

# **KAIZEN MARTIAL ARTS ACADEMY**

## **SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURES**

**NOVEMBER 2023**

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## **INTRODUCTION**

Safeguarding children and adults at risk is everyone’s business. Kaizen Martial Arts Academy acknowledges that all martial arts professionals must safeguard and promote the welfare of children, young people, and adults at risk. We are committed to ensuring that our safeguarding practice reflects statutory responsibilities and government guidance and complies with best practices as advised by the NSPCC Child Protection in Sport Unit (CPSU). This includes sharing information with relevant agencies and organisations if required to protect children and adults and reporting concerns to the club-safeguarding officer and/or designated safeguarding lead for Kaizen Martial Arts Academy. Follow these procedures, and together, we can help protect vulnerable children, young people, and adults at risk by identifying any poor practices that may put our participants or coaches at risk.

### **Application**

This policy and its associated procedures come into immediate effect and replace all previous policies. All martial arts instructors and coaches, including the extended martial arts family and those working voluntarily or under contract to Kaizen Martial Arts Academy, must be aware of and comply with the Kaizen Martial Arts Academy safeguarding procedures and policy.

This policy applies to:

- All instructors, coaches, and referees.
- All volunteers who support/ work with Kaizen Martial Arts Academy.

**NB:** This list is not exhaustive.

### **Purpose**

This policy and its accompanying procedures provide a framework and guidance in respect of the duty of care to protect and safeguard those who participate in martial arts. The policy and procedures will be widely promoted and are mandatory. Failure to comply with the policy and procedures will be promptly addressed and may result in dismissal/exclusion from the organisation.

## **SECTION 1: THE POLICY**

### **1.1 Policy Statement**

Kaizen Martial Arts Academy (KMAA) acknowledges that, as part of our safeguarding policy, our principles are:

- The child's/adult's welfare is and must always be the paramount consideration.
- All children, young people and adults at risk have the right to be protected from abuse, regardless of their age, culture, disability, gender, language, racial origin, religious belief, or sexual identity.
- To promote and prioritise the safety and well-being of all participants in our sport.
- To ensure that everyone understands their role and responsibility with respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- To ensure appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual(s) who raise or disclose the concern.
- To ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored by the safeguarding designated officer for Kaizen Martial Arts Academy.
- To prevent the employment/deployment of unsuitable individuals by ensuring that all staff working with children in the sport of martial arts are DBS cleared.
- Kaizen Martial Arts Academy will take all suspicions and allegations of abuse seriously and respond swiftly and appropriately.

It is a criterion of membership that KMAA require instructors, coaches, officials, administrators, parents, and participants to adopt and abide by our safeguarding policies and Procedures.

#### **We recognise that we have a responsibility and are committed to:**

- Safeguarding and promoting the interest and well-being of all participants we work with.
- Taking all reasonable practical steps to protect them from harm, discrimination, or degrading treatment and to respect their rights, wishes and feelings.
- Maintain confidentiality in line with the Human Rights Act 2000 and the Data Protection Act 1988.
- In accordance with Working Together to Safeguard Children 2018 and the Child Protection in Sport Action Plan (2000), we recognise that Kaizen Martial Arts Academy has the following statutory duties, roles and responsibilities:
  - \* Protecting children from maltreatment.
  - \* Preventing impairment of children's health or development.
  - \* Ensuring children grow up in circumstances consistent with providing safe and effective care.
  - \* Taking action to enable all children to have the best outcomes.

#### **We will achieve this by:**

- Having effective recruitment and selection procedures, including DBS checks.
- Having a culture of listening to the voices of children and young people.
- Reporting concerns in line with the Kaizen Martial Arts Academy procedures.

- Having an ethos that the welfare of the child is paramount.
- Providing support, appropriate training, and adequate supervision to all our staff, coaches and officials so that they can work together with parents/carers and other organisations to ensure that children's needs and welfare remain paramount.
- Ensuring that all FEKO registered instructors are registered under FEKO Safeguarding and Child Protection procedures every three years.

**Our safeguarding adults at risk and safeguarding children's procedures are intended to:**

- Offer safeguards to children, young people and Adults at Risk with whom we work and to our members of instructors, volunteers and those in affiliated organisations.
- Help to maintain professionalism and high standards of practice.

**Kaizen Martial Arts Academy will:**

- Appoint a designated Safeguarding Officer
- Ensure that all cases of poor practice that may be abusive and any allegations of abuse are investigated and, where appropriate, referred to other agencies.
- Make decisions on misconduct/poor practice within agreed timescales.
- Convene a disciplinary panel when necessary.
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined, and disqualified persons and, where appropriate, refer people disqualified to relevant Government agencies for consideration by the Disclosure and Barring Service (DBS).
- Monitor and evaluate the implementation of this policy and procedures.

## **1.2 Definitions for this policy.**

### **Child**

A child is any person under the age of eighteen years.

### **Adult at Risk**

An adult at risk is anyone over the age of eighteen years who is or may be unable to take care of themselves or protect him or herself against significant harm or exploitation.

The principles above apply equally to children and adults at risk, participating in martial arts.

Kaizen Martial Arts Academy is committed to taking all reasonable steps to protect adults at risk from harm and discrimination within a martial arts environment.

Adult safeguarding means protecting adults' right to live in safety, free from abuse and neglect. The aims of adult safeguarding are to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

### **1.3 Equity Policy**

The concept of ‘Sport for All’ is nothing new, and those agencies providing sport throughout the UK have acknowledged and supported this philosophy for many years. However, despite initiatives such as Sport England’s ‘Sport for All’ campaign and the general agreement that sport is for all, inequalities still exist.

Equity in sport has now become an increasingly critical issue for all those involved in the provision of sport, not least for the National Governing Bodies that could find themselves ineligible for funding from various sources unless the inequalities are addressed.

Kaizen Martial Arts Academy has a desire and a duty to provide services fairly and without discrimination.

Kaizen Martial Arts Academy is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim.

It is the responsibility of Kaizen Martial Arts Academy to ensure that all instructors, coaches and volunteers comply with this policy and procedures and ensure that no participant, volunteer, job applicant or employee receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief, sexual preference or political belief.

#### **Monitoring**

This policy and accompanying procedures will be reviewed a year after publication and then every three years, or in the following circumstances:

- Changes in legislation and/or Government guidance.
- As required by TradKA UK
- As a result of any other significant change or event.

#### **Relevant Legislation and England’s Government Guidance**

##### **Safeguarding Children**

- Children Act 1989
- Children Act 2004
- Working Together 2018

##### **Safeguarding Adults at Risk**

- Care Act 2014
- Mental Capacity Act 2005
- Mental Health Act 2007
- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014 – statutory guidance
- Making Safeguarding Personal Guide 2014

## SECTION 2: SAFEGUARDING ADULTS

### 2.1 Introduction

Kaizen Martial Arts Academy is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in martial arts in accordance with the Care Act 2014.

Kaizen Martial Arts Academy safeguarding adult procedures apply to all individuals involved in martial arts under the banner of Kaizen Martial Arts Academy.

Kaizen Martial Arts Academy will encourage and support partner organisations, including clubs, suppliers, and sponsors, to adopt and demonstrate their commitment to the principles and practice of equality set out in our safeguarding policy and adult procedures.

When an allegation of causing harm to an at-risk adult is made, Kaizen Martial Arts Academy will investigate under its Safeguarding Disciplinary process as found in its Safeguarding Children's Procedure.

### 2.2 Principles of Adult Safeguarding

#### The six principles of adult safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – it is better to act before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – support and representation for those in greatest need.
- **Partnership** – local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- **Accountability** – accountability and transparency in delivering safeguarding.

#### Kaizen Martial Arts Academy responsibilities

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- Kaizen Martial Arts Academy will seek to ensure that our provision is inclusive and make reasonable adjustments for any ability, disability or impairment. We will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all adults will always be respected.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example, those who have a dependency on others or have different communication needs.
- We recognise that a disabled adult may or may not identify him or herself or be identified as an adult 'at risk.'

- We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within Kaizen Martial Arts Academy for example inappropriate behaviour of a coach, or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with Kaizen Martial Arts Academy Safeguarding Adults Procedures.
- Kaizen Martial Arts Academy recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

## 2.3 Definitions

**Adult at Risk** is a person aged eighteen or over who needs care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

**Abuse** is a violation of an individual's human and civil rights by another person or persons.

**Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

**Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity.

## 2.4 Types of Abuse (taken from the Care act 2014)

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

**Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In Judo this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deteriorates in hygiene.

**Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In Judo you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or instructors, coaches.

**Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so-called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

**Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.



**Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation. In Judo, this could be training without a necessary break.

**Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.

**Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

**Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking equipment from an athlete with dementia.

**Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be a coach not ensuring athletes have access to water.

**Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

**Not included in the Care Act 2014 but also relevant:**

**Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

**Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties’ consent to the assistance of a third party in identifying a spouse. The Anti- Social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry.

**Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual. Someone the adult knows and often happens in private carries out mate Crime. In recent years there have been several government inquiries (referred to as serious case reviews) relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

**Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits, embed their extreme views, and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete encounters. Or club members, workers, volunteers or instructors, coaches may suspect that an athlete is being abused or neglected outside of the club setting.

