



# Induction Handbook

*“Introduction to EmptyHands KaraTe School”*

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***“The ultimate aim of the art of karate lies not in victory or defeat, but in the perfection of the characters of its participants.”***

*1858-1957 - Gichin Funakoshi Hanshi  
(Supreme Grand Master – Founder of Modern KaraTe – Shotokan)*



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## 1.0 Welcome to the EmptyHands School

This handbook has been compiled together for the benefit of all students, parents, guardians and staff. It contains essential information pertaining to the School such as Dojo Policies, Registration Process etc.



Our school is dedicated in providing teachings in holistic bodywork pertaining to Traditional KaraTe, Shiatsu, Tai Chi, Yoga & Meditation. Our instructors are fully accredited with various governing bodies and have trained in these disciplines for many years.

At the school we practise effective and practical KaraTe with a great influence from other physical arts as mentioned above. Our lineage stems from Gichin Funakoshi Hanshi (*ShotoKan*); we follow the traditional culture of KaraTe rather than the competitive arena.

### 1.1 *Our Objective*

Our aim is to preserve and enhance the Classical Culture of Martial Arts. KaraTe is not merely a sport or a way to keep fit; it's a way of life, a journey which encourages perseverance, patience, inner strength and harmony with one self. We place a special emphasis on self discipline and etiquette. Our aim is to foster the tradition of KaraTe by allowing the art to find new ground. Embracing the new ways and continuing to learn from the old; **EmptyHands** - *Traditionally Modern*

### 1.2 *About KaraTe*

KaraTe (*Translated: Empty Hands in Japanese*); as the name implies, is a Martial Art and system of self defence. It originated hundreds of years ago in Okinawa; however, was greatly influenced by an even older Art in China. As well as being a physical practise, it has a deep meta-physical side whose roots are embedded in the spiritual teachings of Zen. KaraTe does not have any religious or prejudicial connotations attached to it; it is neither dogmatic nor conditional in any way. The Art of KaraTe has a childlike innocence and its effects are powerful and long lasting. Through regular training and practice, KaraTe develops not only the body but the mind and character. The Soul of KaraTe is potent; it is a way of life!

## 2.0 About the School and Affiliations

EmptyHands was founded by Azeem Mushtaq in 2005, his objective was to setup non profit making organisation, dedicated to the Classical culture of Martial Arts; with an aim to promote creative thinking, healthy living and classical body work (*KaraTe*).

The School is an affiliated member of [Bunbukan](#) Institute of Japanese Budo Culture and accredited member of the Karate Society

Our Head Teacher Azeem Mushtaq is qualified in Martial Arts Coaching. He is registered member of the [Shiatsu Society](#) (*Association for Shiatsu Practitioners*).

### 2.1 *Our Teaching Philosophy and Lesson Structure*

Teaching at the school is a bespoke service which offers one on one attention with structured teaching methods that allows students to grow effectively. We believe in empowering our students with confidence, higher self esteem and self control. Our classes are contained to allow more focused teaching.

We have three regular instructors; Azeem Mushtaq (*Head Teacher*), Mahwish Iftikhar (*Assistant Instructor*) & Irm Mushtaq (*Assistant Instructor*). Each lesson is broken down into various segments that aid our syllabus; students are split into smaller groups and are assigned an instructor. The following are some of the elements from a typical class:

- Circuit Training
- Meditation
- Yoga Warm-up
- Basics, Kata (*form*) and Bunkai (*application*);
- Cardiovascular Training
- Strategy Training
- Japanese Brush Painting
- Shiatsu Body Work
- Internal Training; Tai Chi, Chi Kung, Posture Testing, Sticky hands.
- Matt Work



## 2.2 *Traditional KaraTe*

There are various types of Martial Arts Institutions setup around the world; each organisation has a different stance and focus. Our school follows the traditional school of KaraTe; this encompasses the study of original methods from the source, such traditions date back as far as feudal Japan and ancient China. Some of these aspects are visual in our weekly practise such as the meditation at the beginning and end of each class. This meditation is known as Mokuso which means “*focus breathing*”. We also follow the samurai bow which signifies trust and friendship between each other. Bowing is also an art which promotes good body posture and effective breathing; it also helps in aiding the re-alignment of the joints and spine.

