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FSKA UK (Funakoshi Shotokan Karate Association United Kingdom trades as Funakoshi Ltd  
 Pee-Wee Karate trades as Pee-Wee Karate Ltd



## Code of conduct and “touching” policy (2026 Edition)

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The following terms are used within this policy and therefore a definition is given here for each term.

**“The clubs”** refer to both Pee-Wee Karate Ltd. and FSKA Karate Ltd. (also referred to FSKUK)

**“You”** refers to any director of the clubs, a self-employed or employed team member of the clubs such as the instructors/coaches

**“The team”** refers to the director of the clubs, a self-employed or employed team member of the clubs such as the instructors/coaches or office bound staff members

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Directors, self-employed, employed or volunteers, who officially form part of the clubs’ team and who have face to face contact with students either in public, private or school settings, undergo stringent vetting procedures, will be DBS checked before having contact with students of the clubs and if they have lived abroad recently prior to working for the clubs will have a police check from the said country.

The office manager is **Kim Tully**: contact: 07546 961 462, email: [info@fskuk.co.uk](mailto:info@fskuk.co.uk)

The director and head of the clubs is **Debra Steven**: contact: 07950 337648 email: [debi.steven@premierself-defence.co.uk](mailto:debi.steven@premierself-defence.co.uk)

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## Touching / Physical Contact policy

As contractors work closely with students, who can be minors (anyone under the age of 16 years) or considered vulnerable, a touching policy is in place for students and staff to understand what should be considered appropriate or not appropriate contact during classes.

### FSK Physical Contact Policy

Like many other ‘contact’ sports, such as boxing, judo or rugby etc, karate and most martial arts have a degree of contact needed in their teaching. It is essential that this should be so. In teaching children, there are acceptable guidelines for the degree of this type of contact and I hope to make these clear in this policy and explain some of the situations where contact MAY BE USED.

Part of teaching karate is to instruct in what we call Kata, these are a sequence of movements which are done in a specific order to help master certain techniques. Each Kata has a Bunkai, which is in essence, the applications of specific movements and techniques in each kata. When Bunkai is performed the instructor will place four students around the student performing the kata. The students on the outside play an attacking role so the student performing the kata can test out the effectiveness of his/her defence in a challenging realistic scenario.

The Kata form of this art is very difficult for any student at any level (especially prior to black belt level). Thus to understand the meaning of each move it is very normal for an instructor to want to demonstrate the application of each move in detail. In these instances a student is selected to take part in the demonstration and everyone is being taught the application both physically and verbally.

The student should feel very proud to be picked, as he will benefit from the demonstration. He will overcome, stress, fear, nervousness and gain confidence and self-control. The instructor would not select a student who is known to have medical conditions nor would he/she try to make it a harrowing experience for anyone. It is all about learning!

The verbal explanation goes hand in hand with the physical demonstration as it adds depth to the students’

knowledge of and application of certain techniques. Remember historically karate was learnt and taught as a method of self-defence and so with this in mind the instructor will explain target areas on the body. A good instructor will have knowledge of human anatomy and share that with students.

Another reason for contact in karate is to build up over time mental strength; we live in a city where crime is high and the reality of teenage violence is shown to us every day on TV. I firmly believe that through hard physical challenges we grow mentally. I feel very passionate about trying to help children and teenagers improve their mental strength as I believe this is an essential life skill in the modern world.

Below is a guide line of what is considered normal:

#### 11th Kyu – 9th Kyu (Red to Orange belt)

**Basics & Kata:** Most basic movements and beginner's kata are taught individually. Risk of contact NONE

**Bunkai:** When teaching a new kata to beginners the movements in the kata are explained verbally. Risk of contact NONE. The children might then do a Bunkai with other students of a similar age and grade. Risk of contact SLIGHT

**Partner work:** Children may be asked to practise their basics against each other. Risk of contact SLIGHT

**Kumite:** Only children with the FULL protective gear will be introduced to kumite. They are allowed to only make slight contact to the body. It is not unusual for a child to get 'winded' by another student.