There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- A person has belongings or money going missing.
- A person is not attending / no longer enjoying their sessions.
- Someone losing or gaining weight / an unkempt appearance.
- A change in the behaviour or confidence of a person
- They may self-harm
- They may have a fear of a particular group or individual.
- They may tell you / another person they are being abused; this is often referred to as 'disclosure.'

## **2.5 What to do if you have a concern or someone raises concerns with you.**

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Kaizen Martial Arts Academy Safeguarding officer or, if the Safeguarding officer is implicated then report to another FEKO Executive member.

If you are at an international event and have a concern, then speak to the coach or a team official. If you are concerned someone is in immediate danger, contact the police straight away.

It is important when considering your concern that you also consider the needs and wishes of the person at risk, considering the nature of the concern and consent of the person to share their information.

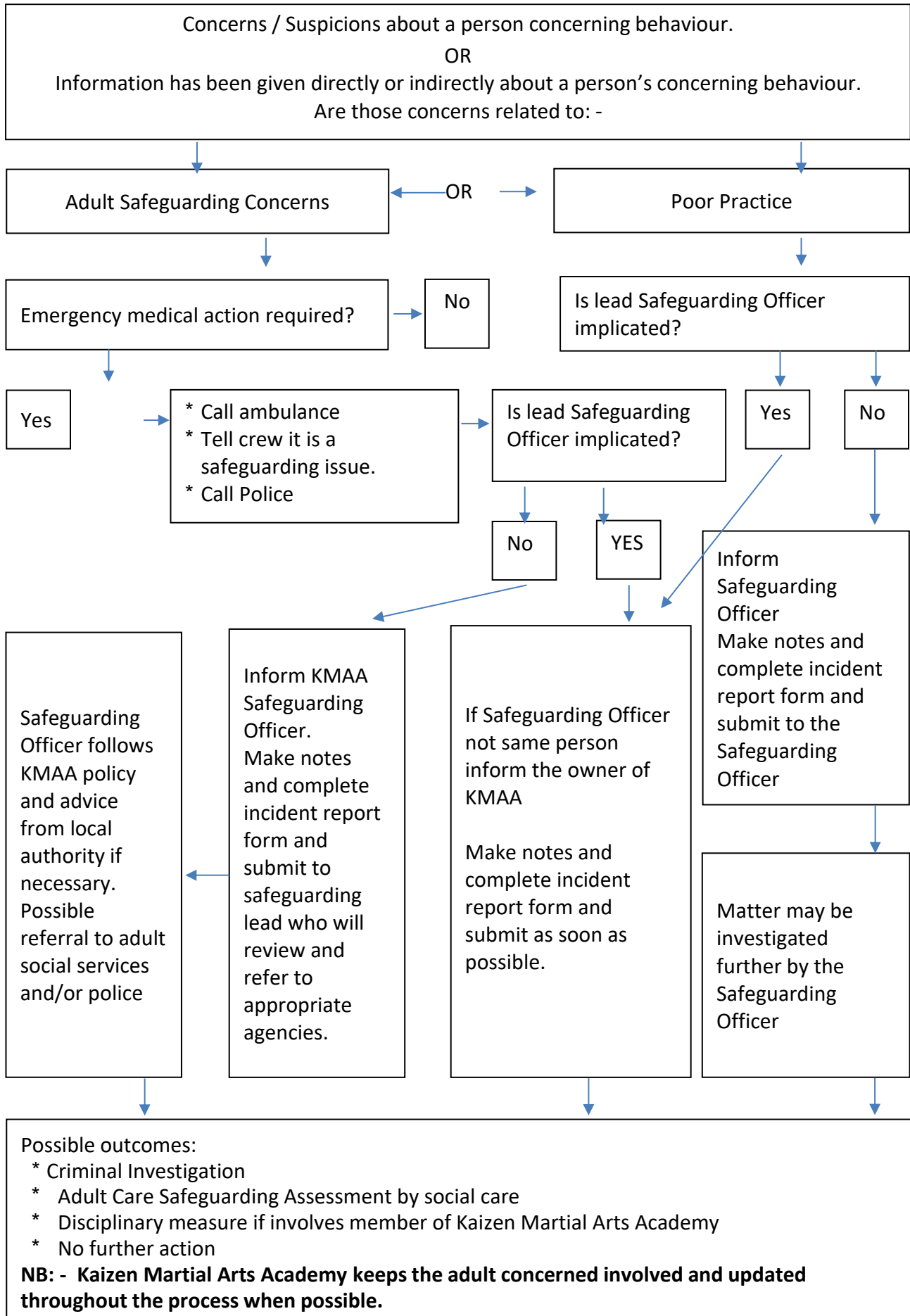
### **How to Record information**

- Make a note of what the person has said using their own words as soon as practicable.
- Complete an Incident Form and submit it to the Kaizen Martial Arts Academy safeguarding officer.
- If it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your safeguarding officer, however their consent to this is

paramount unless it's considered they do not have the capacity or by not sharing puts the person more at risk.

- Describe the circumstances in which the information came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential always, this information must only be shared with your safeguarding officer or others on a need-to-know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately or alternatively contact your local adult social care depending on the time of day.

### REPORTING A CONCERN



## 2.6 Good Practice, Poor Practice and Abuse

### Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in martial arts to make judgments regarding whether abuse is taking place, however, all Kaizen Martial Arts Academy personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

### Good practice

Kaizen Martial Arts Academy expects that those instructors, coaches of adult athletes:

- Adopt and endorse the Kaizen Martial Arts Academy Code of Conduct for Instructors, coaches
- Complete a course in basic awareness in working with Adults at Risk.

### Everyone should:

- Aim to make the experience of martial arts fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

### Instructors, coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and do not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social, and emotional stage of the development of the athlete.
- Work with adults at risk, medical adviser, and their carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as instructors, coaches, team members, parents or carers
- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision- making.
- Always be publicly open when working with adults at risk.
- Avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
  - It is neither intrusive nor disturbing.
  - The athlete's permission has been openly given.
  - It is delivered in an open environment. It is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and the respect between athlete and coach.

- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the adult at risk consent and, where appropriate, the consent of relevant carers, in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries, and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is always available.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adults themselves if they have the capacity to do so.

### **Poor practice**

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short. Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

**Note:** *At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and you, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding Manager and/or the Club Welfare Officer of your organisation or club is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

### **2.7 Relevant Policies - This procedure should be read in conjunction with the following policies:**

- Kaizen Martial Arts Academy Safeguarding Policy
- Kaizen Martial Arts Academy Safeguarding Children Procedures containing the following guidelines on: -
  - i. Whistle Blowing
  - ii. Complaints & Conduct Policy
  - iii. Disciplinary Process v Safer Recruitment v
  - iv. Useful Contacts

## **SECTION 3: SAFEGUARDING CHILDREN**

### **3.1 Safeguarding**

As stated above, safeguarding and promoting the welfare of children is defined for this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring children grow up in circumstances consistent with providing safe and effective care.
- Taking action to enable all children to have the best outcomes (Working Together to Safeguard Children 2018 HM Government)

Kaizen Martial Arts Academy can have the best policies and rigorously check the suitability of instructors, coaches, and volunteers. It can have numerous codes of conduct and guidelines in place to ensure maximum safety for the organisation, participants, instructors, coaches, and volunteers.

Training will help you to recognise some of the signs and to recognise concerns that a child or young person is being abused. It is also possible that a child/young person will talk to you about what they are experiencing, the abuse they are suffering or suffered from. You must respond in the right way. Safeguarding concerns can arise in other ways: for instance, an adult responsible for a child may notice a change in their behaviour or appearance that causes them concern, or a parent may raise a concern about the behaviour of a martial arts instructor, coach, or volunteer.

Often, a child may speak directly to an adult they trust about a concern or what they are experiencing and not their parents, primarily because they do not want to worry their parents or maybe the parent is the person of concern. No research tells us how many times a child experiences abuse before they tell, and no research is available to state how many attempts a child raises concerns and shows behaviour to be noticed and to be heard. Young children often believe that adults know everything happening and expect them to know already.

Suppose a child says or indicates that they are being abused, or you notice concerning behaviour or sudden change of attitude or behaviour in class, or information is obtained which gives you concerns that a child is being abused. In that case, there is an approach that needs to be taken in terms of response to that information and concern. The information recipient should DO Choose and DO NOT Right (see next page).