## 3.0 **Our Staff**

All our staff are fully qualified and accredited in various disciplines pertaining to body work, they are CRB (*Criminal Records Bureau*) checked and recognised by various governing bodies. Furthermore, they have all undergone formal training in coaching for Martial Arts; this includes many aspects of health & Safety and the law. Our staff are all working professionals with varied backgrounds thus able to provide varying degree of skills as well as body work. Individual profiles can be found on our website:

<http://www.emptyhands.co.uk/about.html>

## 3.1 *Contact Us & Information*

During school hours our staff are always available to deal with any queries, if you have any questions or concerns that you want to address outside school hours we can be contacted via phone, text or e-mail which are regularly monitored. Furthermore, we have a quarterly news letter and our website is also frequently updated with latest news.

### ***Dojo Address:***

**EmptyHands KaraTe School (Thursday Nights)**  
St Andrews Church Hall  
The Drive  
Ilford  
Essex IG1 3PE

### ***Contact details:***

fax: 0871 433 8792  
mobile: 07931 300 470 (*School Manager*)  
[www.emptyhands.co.uk](http://www.emptyhands.co.uk) (*check for news updates & events*)  
[info@emptyhands.co.uk](mailto:info@emptyhands.co.uk) (*regularly monitored*)

## 4.0 Registration Process

Student membership and application form must be filled out and signed, students are not allowed to start training unless this form has been filled out fully and signed off accordingly. This form can be obtained from our website: <http://www.emptyhands.co.uk/application.html> or any member of staff.

### 4.1 Fees

All financial matters are managed by Irm Mushtaq (*School Manager*)

Fees can be paid on weekly or four weekly bases; concession is only given when fees are paid four weeks in advance (*note; currently we only run 1 lesson per week which is every Thursday evening*):

Adults (*18 yrs of age or over*): £6 per Lesson  
Monthly Payment: £22\*

Students (*16 yrs of age or over*): £6 per Lesson  
Monthly Payment: £20\*

Juniors (*From 5 to 15 yrs of age*): £5 per Lesson  
Monthly Payment: £18\*

*\*Please note if you are paying on a monthly basis then you MUST attend the lessons consecutively without any break unless arranged with the School Manager, this concession is provided to encourage regular training and reduce admin for our staff.*

### 4.2 Membership

Membership is £20 for all students and this MUST be paid by the end of the grace period which is 2 months. This period is provided so that the student/parent/guardian can decide if they wish to pursue their training in KaraTe formally.

### 4.3 Why Pay Membership?

Membership to the School is £20 per year. This MUST be paid by the end of the grace period which is 3 months. The membership includes insurance/license required by Karate Society and access to the Student Handbook



### 4.4 Students/Members Responsibilities & Declaration

Members should note that everyone has a responsibility for safety to some extent. As a member you have a responsibility to report any dangerous occurrences or accidents you are made aware of so that these can be dealt with quickly. Similarly, members have a responsibility to make the School staff aware of any medical conditions which may affect their abilities in any activity. All this must be declared during the registration process.

## 5.0 Attendance & Timetable

Please ensure you report to Mahwish Iftikhar as soon as you arrive as she manages the school register. We ask all students/parents/guardians to be punctual and regular in their attendance as time is short and our instructors have a fairly lengthy agenda to cover within the hour. Our staff arrive at the school at 6:40pm every Thursday therefore we ask all students to arrive 15 minutes early so they can start practising. Furthermore, we encourage all students/parents/guardians to call or text our staff if you are going to be absent for any reason.

### ***Open Drop-In Lessons every Thursday***

Practice Session: 6:40pm – 7:00pm

Junior Class 7:00pm - 8:00pm

Adult Class 8:00pm - 9:15pm

### ***Workshops & Events***

Workshops and dates for various Events can be found in our [Yearly Planner](#) and [Services](#) web page.

## 6.0 Health & Safety/Risk Assessment

The school regularly carries out risk assessments in the training area; Irm Mushtaq is responsible for ensuring all these activities are conducted accordingly and are in line with the guidelines from Association of Classical Martial Arts.