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**General:** If students are disruptive or keep talking during class it is normal that the instructor will ask them to do a repetitive experience with moderate numbers, i.e. push ups or sit ups

#### 8th Kyu – 6th Kyu (Blue to Green belt with a stripe)

**Basics & Kata:** At this grade it is normal for students to pair up with partners when practicing their basics. Risk of contact SLIGHT

**Bunkai:** When teaching these grades it is normal that the students will practise Bunkai with other students in the class. Risk of contact: SLIGHT. It is also normal that the instructor might select a student in class to be used in a demonstration. The instructor might make light contact with the student when teaching target areas for the application of the kata.

**Partner work:** It is normal that students will practise their basics against each other. Risk of contact SLIGHT

**Kumite:** Students at this grade will do kumite regularly (Only children with the FULL protective gear). Kumite is part of their karate exams at this grade. They are expected to control all attacks but due to the nature of kumite regular medium contact is made to the body. It is not unusual for a child to get 'winded' by another student.

**General:** The students are now challenged more on a physical level during class. We aim to strengthen their bodies and minds through rigorous exercise. Disruptive or disrespectful behaviour could mean the students are asked to do a repetitive exercise, i.e. push ups or sit ups or squats.

#### 5th Kyu and above: (Purple belt and above)

**Basics & Kata:** At this grade it is normal for students to pair up with partners when practicing their basics. Risk of contact MODERATE

**Bunkai:** When teaching these grades it is normal that the students will practise Bunkai with other students in the class. Risk of contact: MODERATE. It is also normal that the instructor might select a student in class to be used in a demonstration. The instructor might make moderate contact with the student when teaching target areas for the application of the kata.

**Partner work:** It is normal that students will practise their basics against each other. Risk of contact MODERATE

**Kumite:** Students at this grade will do kumite regularly (Only children with the FULL protective gear). They are expected to control all attacks but due to the nature of kumite regular medium contact is made to the body.

**Kumite:** is part of all grading and as the students move towards black belt they are regularly pushed out of their comfort zone. This is aimed at building character and mental strength. Having a strong mind and body is important in a world where teenagers are exposed to alcohol and drugs at an early age. It is also aims to toughen them up and prepare them mentally should they need to use their skills in self-defence. Risk of contact: HIGH

**General:** The students are now challenged more on a physical level during class. We aim to strengthen their bodies and minds through rigorous exercise. Disruptive or disrespectful behaviour could mean the students are asked to do a repetitive exercise, i.e. push ups or sit ups or squats.

## Pee-Wee Karate Physical Contact Policy

Like many other 'contact' sports, such as boxing, judo or rugby etc, karate and most martial arts have a degree of contact needed in their teaching. It is essential that this should be so. In teaching children, there are acceptable guidelines for the degree of this type of contact and I hope to make these clear in this policy and explain some of the situations where contact MAY BE USED.

Pee-Wee karate focuses on co-ordination, balance and concentration. It is excellent for children to learn control and to channel boisterous energy in a positive way or to bring out the shyer child.

What skills are taught?

- 😊Balance
- 😊Co-ordination
- 😊Team Building
- 😊Etiquette & Respect
- 😊Automotive Skills
- 😊Basic Karate Techniques
- 😊Discipline & Concentration
- 😊Hand Eye/Ball co-ordination
- 😊Positive channelling of energy
- 😊Confidence & Self-control

Part of teaching Pee-Wee karate is to instruct a sequence of movements which are done in a specific order to help master certain techniques. The verbal explanation goes hand in hand with the physical demonstration as it adds depth to the students' knowledge of and application of certain techniques. Remember historically karate was learnt and taught as a method of self-defence and so with this in mind the instructor will explain target areas on the body. A good instructor will have knowledge of human anatomy and share that with students.

**Basics & technique:** Given the age of the children, some limited contact could occur to show the correct position of arms/hands and feet. Risk of contact SLIGHT and kept to very minimum.