**Choose** the Action that is in the child’s best interest - welfare of the child is paramount.

C	Calm – try not to be shocked when told, stay calm and ensure the child feels safe
H	Honesty – explain that you need to tell others to help keep them safe
O	Offer support and reassure the child they were right to tell.
O	Out of the public domain, maintain confidentiality only tell to protect on a ‘need to know’ basis ie your safeguarding officer / social care or police
S	Serious. Take what they tell you seriously and act upon it even if it is just passing it on to the safeguarding lead.
E	Emergency. Immediate medical treatment if required, call an ambulance, or inform doctors of concerns and ensure that they are aware that this is a safeguarding concern
Notes must be made of what the child said as soon as possible, this includes date, time and location of the telling and the questions asked as the receiver of the information.	
Guidelines are there to be followed. See the flow charts relating to how to deal with concerns about poor practice and or safeguarding concerns <a href="#">within</a> a martial art setting or <a href="#">outside</a> a martial arts setting	

**DO NOT**

R	Rush into action that may be inappropriate. Be guided by the statutory agency or your safeguarding lead as it may depend on the circumstances.
I	Involve parents/carers unless it is <b>appropriate</b> . In most cases, people working within the Kaizen Martial Arts Academy do not have the skills necessary to help the parents deal with the news. Still, furthermore if the parent/carer is suspected as the perpetrator, then they could destroy evidence and/or interfere with the child’s account. Therefore, in cases of alleged abuse parents/carers should <b>only</b> be contacted following advice from police or children's social care
G	Guarantee outcomes or make promises you cannot keep
H	React in Horror – the child will need reassurance, not an emotional response, blame or denial, especially if they are talking to you about another coach that you know well.
T	Take sole responsibility for investigating the concern ALWAYS, consult, refer and hand over to the safeguarding lead.

(Adapted with permission from BJA ‘Safelandings’)



## 3.2 Child Abuse

First, it is essential to remember that a child is any person under eighteen. Child abuse happens when a person, adult, or child harms a child in a way that can either be physical, sexual, or emotional but can also involve a lack of love, care, and attention. Neglect can be just as damaging to a child as physical or sexual abuse.

Children may be abused by:

- Family members
- Friends
- Peers
- People working or volunteering in organisation or community settings (e.g. a coach of sport)
- People they know.

Or

- Much less commonly, by strangers.

Children suffering from abuse often experience more than one type of abuse, and it tends to happen over a period rather than as a one-off isolated incident. These days, abuse increasingly can happen online.

### **Children and young people with disabilities.**

Children and young people with disabilities are additionally vulnerable to abuse because they may:

- Lack a vast network of friends who support and protect them.
- Significant communication difficulties may include limited verbal communication, or they may use sign language or other non-verbal communication.
- Be subject to the prejudices and/or misconceptions of others.
- Require personal, intimate care.
- Have a reduced capacity to resist either verbally or physically.
- Not be believed.
- Depend on the abuser for their involvement in sport.
- Lack of access to peers to discover what is acceptable behaviour.
- Have medical needs that are used to explain abuse.

### **Children and young people from minority ethnic groups**

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Experiencing racism through being ignored by people in authority.
- Afraid of further abuse if they challenge others.
- Wanting to fit in and not make a fuss.

Any concerns should be discussed with your safeguarding lead.

The following is a summarised version taken from the NSPCC knowledge and information service –

## General Signs of Abuse

Children who suffer abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame, or confusion, particularly if the abuser is a parent, caregiver or other close family member or friend. Many of the signs that a child is being abused are the same, regardless of the type of abuse. Anyone working with children or young people must be vigilant to the signs listed below.

- Regular flinching in response to sudden but harmless actions, such as someone raising a hand quickly or shouting instructions.
- Showing an inexplicable fear of places or making excuses to avoid particular people.
- Knowledge of ‘adult issues,’ for example, alcohol, drugs and/or sexual behaviour which is inappropriate for their age or stage of development.
- Angry outbursts or behaving aggressively towards other children, adults, animals, etc.
- Becoming withdrawn or appearing anxious, clingy, or depressed.
- In older children, risky behaviour such as substance misuse or criminal activity.
- Not receiving adequate medical attention after injuries.

**NB:** These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child’s behaviour, such as bereavement or relationship problems between parents/carers, or job loss or financial strain. In assessing whether signs are related to abuse or not, they need to be considered in the context of the child’s development and situation.

## Physical Abuse

Physical abuse happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning, or suffocating. All children have trips, falls and accidents, which may cause cuts, bumps, and bruises. These injuries affect bony areas of their body, such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

- Bruises on the cheeks, ears, palms, arms, and feet.
- Bruises on the back, buttocks, torso, hips, and backs of legs.
- Multiple bruises in clusters, usually on the upper arms or outer thighs (like fingertip marks from grabbing).
- Bruising, which looks like it has been caused by a hand or an object such as a belt or shoe.
- Large oval-shaped bite marks.
- Burns or scalds which have a precise shape of an object, for example, cigarette burns, especially if seen on the backs of hands, feet, or legs.

There can be other signs of physical abuse, including multiple injuries inflicted at various times. Suppose a child is frequently injured and the bruises or injuries are unexplained, or the explanation does not match the injury. In that case, the information should be passed to a relevant authority for investigation. If medical attention is required, then medical help should not be delayed.

**In a martial arts dojo situation, physical abuse may also occur due to: -**

- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the person.
- Overtraining and inappropriate training, which disregards the capacity of the participant's immature and growing body. This also applies to over-competing.
- Forcing (or suggesting) a child lose weight to make a weight category for competition. (This is a complex issue, as weight and diet issues are beyond the scope of this document. It is safe to say that a child should eat a healthy, well-balanced diet and train as appropriate to the capacity of their immature and growing body).
- Inappropriate levels of physical exercise as a punishment can send mixed messages, as children and young people want to train and exercise to have fun and stay healthy. It could also be seen as a bullying tactic, which all instructors and coaches must be aware of.

**Behavioural Signs**

- The child is reluctant to have parents contacted.
- The child has aggressive behaviour or severe temper outbursts. (Do not use this in isolation, and aggressive behaviour and outbursts can be related to ADHD or Tourette's).
- The child runs away or shows fear of going home.
- The child flinches when approached or touched.
- The child reluctant to get changed for PE or school sports.
- The child covers arms and legs with a long-sleeved shirt, even when it is hot.
- The child shows signs of depression or moods that are out of character with their general behaviour.
- The child is unnaturally compliant to parents or carers.

**Sexual Abuse**

Sexual abuse is forcing or enticing a child to take part in sexual activities (including sexting and sharing of indecent images). It does not necessarily involve violence, and the child may not be aware that what is happening is abuse. Child sexual abuse can include contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. Males do not solely perpetrate sexual abuse; females also commit acts of sexual abuse, as can other children. It includes:

- Sexual touching of any part of the body, whether the child is wearing clothes or not.
- Rape or penetration by putting an object or body part inside a child's mouth, vagina, or anus.
- Forcing or encouraging a child to take part in sexual activity.
- Making a child take their clothes off, touch someone else's genitals or masturbate.

Non-contact sexual abuse involves non-touching activities. It can happen online or in person and includes:

- Encouraging a child to watch or hear sexual acts.
- Not taking proper measures to prevent a child being exposed to sexual activities by others.
- Showing pornography to a child
- Making, viewing, or distributing child abuse images
- Allowing someone else to make, view or distribute child abuse images.

### **Online sexual abuse includes:**

- Persuading or forcing or coercing a child to send or post sexually explicit images of themselves. This is sometimes referred to as sexting.
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone or use of live streaming or any form of social media apps.
- Having sexual conversations with a child by text or online
- Meeting a child following online sexual grooming with the intent of abusing them.

An abuser may threaten to send sexually explicit images, video, or copies of sexual conversations to the young person's family and friends and even the school unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child to gain their trust for the purposes of sexual abuse. This is known as grooming.

### **In a martial arts dojo situation, sexual abuse may be:**

- An adult using the context of a training session to touch young people in an inappropriate sexual way, e.g. stretching/adjusting their gi.
- Instructors and coaches implying better progression of the participant in return for sexual favours.
- Instructors and coaches/volunteers using their position of power and authority to coerce young participants into a sexual relationship.
- Children and young people being required to weigh in naked or in underwear or to share photographs of themselves in underwear to show their weight.

### **Spotting the Signs of Sexual Abuse**

There may be signs that a child has suffered sexual abuse, these include:

#### **Physical Signs**

- Pain, itching, bruising, or bleeding in the genital or anal area.
- The child has any sexually transmitted disease.
- The child has recurrent genital discharge or urinary tract infections without apparent cause.
- The child has stomach pains or discomfort when they are walking or sitting down. (This can also be a sign of female genital mutilation – FGM.)

#### **Behavioural Signs**

Changes in the child's mood or behaviour may cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

- They could use sexual language or know things about sex that you would not expect them to.
- The child might become sexually active at an early age.
- The child might be promiscuous.

- The child may make sexual drawings or use sexual language.
- The child has an apparent fear of someone.
- The child possesses unexplained amounts of money or receives expensive presents.
- The child runs away from home.
- The child is self-harming, self-mutilating or has attempted suicide.
- The child alludes to secrets they cannot reveal.
- The child may be reluctant to get changed for PE or school sport.
- The child displays sexualised behaviour or knowledge beyond their years.
- The child has eating problems such as anorexia or bulimia.
- The child abuses drugs or other substances

### **Child Sexual Exploitation**

This is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money drugs, alcohol, status, or affection in exchange for taking part in sexual activities. Young people may be tricked into believing they are in a loving consensual relationship. Often, they trust their abuser and do not understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening. They are vulnerable to being groomed and exploited online. Sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

### **Harmful Sexual behaviour**

Children and young people who develop harmful sexual behaviour harm themselves and others. However, it is normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates, and some may be slightly more or less advanced than other children in their age group. Behaviour which might be concerning depends on the child's age and the situation. If you are unsure, then contact ChildLine or your safeguarding officer.