We also have first aid trained staff at the school that are fully equipped with a sports first aid kit. Our Head Teacher (*Azzeem - Sensei*) has formally received professional training in sports injuries and structural correction.

### ***6.1 What Should You Wear?***

Loose clothing such as tracksuit bottom with t-shirt, students are encouraged to dress casual for the first few weeks so that they can establish if KaraTe is something they wish to pursue. EmptyHands KaraTe Gi's (*School Uniform with logo*) can be purchased from the school at a discounted price: from £12 for juniors and from £16 for seniors.

### ***6.2 Emergency Procedures***

#### ***Minor incidents***

1. First aid should be given immediately.
2. Parent/Guardian should be informed if necessary

#### ***The following procedure should be followed in the event of a serious accident or major incident.***

1. Notify the emergency services of any incident which has occurred and requires their immediate assistance.
2. Parent/Guardian should be informed immediately.



**IN THE EVENT OF AN EMERGENCY FOLLOW THE ABOVE PROCEDURE & CALL 999.**

**ALL ACCIDENTS MUST BE LOGGED IN THE - ACCIDENT BOOK (Refer to Health & Safety Coordinator).**

## 7.0 Dojo Policy & Etiquette

1. The art of KaraTe must not be misused, if so this will lead to immediate expulsion from the school and you will be asked to hand-in your belt. Remember KaraTe is for defence only!
2. All students must maintain proper practice of dojo etiquette; KaraTe encompasses Japanese and Martial traditions. Consequently, certain practises are maintained to adhere to this tradition and decorum. This a requirement from Traditional KaraTe standards worldwide:
  - To bow (*Ni Rei*) when entering and leaving the dojo.
  - To bow to your teachers.
  - To bow to your senior grades.
  - To maintain etiquette during the opening and closing meditation sessions of the class.
3. The teacher must be addressed to their title within the dojo (*as a sign of respect*) for example:-
  - **Hanshi** – Grand Master (*Rarely awarded; normally to outstanding masters that have passed away*)
  - **Kyoshi** – Senior Master Teacher (*Rarely awarded; Chair person or Trustee of a KaraTe Association*)
  - **Renshi** – This is the first of the Teacher titles (*Head of KaraTe association*)
  - **Shihan** – Master Teacher (*Head of KaraTe Association*)
  - **Sensei** – Teacher (*Head of School or Senior Teacher; this title is awarded to you by your teacher*)
  - **Sempai** – Senior Student (*Instructors ranked at black belt level and level 1 coaching qualification*)
  - **Assistant Instructor** – Can be addressed by their first name; (*Assistant Instructor; 3<sup>rd</sup> Kyu and above with instructor accreditation*)
  - **Trainee Assistant Instructor** – Can be addressed by their first name; (*Trainee Assistant Instructor; 4<sup>th</sup> Kyu and above with instructor accreditation*)
4. All Sensei's/Sempai's visiting the Dojo are to be greeted with appropriate respect; if class is in session, all members should immediately stop and bow.
5. The school welcomes students from all cultures within the community, for the benefit of uniformity; the national language i.e. English must spoken within the Dojo. This is a requirement for all students, staff and parents unless there is a language barrier.
6. No jewellery is to be worn during training unless arranged before with the instructor(s). This is a health and safety requirement.



7. All students must accept responsibility of their personal belongings whilst training.
8. All students are required to familiarise themselves with the health & safety/risk assessment policies (*refer to school staff for details or appendix*).
9. Parents/Guardians **MUST** come into the School (*Church Hall*) to drop off their children. All children must always be accompanied by adults. Junior Students will **NOT** be allowed to leave the School unless they are accompanied by adults.

