff/volunteer or other person associated with the club and save the communication
9. Parents must not use social media to speak ill of the club or any staff or associates or to comment negatively on students, training or competitions.
10. Parents must not reveal any information they may have received about a participant or member



### D) Student's Guidance

#### **Students must not: (adult student to an under 18 student or vice versa)**

1. Post, host, text or email things that are hurtful, insulting, offensive, abusive, threatening, or racist as this would go against Kenbu Dojo's rules and could also be against the law. They must also not post personal comments in relation to the management or operation of the club, instructors, students, opposition competitors, or any family members of those above.
2. Engage in any personal communications, 'banter' or comments with staff / volunteer(s).
3. Give out personal details online including mobile numbers, email addresses or social networking account access to people you don't know well offline
4. Invite any adult involved with the club to become your friends online, or accept them as a friend on any social network site. They have been told they must not to accept such invitations
5. Use internet, web-based, phone or any other form of communication to send personal messages of a non-martial arts nature to any member of staff/volunteer at the club
6. Delete inappropriate text or email messages sent to you as they may form part of any subsequent investigation
7. Use inappropriate language.
9. Reveal information about training, gradings and contractual agreements etc using social media posts.

**A breach of this policy will be considered by senior management as a potential case for gross misconduct which could result in expulsion from the club and potential reporting onward to BMABA for regulatory disciplinary processes.**

All reports of cyberbullying and other technology misuses will be investigated fully and may result in notification to the police where Kenbu Dojo is obliged to do so.

Sanctions may include, but are not limited to, suspension, or banning from Kenbu Dojo. Everyone must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by the police over which Kenbu Dojo will have no control.



## Kenbu Dojo Photography Policy

Last updated 07/01/2025

### Photography Policy Statement

**Kenbu Dojo** is committed to providing a safe environment for children and adults. An essential component to this commitment is to ensure that all necessary steps are taken to protect people from the inappropriate use of their images and/or videos in resource and media publications, on the internet, and elsewhere with a specific focus on children and young people.

Photographs and videos can be used to identify children and adults, for example 'Well done to X on achieving their 5<sup>th</sup> Kyu today at X club in X town'. This could raise the risk of grooming or could divulge the location of a person currently fleeing domestic abuse, to name just two examples.

Accordingly, Kenbu Dojo has adopted our Photography & Videography policy to enable us to clearly set expectations and controls in place to protect our members.

#### **1. Publishing Images & Videos On Social Media, Websites or Marketing Material**

Before images or videos are published by the club and/or any students, parents or spectators, please ensure;

- Written permission has been obtained from the participant or, where under the age of 18, the parent(s) of the participant. (This is signed and agreed on your joining/renewal form each year.)
- Where a person is considered at risk or is under the age of 18, their name is not published fully alongside any identifiable imagery or videography.
- Images and videos must be suitable for their intended purpose and must only show participants and other club members appropriately dressed.
- Must not contain any obscene, foul or offensive behaviour and/or language.
- Where imagery or videography will be used on promotional material including websites or printed literature, consent is covered in our sign up forms waiver.



# Photography and Social Media Policy



## 2. Videoing As A Coaching Aid

Video can be a legitimate coaching aid for clubs and instructors. However, if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely. This could be rolled into the consent on the registration form but must be on record for any footage shared, broadcast or used more generally in training material.

If you wish to opt out of being in our photographs, you can email us directly at [kenbudojo@gmail.com](mailto:kenbudojo@gmail.com)