### **Emotional Abuse**

Emotional abuse is persistent, and over time, it severely damages a child's emotional health and development. It involves: -

- Humiliating, putting down or constantly criticising a child.
- Shouting at, threatening a child, or calling them names.
- Mocking a child or making them perform degrading acts.
- Constantly blaming or scapegoating a child for things which are not their fault.
- Trying to control a child's life and not recognising their individuality.
- Not allowing them to have friends or develop socially.
- Manipulating a child.
- Exposing a child to distressing events or interactions such as drug taking.
- Heavy drinking or domestic abuse.
- Persistently ignoring them.
- Being cold and emotionally unavailable during interactions with a child.
- Never saying anything kind, positive or encouraging to a child and failing to praise their achievements and successes.

**In a martial arts situation emotional abuse may occur when instructors and coaches, volunteers, or parents:**

- Provide repeated negative feedback in public or private.
- Repeatedly ignore a young participant's effort to progress
- Repeatedly demand performance levels above the young person's capability
- Over-emphasises the winning ethic.
- Making a young person feel worthless unvalued.
- Pushing a child too hard or not recognising their limitations
- Mocking a child for failure to grasp a punch/kick or exercise.
- Making an example of them in class in front of other participants that they cannot grasp an activity.

**Spotting the Signs of Emotional Abuse**

There are not usually any obvious physical signs of emotional abuse, but you may spot signs in a child's actions or emotions. It is important to remember that some children are naturally quiet and self-contained, whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviour, which are out of character to the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- Be overly affectionate towards strangers or people they have not known for very long.
- Lack confidence or become wary or anxious.
- Be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way, or know about things that you would not expect for their age.
- Struggle to control strong emotions or have extreme outbursts.
- Seem isolated from their parents.
- Lack social skills or have few, if any, friends
- Fear making mistakes.
- Fear their parents being approached regarding their behaviour.
- Self-harm.

**Domestic Abuse**

Children's exposure to domestic abuse between parents and/or carers is child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse happening. The developmental and behavioural impact of witnessing domestic abuse is like experiencing direct abuse and is often seen by statutory agencies as a form of emotional abuse. Spotting the signs of a child being exposed to domestic abuse is similar to those signs listed above for physical, sexual and emotional abuse, as well as neglect.

### **3.3 Bullying and Cyber-bullying**

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period and can harm a child both physically and emotionally. It is not always by an adult abusing a young person; often it is child on child.

Bullies can be both male and female. Although bullying often takes place in schools, it does and can occur anywhere where there is poor or inadequate supervision: on the way to/from school, at a sporting event, in the playground, in changing rooms or indeed online.

#### **Bullying includes:**

- Verbal abuse, such as name-calling.
- Non-verbal abuse such as hand signs or glaring.
- Emotional abuse, such as threatening, intimidating or humiliating someone.
- Exclusion, such as ignoring or isolating someone.
- Undermining, by constant criticism or spreading rumours.
- Controlling or manipulating someone.
- Racial, sexual, or homophobic bullying.
- Physical assaults such as hitting and pushing.
- Making silent, hoax or abusive calls.

#### **In a martial arts situation, bullying may occur when:**

- A parent/instructor/coach pushes too hard.
- A coach adopts a win-at-all costs philosophy.
- A participant intimidates others instead of encouraging and supporting their fellow participants.
- An official places unfair pressure on a person.

Instructors and coaches hold a position of power in the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care.

#### **In a martial arts situation, bullying may occur when the instructor, coach is:**

- Overly zealous.
- Resorts to aggressive, physical, or verbal behaviour.
- Torments, humiliates, or ignores an athlete in their charge/care.

Bullying can happen anywhere: at school, home, online or in a sporting environment. When bullying happens online, it can involve social networks, games, and mobile devices. Online bullying can also be known as cyber bullying.

#### **Cyber-bullying includes:**

- Sending threatening or abusive text messages.
- Creating and sharing embarrassing images or videos.
- Trolling – sending menacing or upsetting messages on social networks, chat rooms or online gaming sites.

- Excluding children from online games, activities, or friendship groups.
- Setting up hate sites or groups about a particular child.
- Encouraging young people to self-harm.
- Voting for or against someone in an abusive poll.
- Creating fake accounts, hijacking, or stealing online identities to embarrass a young person or cause trouble using their name.

### **Spotting the signs of bullying and cyber-bullying**

It can be hard to know whether a child is being bullied. They might not tell anyone because they fear the bullying will worsen. There may also be a feeling of shame and embarrassment and that the bullying is their fault.

No one sign indicates for certain that a child is being bullied, but the following are signs to look out for:

- Belongings getting 'lost' or damaged.
- Physical injuries such as unexplained bruises.
- Being afraid or very reluctant to partner up with another student in class.
- Stealing money.
- Being nervous, losing confidence or becoming distressed and withdrawn.
- Bullying others (particularly children younger than them).

### **3.4 Neglect**

Neglect is persistently failing to meet a child's basic physical and/or psychological needs, usually resulting in considerable damage to their health and development. Neglect may involve a parent or carer's failure to:

- Provide adequate food, clothing, or shelter.
- Supervise a child (including leaving them with unsuitable carers) or keeping them safe from harm or danger.
- Make sure the child receives appropriate health and/or dental care.
- Make sure the child receives a suitable education.
- Meet the child's basic emotional needs, e.g. that a parent may ignore their children when they are distressed or even when they are happy or excited. This can be seen as emotional neglect.

#### **In a martial arts dojo situation, neglect may occur when:**

- Young participants are left alone without proper supervision.
- A young participant is exposed to unnecessary heat or cold.
- A young person is not provided with necessary fluids for rehydration.
- A young person is exposed to an unacceptable risk of injury.
- Exposing children to unhygienic conditions.
- Exposing children to a lack of medical care.
- Non-intervention in incidents of bullying or taunting.
- Failing to notice a loose belt around a gi or that trousers of a gi are too long and could cause injury if not dealt with.



### **Spot the signs of neglect.**

- Children who appear hungry (they may try to steal food).
- Children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions.
- Children who are left alone or unsupervised.
- Children who fail to thrive or who have untreated injuries, health, or dental problems.
- Children with poor language, communication, or social skills for their stage of development.
- Children who live in an unsuitable home environment, for example, the house is filthy and unsafe, with evidence of substance misuse or violence.
- Child that fails to grow or to thrive (if the child is thriving away from home e.g., trips or competitions).

### **Behavioural signs**

- The child is tired all the time.
- The child frequently misses class.
- The child is a compulsive stealer or scavenger of food.

## **3.5 Poor Practice and Abuse**

It is essential that safeguarding children is openly discussed to help create an environment where people are more aware of the issues and become more sensitive to the needs of children.

An environment that includes the ability to identify and report concerns creates a safer culture for children and young people.

Occasionally, allegations may relate to poor practice where an adult or a peer's behaviour is inappropriate and may be causing concern to a young person within a Martial arts setting.

Poor practice includes any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care. Poor practice is unacceptable in Martial arts and will be treated seriously with appropriate actions taken. Sometimes, a child or young person may not be aware that practice is poor or abusive, and they may tolerate behaviour without complaint. An example of this is a child with a physical or communication impairment who is used to being excluded from activities or a bullied young person who is used to being mocked. Children may also be used to their cultural needs being ignored or their race abused. This does not make it acceptable.

Many children and young people will lack the skills or confidence to complain, and it is therefore essential that adults in the club advocate for the children and young people. Creating a safer culture for **ALL** children is a paramount requirement for everyone involved in martial arts.

## **3.6 Responding to Concerns**

Even for those experienced in working in protecting children and investigating child abuse, it is not easy to recognise a situation where abuse may occur or has already taken place.

Kaizen Martial Arts Academy acknowledge that instructors, coaches, and officials, whether in a paid or voluntary capacity, are not experts in recognising signs of abuse.

However, children and young people are reluctant to tell someone when they are being abused, so every adult must be aware of the possible signals that a child or young person's welfare or safety could be at risk. Often, you rely on the instinct that something is not right. There is rarely a clear sign of concern.

The important thing to remember is that it is not your responsibility to establish if abuse has occurred. Still, it is your duty of care to report concerns to your Safeguarding Welfare officer or safeguarding lead or call ChildLine or NSPCC for advice. Sometimes, your piece of information or concern could be the piece of the jigsaw puzzle that helps statutory agencies see the bigger picture of that child's life.

**Remember: -**

- You may be the only adult in the child's or young person's life who is able to notice the signs, or you may be the only adult in that child's life that they trust to tell.
- Never allow a child or young person's disability or cultural differences to explain away concerns. This is not a judgment for you to make. Try not to let your own morals and beliefs interfere with your decision-making.
- Never assume that someone else has identified and acted on the concern.
- Take time to explore the concerns.
- Always make an accurate written record of:
  - What you saw.
  - What you did.
  - What you said.
  - What the child said.
  - What you did next: and
  - Who you told.