10. KaraTe Gis must be washed, ironed and kept clean for training; all female students are required to wear t-shirts underneath their Gi's.
11. Students should turn away from instructor or opponent when adjusting uniform and belt, this is good practise of etiquette.
12. Nails should be cut to a reasonable level for safety of students.
13. Destructive personal opinions regarding anything pertaining to KaraTe or any other Martial Arts are not to be aired or discussed within the confines of the dojo. If you have any questions or complaints please address those to the teacher outside of class.
14. A certain standard must be attained in order to grade; the student must be conversant with relevant aspects of the syllabus/handbook. The recommended time between each grading is approximately 4 months. This period will be dependant upon student's progress and hours spent training privately as well as in the Dojo.
15. School annual membership must be paid within 3 months of joining the school and; this is a regulatory requirement as the membership covers the cost of student insurance, licence and student handbook. (*Refer to school staff for details.*)
16. Punctuality and attendance on lessons must be observed by all students and parents, unless there are exceptional circumstances; please inform the school staff in advance.
17. If students are late for class, they should sit in seiza (*sitting on your heels*) and ask for permission to enter the class. Permission must also be obtained to leave the classroom for any reason.
18. No student, regardless of rank, may instruct or correct another student without permission from the supervising instructor.
19. There will be no use of profanity on the school premises at any time.
20. No food, drink, or gum may be consumed in the School. Students may bring water bottles with them but must ask for their instructor's permission before leaving the class for water break.

## 8.0 9<sup>th</sup> Kyu Grade Syllabus (Red Belt)

This is the initial stage of our syllabus, the rest of the syllabus up to 1<sup>st</sup> Dan (1<sup>st</sup> Black Belt) is included in the ACMA Student Hand Book; this can be purchased directly from the School, please ask our staff further details. All beginners must strive to achieve good knowledge of this syllabus before they can take their 9<sup>th</sup> Kyu (*Red Belt*) Grading. We have also provided a sample copy of the grading sheet which shows various aspects of the grading.

### **Kihon**

#### ***Stances***

1. Shizentai Dachi (*Natural Stance*)
2. Zenkutsu Dachi (*Forward Stance*)
3. Kiba Dachi (*Horse Riding Stance*)

#### ***Punches***

4. Gyaku Zuki (*Reverse Punch*) static in zenkutsu dachi
5. Oi Zuki (*Lunge Punch*) in zenkutsu dachi moving forward

#### ***Blocks***

6. Age Uke (*Rising Block*) in zenkutsu dachi moving forward
7. Ude Uke (*Inside Block*) in zenkutsu dachi moving forward
8. Uchi Uke (*Outside Block*) in zenkutsu dachi moving forward
9. Gedan Barai (*Lower Block*) in zenkutsu dachi moving forward

#### ***Kicks***

10. Mae Geri (*Front Snap Kick*) in zenkutsu dachi moving forward
11. Keage Geri (*Side Snap Kick*) in kiba dachi moving forward

### **Kumite**

11. Gohon Kumite (*Non contact form, five step sparring, Jodan Attack*)

### **Kata**

12. Taikyoku Shodan.

### **Dojo Etiquette**

All students are required to familiarise themselves with the Dojo Etiquette.

**Endorsement from 10<sup>th</sup> Kyu Grade (White Belt) to 9<sup>th</sup> Kyu Grade (Red Belt) - Student Grading Sheet**

<b>Grading Teacher</b>		<b>Date</b>	
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<b>Name:</b>		<b>Date of Birth</b>	
<b>Start date of KaraTe Training</b>		<b>Total lessons since last grading</b>	
<b>Mock Grading Result</b>		<b>Grading Result</b>	

<b>Kihon</b>	
<b><i>Punches</i></b>	
1. Gyaku Zuki ( <i>Counter Punch</i> ) in zenkutsu dachi static both sides	
2. Oi Zuki ( <i>Lunge Punch</i> ) in zenkutsu dachi moving forward	
<b><i>Blocks</i></b>	
3. Age Uke ( <i>Rising Block</i> ) in zenkutsu dachi moving forward	
4. Ude Uke ( <i>Inside Block</i> ) in zenkutsu dachi moving forward	
5. Uchi Uke ( <i>Outside Block</i> ) in zenkutsu dachi moving forward	
6. Gedan Barai ( <i>Lower Block</i> ) in zenkutsu dachi moving forward	
<b><i>Kicks</i></b>	
7. Mae Geri ( <i>Front Snap Kick</i> ) in zenkutsu dachi moving forward	
8. Keage Geri ( <i>Side Snap Kick</i> ) in kiba dachi moving forward	
<b>Kumite</b>	
9. Gohon Kumite ( <i>Five attack/step sparring, Jodan Attack</i> )	
<b>Kata</b>	
10. Taikyoku Shodan	
<b>11. Stances</b> ( <i>Note: Score this section at the end of the grading</i> )	
<b>12. Terminology</b> ( <i>Note: Score this section at the end of the grading</i> )	
<b>13. Spirit</b> ( <i>Note: Score this section at the end of the grading</i> )	
<b>14. Dojo Etiquette</b> ( <i>Note: Score this section at the end of the grading</i> )	
<b>Total Marks</b>	

