Private Lesson Policy

Suggested rules for private and semi-private lessons, so every lesson stays safe, visible, and professional.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Purpose

Private lessons give students focused instruction. They also create one-on-one time between an adult and a student. This policy keeps that time observable and interruptible so students, families, and instructors are protected.

Where and When Private Lessons Happen

- Private lessons take place only at the academy, during hours when at least one other adult is on the premises.
- The training area must be visible. Doors stay open, or the room has a window or glass that allows a clear view.
- Security cameras covering the training area are on and recording during every private lesson.
- No private lessons in offices, storage rooms, locker rooms, or any closed or hidden space.
- No off-site private lessons, including at a student's home or an instructor's home, without written parent or guardian consent for each location.

Parents and Guardians

- Parents and guardians are always welcome to watch a private lesson involving their child.
- For students under 18, a parent or guardian books the lesson and is told the instructor's name, date, time, and location.
- A parent or guardian may ask that another adult be present for any lesson.

Instructor Conduct

- Only screened instructors who have completed abuse prevention training may teach private lessons.
- Physical contact is limited to what instruction and safety require. Explain the technique before demonstrating contact.
- Messages about scheduling go to the parent or guardian, or include them, never to a minor alone.
- No gifts, rides, meals, or outside time with a student as part of or after a private lesson.
- Lessons start and end at the scheduled time. A student is never left alone waiting for pick-up.

Booking Record

Date	Time	Student	Instructor	Other adult on site	Parent notified

Reporting Concerns

Anyone who sees a violation of this policy should tell [designated safety contact] right away. Suspected abuse must be reported to authorities as required by law. See the Incident Reporting and Parent Notification Procedure.

Signatures

Instructor name: _____

Signature: _____

Date: _____

Owner or director name: _____

Signature: _____

Date: _____

Notice

This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy Safe is a verification registry for martial arts academies. It is not a legal authority, and use of this template does not by itself mean an academy is accredited.