➤ Not acting is **NEVER** an option.

All children have the right to a safe, loving, and stable childhood. Whilst it is parents and carers who have primary care for their children, local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area.

They have several statutory obligations set out in the Children Act 1989 and 2004. Whilst they may play a lead role, safeguarding children, promoting their welfare, and protecting them from harm is **everyone's responsibility**. Everyone who meets children and families has a role in safeguarding, identifying concerns, sharing information, and taking prompt action.

### **3.7 Recording the Information**

Information may need to be passed to the children's social care or police and it is important, therefore to keep the information clear and simple.

- Pass your concern to the Kaizen Martial Arts Academy safeguarding lead (if in an emergency,

direct to police or social care).

- Information may need to be passed to the police and/or children’s social care.
- Accurate recording is essential, as there may be legal proceedings later.
- Referrals to children’s social care and or police should be confirmed in writing within 24 hours by the safeguarding lead if not at the earliest opportunity but as soon as possible to ensure the child can be protected.
- Keep a record of the date/time and name of the person spoken to when referred on to social care or the police.
- Ensure all information is maintained safely following data protection legislation.
- Information should only be shared on a strictly need to know’ basis.

It is not the responsibility of anyone working under the auspices of Kaizen Martial Arts Academy in a paid or voluntary capacity to decide whether child abuse has taken place.

However, there is a responsibility to act on concerns to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Sometimes that little piece of information can make up the bigger picture for an agency about that child, it could be the last piece of the jigsaw that ensure the steps can be taken to protect the child.

Children’s social care has a statutory duty under the Children Act 1989 to respond and act on information sent to them about concerns. They have a duty to seek other information from other statutory agencies to inform their decision- making.

If a threshold of significant harm ([Section 31\(2\) Children Act 1989](#)) is met, then children social care has a legal duty to make inquiries, and this includes talking to the child and family. Sometimes those inquiries can be conducted jointly with the police. If that threshold of significant harm or risk of significant harm is not met, they still have a duty to make inquiries to ensure the child is safe.

Social care has a commitment to work in partnership with parents or carers where there are concerns about their children.

Therefore, in some situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example if a child or young person has suddenly become withdrawn and quiet it maybe they have experienced bereavement in the family or they may be bullied at school so something that is not connected to the parents or carers but nevertheless still raises concerns.

It can be useful to simply to make a comment to the parents and ask if child is ok as they seem withdrawn and assess the response you get. Alternatively you may just speak to the child and simply take an interest in them and ask, ‘how they are’ and assess their response. Do not make assumptions and always seek advice from your safeguarding lead if you are not sure what to do next.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared eg where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, contact the Children’s social care as soon as possible and they will advise and decide how and when parents or carers will be informed.

It is essential to keep a record of the name and designation of the Children’s social care member of

instructors, coaches or police officer to whom the concerns were passed, together with the time and date of your call. Wherever, possible confirm your referral to them in writing including a copy of the Kaizen Martial Arts Academy referral and information form within 24hrs to confirm the details.

**Bring your concern to the attention of the person with designated responsibility for child protection:**

**In a Club**

If you are working within a club, you should inform the club welfare officer or person in charge if there is no club welfare officer in place. If you are the senior teacher or coach within the club, then you will need to inform the club chair/president.

**In a School**

If you are collaborating with schools as part of the school curriculum you should inform the teacher with designated responsibility for child protection. Please contact your local education authority for a copy of the Local Authority Education Department Guidelines.

**In a Local Authority scheme (or similar)**

If you are working within a recreational or play scheme you should inform the manager of the scheme.

**Working with participants away from home**

If you are working with participants away from home (for example at tournaments, training camps, grading's), then you should inform the team manager, senior coach, course director or the Safeguarding Team

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care or the NSPCC.

**If your concern is about the person designated for child protection**

Contact your local Children's Social Care/ the police or the NSPCC tell them about your concerns.

The telephone number for Children's Social Care is usually included in the listing for your local council and the number of your local police station will also be listed in the telephone directory. The NSPCC operates a 24-hour free phone help line telephone number **0808 800 5000**, you do not have to give your name, but it is helpful if you do.

If you are unsure about contacting the local social care services, then contact you safeguarding lead and seek advice.

### **3.8 Safe Practice Guide when working with Children.**

Safeguarding in sport is the process of protecting children and adults from harm by providing a safe space in which to play sport and be active. Everyone has a role to play in Keeping others safe. This, in turn will contribute to children choosing to remain involved in sport throughout their lives.

Karate is an oriental system of unarmed combat using the hands and feet to deliver and block blows to the body. It involves punching, kicking, and blocking and can occasionally result in injury.

#### **Martial arts involve strikes, punches, and kicks.**

Taking part in Karate can be risky and the risks include but are not limited to:

- Bruising.
- Injuries to the face such as nose bleeds or broken noses.
- Concussion is also a possibility from strikes to the head.
- Broken bones (fingers / toes especially); and
- Injury from inappropriate stretching and other exercises such as torn muscle or ligaments are also possible.

#### **NB: However, the List is not exhaustive.**

Children are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below, and measures need to be in place at competitions to minimise such injury. So to minimize the possibility of injury the following safe practice is encouraged in all Kaizen Martial Arts Academy dojos.

The following is a guide to consider alongside the health and safety assessment that must be completed before each training session and where appropriate each competition.

#### **Safe Practice in the Dojo**

A basic risk assessment must be conducted by the lead trainer on arrival at the venue to ensure previous users have complied with the minimum health and safety requirement such as removal of litter, dangerous objects, spillage on floors etc.

Flooring must be dry and where necessary non-slip mats are laid down to prevent slipping and create more comfort when sparing.

If there are emergency exits and these are opened during hot weather care must be taken to ensure no one enters or leaves the building without prior authority from the lead coach.

Safeguarding all participants whilst in the Dojo is the responsibility of the lead Sensei.

#### **Safe Practice in class**

- Warm up is essential and must be appropriate for the activity that will take place later that session.

- Monitoring limitations of participants is vital to reduce muscle or ligament injury, so encouragement is okay but at participants own pace and ability.
- Asking if anyone has an injury before class starts and then advise participant accordingly to taken care is good practice.
- Avoiding excessive stretching and exercises such as press-ups on the knuckles or hitting heavy bags; the joints of children are still developing and can be damaged by these exercises.
- Water is readily available for each participant if they need it to prevent dehydration.

### **Safe Practice when sparring**

**Contact in Martial Arts must be controlled as best as possible to avoid serious injury.**

All participants when sparring must strictly adhere to the following or taking part in the kumite competition: -

- Wear hand mitts.
- Gum shield.
- Foot pads are optional.
- **With children under the age of sixteen contact to the face/head is NOT permitted.**
- height or weight of the participants are a consideration in competition.
- Female participants can wear chest guards.
- Sparring in training must be supervised and monitored.
- Mats will always be laid for competition events.
- Any injury to the head the participant is advised to attend hospital.
- All instructors and coaches are first aid trained and regularly updated every three years.
- St Johns Ambulance or similar qualified first aiders are present at all competitions.

Safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning Karate.

### **3.9 Coaching Children in Martial Arts**

Instructors and coaches working together to decide and implement a training plan for some children and young people minimises the risk of an abuser taking advantage of a child or young person under a technical pretence. The purpose of any physical contact should be explained, and consent sought before continuing.

**It cannot be stressed highly enough that if a member of the coaching team, the child, young person or parent express's reservations or concerns about the training, those concerns are addressed immediately.**

Physical contact may also be necessary to:

- To treat an injury.
- To prevent an injury.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

Physical contact should not take place in secret or out of sight of others. The contact should not involve touching genital areas, buttocks, or breasts.

Where possible parents should take on the responsibility for their children in the changing rooms.

Where groups must be supervised in the changing rooms **always** ensure that at least two male or two female instructors appropriate to the sex of the group carry this out.

- It is not appropriate to allow mixed sex changing facilities.
- It is not appropriate for adults and children to share changing facilities unsupervised.
- It is not appropriate to allow mat side changing for adults and/or children.

Always follow the weighing-in procedure and ensure that male or female officials appropriate to the sex of the players carry this out. Appropriate screened or separated facilities should be provided.

**Be aware as a rule it should not be necessary to:**

- Spend time alone with children away from others.
- Taking children alone in car journeys, however short.
- Taking children to your home where they will be alone with you.

If a situation like this is unavoidable, make sure that the person in charge or the child's parents or carers are fully aware and have given consent.

***And you should never:***

- Engage in rough, physical, or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Let allegations a child makes go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature that children can do for themselves.
- Have children stay at your home with you unsupervised.
- Abuse your privileged position of power or trust with children or adults.
- Cause a participant to lose self-esteem by embarrassing, humiliating, or undermining the individual.
- Have favourites.
- Resort to bullying tactics, or verbal abuse. • Agree to meet young athlete/vulnerable adult on your own.