<b>Decision/Approval by Grading Teacher (Signature):</b>
<b>Comments</b>

Notes

Belt	Total	Percentage Pass	Total Pass	Scoring Guide
RED	70	50%	35	1 = POOR
				2 = ATTENTION TO DETAIL
				3 = GOOD
				4 = V.GOOD
				5 = EXCELLENT

## 9.0 Other Services

A complete list of services and products can be downloaded from our [Services](#) web page.

### 9.1 *EmptyHands Clinic*

The School also operates a private Shiatsu Clinic which specialises in Back Pain, Sports Injuries and Structural Re-Alignment; qualified and registered with the Shiatsu Society, this clinic is run by Azeem - Sensei who has been training in bodywork for over 15 years.

### 9.2 *About Shiatsu - (Finger Pressure or Acupressure)*

Shiatsu is a form of Japanese physiotherapy, predominantly based upon oriental and western medicine methodologies. Shiatsu uses the same principles as acupuncture along with an appreciation of the skeletal and muscular structure of the body. Shiatsu also involves lifestyle, habitual and dietary diagnosis.

### 9.3 *Benefits of Shiatsu*



Shiatsu is beneficial in many ways, simply for the increased sense of well-being or specific problems such as tension in the muscles, mis-aligned joints, old injuries or poor blood supply. The EmptyHands clinic is dedicated to providing professional and confidential service to its clients. Although we deal with clients with varying degrees of problems, we predominantly specialise in *back pain, sports injuries and Structural re-alignment.*

### 9.4 Treatments

Treatments are organised via appointment only, bring along some loose clothing; Shiatsu is practised with clothes on hence being a non evasive method of body therapy: [shiatsu@emptyhands.co.uk](mailto:shiatsu@emptyhands.co.uk)

Cost of treatments: £35 per treatment which includes a comprehensive diagnosis and recommended treatment plan. Each treatment lasts for approximately 1 hour. There is an extra charge of £5 for female practitioners who are provided on request.

## 10.0 Message from Azeem - Sensei

Dojo literally means “a place of enlightenment” or “school”. Japanese and Okinwan Dojo’s have historically been sacred grounds of learning and development for people from all walks of life. Today this custom continues and lies in the heart of our School; Tradition, Discipline and Etiquette are at the forefront of our teachings and we firmly believe in nurturing family values that provide a solid base for grounding.

My Martial Arts goal has always been to take KaraTe to new places and people, thereby, fostering the art with new colours, ideas and perceptions. “EmptyHands” which is translated into “Kara Te” (in Japanese) is a reflection of this tradition. KaraTe is empowering and in some cases it can change your life like it has done for me, it is not just practiced on Thursday nights between 6:30pm to 9:00pm. KaraTe is something that has evolved within me and has a prominent place within my daily life.



When you first start KaraTe, there will be mixed emotions, some may find it challenging, others may find it boring. KaraTe initially is an extremely habitual act which requires great patience but with time the body learns a mechanism of cultivation through physical and mental movements. Eventually the body merges with the physical barrier and then something beautiful is born!

I encourage all my students to embrace the various qualities of KaraTe and embed them into their daily routine thereby; fostering skills that KaraTe is mostly indigenous to. But remember, ultimately the higher goal is to conquer oneself and be humble.

I welcome all new students and parents/guardians to the Martial Arts family; I sincerely hope you enjoy this journey regardless of length of time in training.