**Games:** Given the age of students and the Pee-Wee karate curriculum, students will be taking part in fun games during karate lessons. Risk of contact between children: Minimal/slight

**Rewards:** Children may be rewarded at the end of the class with a stamp. The stamp may only be placed in the area from the elbow down to the hand. Usually this would be on the back of the hand. A sticker may be rewarded to a child, who has performed outstandingly in class.

## Code of Conduct Employees

### This policy is linked to:

- Safer Recruitment Policy
- Child Protection Policy
- Allegations made against staff / Whistleblowing Policy
- Code of Conduct
- Adult Safeguarding policy

The purpose of the Code of Conduct for employees is to set out standards of behaviour expected from employees, volunteers or contractors offering services to the clubs, Funakoshi Ltd and Pee-Wee Karate Ltd.

All staff/team members should read and comply with this Code of Conduct.

All employees should maintain the highest standards of behaviour in the performance of their duties by:

- Fulfilling their role as outlined in their contract of employment and job description to a satisfactory standard;
- Performing their duties to the best of their ability in a safe, efficient and competent way;
- Following the clubs' policies and procedures as well as any instructions and directions reasonably given to them;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Acting in a way that is in line with the purpose and values of the clubs;
- Communicating respectfully and honestly at all times with colleagues and all persons who interact with the clubs;
- Observing safety procedures, including obligations concerning the safety, health and welfare of other people, in line with training provided to them;
- Reporting any health and safety concerns even if it is not within their area of responsibility;
- Raising concerns about possible wrongdoing in the workplace with the office manager and/of head of the clubs in line with the clubs' whistleblowing policy;
- Directing any questions regarding the clubs' policies, procedures, support or supervision to their manager/supervisor;
- Addressing any issues or difficulties about any aspect of their role or how they are managed in line with the clubs grievance procedures;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices containing confidential information and, at the end of their contract with the clubs returning any such documents, material or devices in their possession;
- Seeking authorisation before communicating externally on behalf of the clubs;
- Declaring any interests that may conflict with their work or the work of the clubs (e.g., other business interests or employment). If any doubt arises as to what constitutes a conflict of interest, contractors may seek guidance from the head of the clubs;
- Undertaking relevant training to maintain and improve knowledge, skills and work practices;
- Maintaining an appropriate standard of dress and personal hygiene;
- Disclosing the fact that they have been charged with, or convicted of, a criminal offence by prosecuting authorities (or given the benefit of the Probation of Offenders Act 1907 as amended) to the head of the clubs, Debi Steven.

Employees are expected NOT to:

- Bring the clubs into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Engage in any activity which may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community);
- Be affected by alcohol, drugs, or medication which will affect their ability to carry out their duties and responsibilities during working hours;
- Provide a false or misleading statement, declaration, document, record or claim in respect of the clubs, its volunteers, employees or contractors;
- Engage in any activity that may damage property;
- Take unauthorised possession of property that does not belong to them;
- Engage in illegal activity in the workplace;
- Improperly disclose, during or after their contractual period or employment with the clubs, confidential information gained in the course of their work;
- Seek or accept gifts, rewards, benefits or hospitality from a third party in the course of their work, which might reasonably be seen to compromise their integrity or personal judgement. (NOTE: Any gift other than a modest token of nominal value should be courteously but firmly declined, and should be reported to their line manager. Gifts or hospitality that are generally considered as common business or social courtesies are acceptable only as long as they are reasonable in type, frequency and value. If any doubt arises as to what constitutes a modest token, contractors and employees may seek guidance from their the head of the clubs.

Where a contractor or employee is found to be in breach of the standards outlined in this Code of Conduct, this may result in disciplinary action up to and including dismissal in accordance with the clubs' disciplinary procedure.

The head of the club will review the Code of Conduct for contractors and employees at 3-year intervals or as appropriate. The head of the clubs is responsible for ensuring that this policy is implemented effectively.

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### **Policy Review and Monitoring**

This policy statement and its accompanying procedures will be reviewed every two years or sooner if there are further changes in UK statutory legislation or guidance.

**Dated: September 2026**

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