**Sometimes Children may need your help?**

- It may sometimes be necessary for instructors or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities. Only conduct such tasks with the full understanding and consent of parents or carers of the child.
- If a child is fully dependent upon you, be responsive to them, talk with them about what you are doing and give them choices where possible, particularly if you are involved in any dressing, or undressing or where there is physical contact to assist the child to carry out

particular activities.

- If during your care of a child you accidentally hurt them or the child seems distressed in any manner or appears to be sexually aroused by your actions or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Inform parents or carers about the incident as soon as possible.

- 

### **3.10 Relationships of trust**

The power and influence of an older colleague (where an U18 has taken on a leadership role), or member of instructors, has over someone attending a group activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.

Genuine relationships do occur between various levels of volunteers and participants in a group.

However **no intimate relationship** should begin whilst the member of instructors, coaches or volunteer is in a position of trust over them. Kaizen Martial Arts Academy acknowledges that intimate relationships between teenagers take place and often no harm comes from them. However, it is also acknowledged that children and young people who suffer abuse often do so at the hands of other children or young people. It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in Martial arts.

**"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins."** Please note young people aged 16-18 can legally consent to some types of sexual activity; however, under the Children's Act 1989 they are classified as children.

There is no simple definition of a vulnerable adult but again the position of trust and the vulnerability of adults must not be abused. The principles and guidance apply irrespective of sexual orientation; neither homosexual nor heterosexual relationships are acceptable in a position of trust.

**A Relationship of Trust** can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust, but the relationship of trust must end before any sexual relationship develops.

#### **Abuse of trust and sexual or other abuse**

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be consensual but rendered unacceptable because of the relative power positions of the parties concerned.

#### **Code on Abuse of Trust**

The Code of Conduct on sexual activity between individuals in a relationship of trust aims to:



- Protect a young person or vulnerable adult from an unequal and potentially damaging relationship.
- Protect the person in a position of trust by preventing them from entering such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

### **Kaizen Martial Arts Academy code on abuse of trust**

- Any behaviour, which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care, must be avoided.
- Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- All those in an organisation have a duty to raise concerns about behaviour by instructors and coaches, staff, volunteers, managers, and others, which may be harmful to those in their care, without prejudice to their own position.
- Allegations relating to a breach of the code on trust will be investigated according to the Kaizen Martial Arts Academy Executive complaints and disciplinary procedures.
- If anyone (paid or unpaid) holding a position of authority or trust engages in an intimate or inappropriate relationship with a young person it is a breach of the Kaizen Martial Arts Academy Code on abuse of trust, and as such, will result in disciplinary action.

### **3.11 Allegations of abuse against members of instructors, coaches and volunteers**

Whistleblowing is a term used to report concerns about the behaviour and conduct of a fellow coach or volunteer within the sport of Martial arts.

It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Child abuse can and does occur outside the family setting. Although it is a sensitive and complicated issue, child abuse has occurred within institutions and other settings: for example, sport or other social activities.

This could involve anyone working with children in a paid or voluntary capacity: for example, a volunteer in clubs, club helpers, instructors and coaches at training camps, helpers for trips away and at competitions.

Recent enquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event and Kaizen Martial Arts Academy will take all allegations seriously and appropriate action will be taken.

It is acknowledged that feelings generated by the discovery that a coach within a club or volunteer is, or may be suspected of abusing a child, will raise concerns among other instructors and coaches and volunteers, including the difficulties inherent in reporting such matters. However, any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer must be reported immediately.

Kaizen Martial Arts Academy will fully support and protect any member of staff or volunteer who, in good faith, reports their concern that a colleague is or may be acting inappropriately towards a

child or may be abusing a child.

The public Interest Disclosure Act 1998 protects your rights to report, in good faith, and therefore your position within Kaizen Martial Arts Academy will not be affected.

Alternatively reports can be made direct to the Police, Children’s social care or NSPCC.

*‘Designated Officer’ in Local Authorities (used to be referred to as Local Authority Designated Officer LADO)*

The designated officer is a person that works within the local authority to support and at times investigate allegations of child abuse where the perpetrator is in a position of trust, i.e. works with children. The police or social care informs them of investigations.

The role of a designated officer is to capture and co-ordinate the sharing of information relating to a case and will be providing advice and guidance to the employer or voluntary organisation and to monitor the progress of the case through to its conclusion.

If you need to contact your designated officer, you need to contact your local authority to ascertain who that person would be.

*NB:*

Kaizen Martial Arts Academy will fully support and protect any member of instructors, coaches or volunteer who, in good faith, reports their concerns that a colleague is, or may be abusing a child.

You should be aware that your right to report in good faith, is protected by the Public Interest Disclosure Act 1998, i.e. your position in any of the Martial arts organisations will not be affected by you reporting your concerns.

Alternatively, you can go direct to the Police, children’s social care or NSPCC and report your concerns there.

### **3.12 Reporting a concern – what you need to do.**

Any suspicion that a child has been abused by either a member of staff or a volunteer will be reported to the safeguarding lead or if not available to the person in charge although if the concern is about the person in charge, then contact safeguarding lead.

The safeguarding lead will refer the allegation to children’s social care that may involve the police. The parents or carers of the child concerned should be contacted unless doing so will put child at further risk of harm so seek advice from social care/police or NSPCC.

Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process. All referrals must be reported to the relevant Martial arts organisation lead-safeguarding officer as soon as possible.

## **Confidentiality**

Every effort must be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process.

### **3.13 What Happens Next?**

When a complaint of abuse is made against a martial arts instructor, volunteer, coach, official or member of staff, there may be three types of investigation: -

1. A criminal Investigation (made by the police jointly with children social care)
2. A child protection inquiry (made by children social care)
3. A disciplinary investigation by Kaizen Martial Arts Academy Executive.

The Executive will decide if an individual accused of abuse should be suspended from membership pending a police and children's social care investigation. Sometimes the authorities will wish such action to be taken immediately so that their investigation is not jeopardised.

The results of the police and children social care investigation will inform the disciplinary investigation. If the investigation shows that the allegation is clearly about poor practice, then the Executive will follow the Kaizen Martial Arts Academy disciplinary procedures.

Irrespective of the findings of the police or children's social care investigation, each case will be assessed under the appropriate complaints or disciplinary procedures to decide if a member of instructors, coaches or volunteer can be reinstated and how this can be sensitively managed.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Kaizen Martial Arts Academy must reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of children should always be paramount.

### **Allegations of non-recent abuse cases (historic).**

Allegations of abuse may be made some period after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children. Where such an allegation is made, the same procedures should be followed. This is because other children, either within the sport or outside it, may be at risk from that person. There are certain offences, which may identify a person as presenting a risk, or potential risk, to children, which may exclude an individual from holding a position within Kaizen Martial Arts Academy.

### **Providing support**

Kaizen Martial Arts Academy will support anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded, in the following ways:

- Via the Safeguarding Lead.
- Via the FEKO Executive.
- NSPCC Helpline

- Child Protection in Sport Unit (CPSU – NSPCC)

Consideration will be given to what support may be appropriate for children, young people, parents or carers, volunteers, and instructors, coaches during and after poor practice and child abuse referrals to Kaizen Martial Arts Academy. It is never easy to respond to a child or young person who tells you that they are being abused. You may well be feeling upset and worried yourself. Confidentiality is paramount. However, Kaizen Martial Arts Academy acknowledges that having received information about a concern, individuals may have a need for some support.

Every effort will be made to ensure that any child or young person who has been subjected to poor practice or abuse, and their parents or carers, will be given support from the appropriate agencies and Kaizen Martial Arts Academy. A list of independent support groups and help lines is provided on page 43 of this document for those who have experienced abuse. Kaizen Martial Arts Academy will also consider what support with the process may be appropriate for those against whom a complaint of poor practice or an allegation of abuse has been made.

### **3.14 Who needs to know?**

#### **In a Club.**

If you are working within a club, you should inform the club welfare officer or person in charge, if there is no club welfare officer in place contact the safeguarding lead. If you are the senior coach / instructor within the club, then you will need to inform the safeguarding lead for your organisation. If the concern is about the welfare officer or safeguarding lead or a senior coach / instructor, then contact another person within the club in a position of seniority or NSPCC direct.

#### **In a School**

If you are collaborating with schools as part of the school curriculum you should inform the teacher with designated responsibility for child protection. Please contact your local education authority for a copy of the Local Authority Education Department guidelines.