In Budo & Friendship

**Azeem - Sensei**

***“To win one hundred victories in one hundred battles is not the highest skill. To subdue the enemy with out fighting is the highest skill.”***

*1858-1957 - Gichin Funakoshi Hanshi  
(Supreme Grand Master – Founder of Modern KaraTe – Shotokan)*

## 11.0 Appendix

### 11.1 Constitution

#### I. Purpose

The purpose of the EmptyHands School is to provide the local community a professional space whereby bodywork can be practised in a safe environment. Our aim is to foster the traditional aspects of Eastern Arts with a special emphasis on the Martial aspects. Our School provides a list of activities which are designed for various age groups, currently; our teachers are qualified to provide the following services: Karate, Self Defence, Karate Yoga, Tai Chi and Shiatsu.

#### II. Membership

- A. Membership to the School is open to all; we encourage people from all groups regardless of age or gender.
- B. Membership application is required to be filled out by all members; this can be downloaded from our website.
- C. There is a nominal charge for annual membership which includes cost of student handbook, insurance and licence which is a mandatory requirement from our governing bodies.
- D. Each course or class has a nominal charge to cover cost of hall and instructor(s).

#### III. School Staff

- A. The School is lead by Azeem Mushtaq (Head Teacher) who is qualified/endorsed in the above activities.
  1. Head Teachers responsibility includes:
    - a. Presiding over the meetings.
    - b. Organising School agenda/activities.
    - c. Author and publish student hand book.
    - d. Organise alternative instructors to run courses/classes.
    - e. Mentor assistant instructors and students.
    - f. Oversee schools progress and standard, provide leadership where needed.
    - g. Ensure the School follows policies and standards recommended by our governing bodies.
- B. School Instructor(s): Azeem Mushtaq and other ad hoc instructors/assistant instructors.
  1. Instructors duties include:
    - a. Organising lesson plans.
    - b. Acting as link to students.
    - c. Ensuring that all students are complying to the health and safety guidelines of our governing bodies.
    - d. Taking president in all lessons.
    - e. Coordinating lessons/activities with other staff/students/hall staff.
- C. School is managed by Irm Mushtaq:
  1. School Managers duties include:
    - a. Being responsible for equipment.
    - b. Managing accounts which includes fees, membership and hall hire etc.
    - c. Arranging for meeting space.
    - d. Handling financial matters of the School.
    - e. Maintaining contact with Students regarding any admin matters.
- D. School secretary is Mahwish Iftikhar
  1. Secretary, duties include:
    - a. Keeping minutes.
    - b. Checking the School's insurance policies and memberships are up-to-date.
    - c. Maintaining the School's News Letter.
    - d. Advertising.
    - e. Keeping School records including attendance.
- E. School Health & Safety Officer; Irm Mushtaq/Mahwish Iftikhar
  1. This responsibility include:
    - a. Health & Safety Assessment.
    - b. Regular Risk Assessment of the School.
    - c. Maintaining the School's first aid kit and ensuring training is up-to-date.
    - d. Ensuring new beginners are familiar with all policies and fire drill.
    - e. Accompanying children to toilets and areas outside of the training hall.

#### IV. The Constitution

- A. Any member may request a vote to amend the constitution. An amendment requires a two-thirds majority vote by members who have attended at least three meetings prior to the one at which the vote is held.
- B. A current copy of the constitution must be submitted included in the student handbook and approved by School Chair and Trustees.

- C. Any changes to the constitution by the School must be submitted to School committee with the original and with the changed version.
- V. **The School will not engage in any activities which violate:**
  - A. The Governing Bodies.
  - B. The School Code of Conduct.
  - C. The Constitution or By-Laws of Students or endanger the School's status as a professional bodywork centre.
  - D. Civil Law and guidelines of the council/committee.
- VI. **The School will comply with the rules and guidelines laid out by the Association of Classical Martial Arts and the Shiatsu Society. The School will not implicitly or explicitly advocate the violation of any individual civil rights.**

## 11.2 Health and Safety/Risk Assessment Policy

School instructors are responsible for order in his/her lesson. Teachers' duties in this area include:

- To encourage order in and around the School.
- To disallow running or climbing, other than at appropriate times i.e. during relay races supervised by the School instructors.
- To take precautions in lifting and erecting any equipment/resources i.e. mats etc.
- To ensure that children enter and leave the toilets in an orderly manner.
- No child to be left in the School without supervision of School staff.
- To ensure that no glass bottles or containers are brought to the School or sharp objects.
- To disallow loud noise in the School.
- To ensure that children are aware of the fire exit procedure within the School.
- To ensure that the fire exit procedures are clearly displayed.
- Administering of a medication must not be done by any member of staff.