#### **In a local authority scheme (or similar)**

If you are working within a recreational or play scheme you should inform the manager of the scheme

#### **Working with students away from home and abroad**

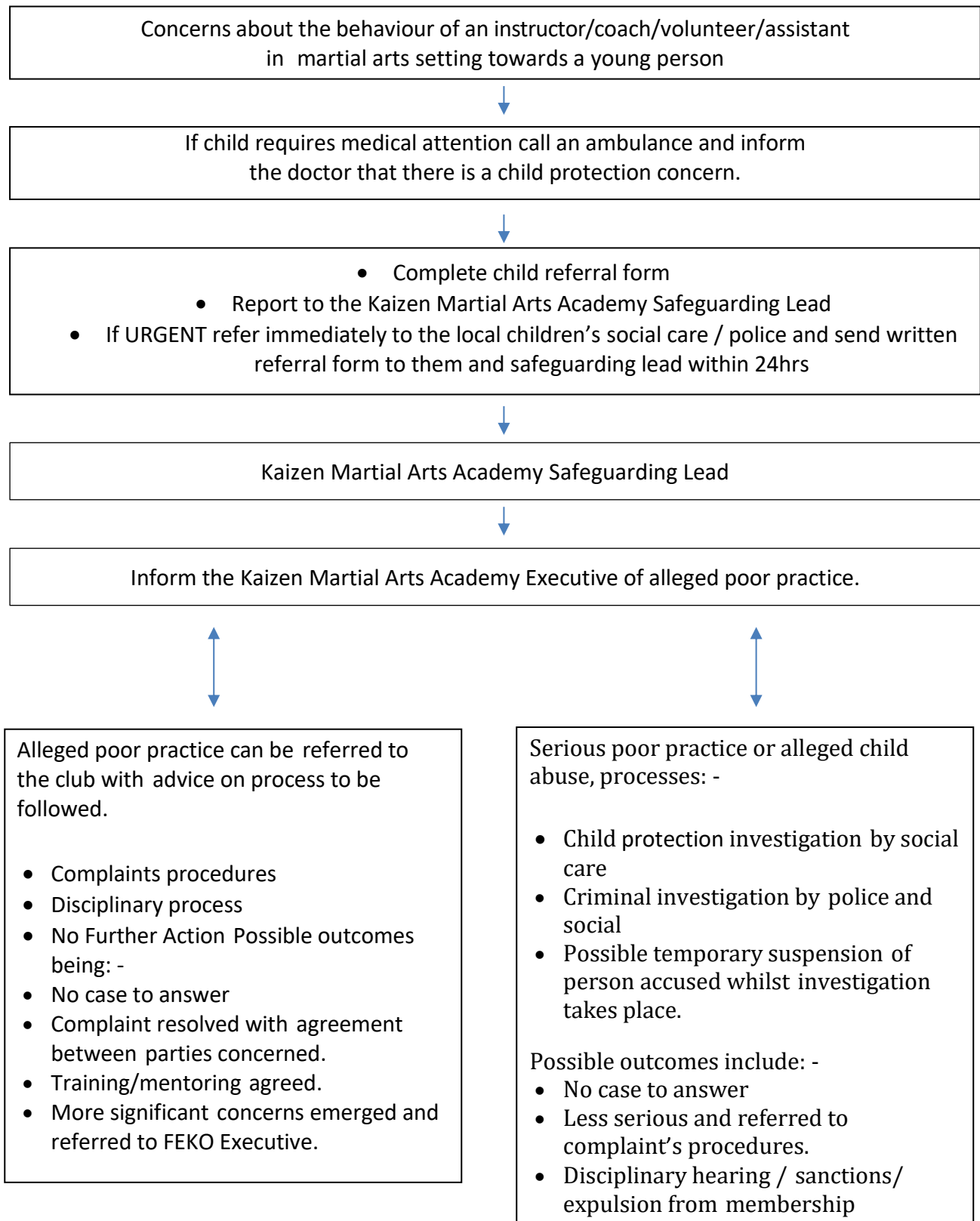
If you are working with martial arts participants away from home (for example at tournaments, training camps, clinics, or competitions abroad) then you should inform the team manager, senior coach, or a member of the safeguarding team.

It is the responsibility of these people to ensure that appropriate advice is obtained from the local children's social care or the NSPCC.

Safeguarding abroad is vastly different and it would be helpful for a safeguarding officer to attend trips abroad and make inquiries prior to travel to ascertain the arrangements the organiser has in

terms of response to any safeguarding issues that may arise.

## Flow Chart 1 – Dealing with Possible Poor Practice in a Martial Arts Setting



## Flow Chart 2 – Responding to welfare/safeguarding concerns outside a Martial Arts setting

If you are worried about a child outside of the martial arts setting, firstly if child requires immediate medical attention call an ambulance and inform the doctor that there is a child protection. /Safeguarding concern.



Make a written record (as soon as practicable) of your concern and conversation had with the child using exact words. you and the child used / OR what you have seen.



Inform the safeguarding lead without delay using the report form on the Kaizen Martial Arts Academy web site



Safeguarding lead not available contact social care or police or seek advice from child line or NSPCC help line.



Safeguarding lead must discuss with children's social care / police whether it is appropriate to discuss the matter with the parents.



Record of the referral and subsequent discussion and decisions must all be recorded and stored securely by the Kaizen Martial Arts Academy Safeguarding lead.

## **SECTION 4: PROCEDURES FOR KAIZEN MARTIAL ARTS ACADEMY**

### **4.1 Kaizen Martial Arts Academy – Executive**

Due to the sensitive nature of this kind of action and to protect and shield children and vulnerable adults from the traumas and rigors of formal disciplinary hearing, Kaizen Martial Arts Academy will use the following procedures depending on the circumstances involved. The Executive will advise the CEO to appoint a Disciplinary Panel when deemed necessary.

Reports of alleged misconduct or information which raises concerns about an individual's suitability to work with children, arising from referrals from any source including a person's club, from court appearances, through recruitment or retrospective recruitment checks or from actions by employers are likely to cover a wide variety of behaviour.

The Executive will consider each case on its unique merits whether misconduct has occurred, or concerns require disciplinary action.

If it is decided that the behaviour does not by itself call into question suitability for the role, no further action will be taken by the Executive other than to formally advise the person of the receipt of a report and the decision made. In some cases the CMT may decide that whilst a disciplinary panel need not be convened certain re- training or learning opportunities may be recommended.

The recipient shall have the right to make immediate written representations or reserve that right should they be reported for misconduct on a subsequent occasion. The Executive also reserves the right on receiving a second report, to consider the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport, the Executive shall proceed as follows:

- The person concerned will be advised of the receipt of a report and of the CMT's knowledge of any related disciplinary hearings or legal and /or employment proceedings. The CMT will inform in writing whether it has decided to temporarily suspend the individual pending further inquiries and the CMT will inform the area/club/affiliated organisation, as necessary.
- The person concerned will be asked to provide a written explanation supported, if they wish, by further representations, references, or testimonials from those whose knowledge of the person is relevant.

All reports will be presented to a panel comprising of not less than three people.

The panel should not include any person from the same geographical area/region as the person concerned.

#### **Responsibilities of the Panel**

The Executive will decide whether temporary suspension is necessary pending further investigation and will do so by discussion between at least two of the CMT members. The CMT will then inform the person concerned.

In cases where the evidence and/or explanation reveal that there is no cause for concern, no further



action will be taken. In some cases where poor coaching practice is revealed, further training maybe promoted by Kaizen Martial Arts Academy.

## **Confidentiality**

When an allegation is made every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

- Executive members.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children’s Social Care and Police.
- Designated officers within Kaizen Martial Arts Academy e.g. Legal Adviser.
- The alleged perpetrator (and parents if the alleged abuser is a child).

Information will be stored centrally at the CEO office of Kaizen Martial Arts Academy in a secure place with limited access to the designated people, in line with the General Data Protection Regulations 2018 that information is accurate, regularly updated, relevant and secure.

## **Record of Offenders**

Kaizen Martial Arts Academy shall keep a confidential record of people, who have been disciplined, barred, restricted, or warned.

All affiliated organisations, areas and/or clubs shall have the right to have the record checked by written request. Access to the list shall be restricted to designated people (Executive members). Kaizen Martial Arts Academy will refer details of any person who it is considered are unsuitable to work with children to the Disclosure and Barring Services (DBS).

## **Responsibilities**

Kaizen Martial Arts Academy not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

## **4.2 Guidance for the Parent or Guardian**

A good instructor/coach will develop a strong trusting bond with the athletes they are instructing/coaching, and this is essential in a successful instructor/coach-athlete relationship.

However as a parent you should check that:

- The club/organisation has a published Safeguarding Children’s Policy and Procedures
- There is a named Safeguarding Officer in place through which you can voice concerns.
- Instructors and coaches and volunteers are carefully recruited and suitably qualified. The coach in charge must have a minimum qualification of SAQ diploma or first Dan grading in black belt.

- Have the instructors and coaches been screened to ensure suitability to work with children?
- Are there suitable procedures for intimate care needs for children and disabled people? e.g. routines for the use of toilet facilities and supervising.
- Does the club offer regular training relating to first aid / safeguarding etc to instructors, coaches and volunteers?
- Are there rules regarding arrangements for travelling to events?
- Are parents discouraged from watching or becoming involved? Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- Observe sessions and speak to other parents/carers.
- Do the children seem happy, equally included, and engaged in activities?
- Is there introductory information provided for children and parents? Is there a notice board with additional information including safeguarding information?
- Do parents have to encourage their children to attend, or do they look forward to club? sessions?

#### **4.3 Procedures for dealing with positive Disclosure and Barring Service (DBS) disclosures and reports received from statutory agencies.**

When information is received in the form of a positive disclosure or report/information from a statutory agency or others the following procedures will be implemented.