Children should be reminded on a regular basis about their own safety and the safety of others.

Children are not allowed to leave the premises upon arriving at the School unless authorised to do so.

It is the responsibility of Parents and guardians to ensure the safety of children travelling to and from the dojo.

The teacher must check the suitability of training on the School floor thoroughly, before use i.e. looking for any sharp objects.

The teacher must check ALL equipment thoroughly, before use.

### ***Appropriate dress for Training in the Dojo (Place of training)***

- Karate Gi, consisting of a top, bottoms and a belt. Women and girls to wear a T-Shirt underneath their Gi.
- Girls and Women to tie their hair back.
- Shorts/jogging bottoms T-shirt, and barefoot.
- Students are asked not to wear any type of perfume other than deodorant.
- No form of jewellery should be worn.

### ***Appropriate dress for Training outside of the Dojo***

As above but with appropriate footwear i.e. trainers, Kung fu slippers etc.

Please ensure that no child wears any form of jewellery, unless given permission to do so.

### ***Injuries***

Only the School's qualified First Aiders should treat injuries.

All injuries major and minor, which require treatment, are to be written into the Accident Book kept on the desk at the Dojo.

Risk assessment must be made regarding all injuries, which occur.

Dangerous occurrences, which may not have caused any injury, but could possibly result in an injury, need to be reported in the book.

**Head Injuries:** All head injuries (as well as any other serious injuries) are to be treated with the utmost care. It is now necessary for us to inform any student or their parent/guardian who has a head injury (including bump) of the guidelines.

Health and Safety issues are to be taught in lessons to the whole class.

In cases of an illness/ injury, the child should be sent to a qualified First Aider who will assume responsibility for making decisions for carrying out treatment.

#### ***Instructions to Parent/Carers of Children with Head Injuries***

If your child has any of the following symptoms he/she should be taken to a Doctor or to the hospital.

- Severe headache
- Vomiting
- Drowsiness
- Irritability or violence
- Neck Stiffness
- Double Vision.(hot pain in the wound)
- Unconsciousness

#### ***Personal Safety***

All Instructors of the School should be vigilant of any strangers in the building  
Parents/Carers collecting children from the School should wait by the side of the Dojo until the lesson is over.

### **11.3 School Child Protection Policy**

EmptyHands School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
4. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- We will follow the procedures set out by the Area Child Protection Committee or Local Safeguarding Children Board and take account of guidance issued by the Department for Education and Skills to teach appropriately. We will also be conversant with the policies recommended to us from ACMA (*Association of Classical Martial Arts*).
- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (*including temporary and supply staff and volunteers*) knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.

- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through difficult periods.
- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.
- **Photography; this will be not allowed within the school unless permission is granted from school staff, all photography must also be supervised by School staff; our Health & Safety Officer must be present. EmptyHands School also holds the right to take pictures for marketing reasons and have copyright over them. (Note to all parents; please contact staff if there are any concerns regarding this matter).**

#### 11.4 Equal Opportunities Policy

This School aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (*and for no other purpose*) the School maintains records of employees' and applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The School's EOEP, and the measures to implement it, have been devised on the basis of advice from the relevant bodies as well as in consultation with appropriate staff representatives.

The School Manager is responsible for the effective operation of the School's EOEP.

##### ***The policy***

Vacancy advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to appropriate job centres etc, with significant minority group rolls, as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

### ***Selection and recruitment***

Selection criteria (*job description and employee specification*) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the short listing and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

### ***Positive action - training, promotion and conditions of service***

Underrepresented groups will be encouraged to apply for training and employment opportunities with the School. Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. However, actual recruitment to all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

### ***Personnel records***

In order to ensure the effective operation of the equal opportunity policy (*and for no other purpose*) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly and appropriate follow-up action taken.

### ***General***

The objectives of this EOEP are to:

Ensure that the School has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the School and themselves. Achieve an ability-based workforce which is in line with the working population mix in the relevant labour market areas.

The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the School. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.