The Lead Safeguarding Officer will collate initial information to present to the FEKO Executive agency and judo general information (awards held, length of time in judo, clubs attending, any previous relevant disciplinary action taken by the Association).

The Executive will make one of the two following decisions: -

- No further information required – decision process undertaken/decision logged.
- More information required from the subject of the disclosure and/or statutory agencies.
- When further information is obtained the Executive will decide whether a risk assessment interview with the subject is required. If it is decided that an interview is required two members of the Executive will conduct the interview.
- When further information has been gathered and interviews have taken place (if required) the Executive will decide whether any restrictions or action should be placed on the subject.

## SECTION 5 -MARTIAL ARTS IN SCHOOLS / SPORTS CLUBS

### 5.1 Introduction

This protocol clarifies expectations regarding child protection reporting processes and information sharing between sport's national governing bodies (NGB), sports clubs, schools, and education services within England Local Authority

#### Values and Principles

- The welfare of children and young people is paramount.
- Children and young people have the right to participate in sport in a safe, supportive, and enjoyable environment.
- All children whatever their age, culture, ability, gender, language, racial origin, religious belief, or sexual identity, have the right to protection from abuse.
- All children's PE and School Sport experiences must be guided by a child focused approach.
- All concerns about poor practice or abuse must be taken seriously and responded to swiftly consistently and appropriately.
- It is the responsibility of every adult involved in the school sport to respond to and report concerns in accordance with this protocol and the child safeguarding procedures of their organisations NOTE:- where concerns arise in a context not linked to the school sport or about a coach who is not affiliated to a recognised sport NGB, all staff and PE teachers must ensure that they understand and follow the school and Local Authority safeguarding children procedures
- Individuals and organisations involved in the delivery of sporting and PE activities for children and young people are uniquely placed to contribute to safeguarding and promoting their welfare.
- All organisations, clubs and individuals who take responsibility for children in PE and School Sport have a duty to ensure that they are competent and have undertaken appropriate training and education consistent with the guidance provided in Working Together to Safeguard Children 2018 to provide safe and rewarding experiences for children.
- It is essential to work in partnership with parents/careers, children, and young people.
- Listening to children and valuing their right to participate is of primary importance.
- All information sharing will respect the rights of individuals and the principals of confidentiality in accordance with current legislation.

#### Accountability

Guidance for safeguarding and promoting the welfare of children within Education states that:

*“The Governing Body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than a governing body to control the use of the premises, or a transfer of control agreement had been made.”*

and

*Where the Governing Body provides services or activities directly under the supervision or management of school staff the schools arrangements for child protection will apply. Where services or activities are provided separately by another body, the (school's) Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place regarding*

*safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate”*

**Based on this guidance it follows that:**

- It is the responsibility of the club safeguarding officer/lead person of any sports club/organisation linking with a school to ensure that they have the name and contact details of the school’s designated person/teacher for child protection and the designated officer in the local authority responsibility for providing advice and monitoring cases. It is the responsibility of the school which is contracting/inviting a sports club to undertake sporting activities on their behalf to ensure that the club/organisation meets minimum child protection quality assurance standards (for sports clubs this is Club mark or an equivalent sports NGB accreditation – for martial arts it will be the Sport England Safeguarding Code in Martial Arts)

The school should ensure that:

- They have the names and contact details of the sports club’s/organisation’s designated safeguarding person and of the sport’s national governing body lead for safeguarding children.
- The name and contact details of the schools designated person/teacher for child protection and the designated local authority officer are provided for the sports club/organisations designated person and made available to instructors and coaches or individuals who are providing PE and sporting activities.

**Reporting concerns about conduct or practice of any individual involved in the delivery of sports in schools.**

All schools and local authorities will have policy and procedures in place regarding managing allegations against people working with children. In the event of an allegation of possible abuse or poor practice being raised the designated officer within the local authority will be informed for inquires to take place.

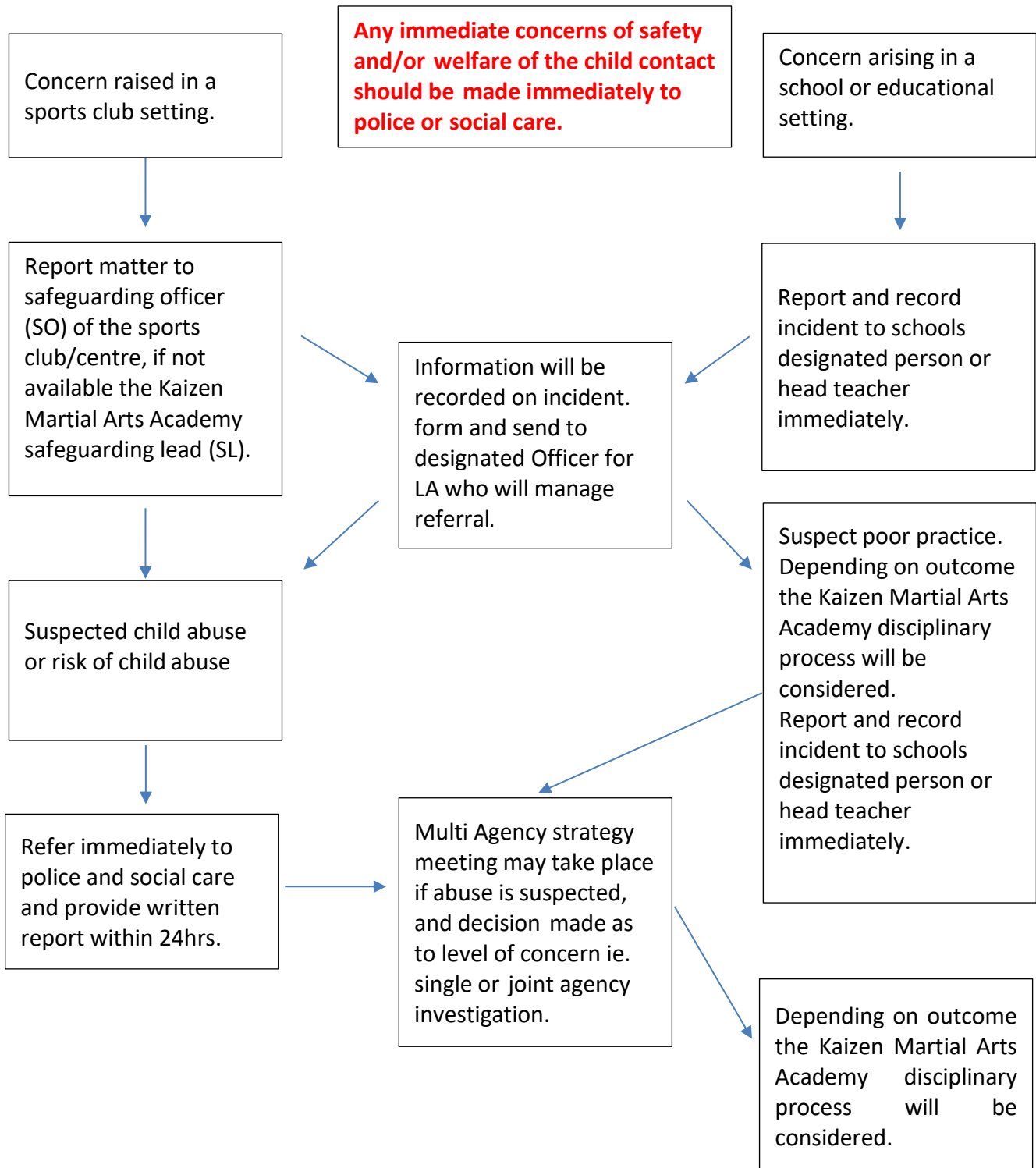
- Concerns/allegations arising within a school or educational setting should be referred to the schools designated person/teacher who will decide about whether the concerns meet the threshold for referral to the Children’s Social Care
- Concerns / incidents arising within a sports club or non-educational setting should be referred to the clubs or NGB safeguarding lead who will decide in partnership with social care designated officer.
- If there are immediate concerns for the safety or welfare of a child, a referral should be made directly to the police or children social care in accordance with the government guidance Working together 2018.
- All referrals should be communicated in writing within 24 hrs. to the social care designated officers who will take responsibility for managing the process.
- Decisions about the course of action to be taken in response to concerns should be made following a discussion of the concerns or a meeting between the NGB Safeguarding lead and the children social care designated officers, except when there is immediate action required.
- Referral should be recorded on the appropriate referral form.
- Occasionally the referral may result into a joint investigation by police and social care, and they will hold a strategy discussion / meeting and the NGB safeguarding lead should be

involved in that to share information.

- Copies of the referral/incident form should be given to relevant parties that need to know and the form should be copied to the NGB safeguarding lead who holds overall responsibility for managing referrals relating to poor practice or suspected abuse.
- The sports NGB safeguarding lead will be Kept informed of any actions following a child protection referral relating to affiliated clubs, instructors and coaches or volunteers who are involved in the delivery of national school sport strategy activities.
- Once a decision has been made in terms of suspension the disciplinary process will await the outcome of any formal child protection investigation before continuing
- There are several processes that may follow a referral:
  - A criminal investigation and possible subsequent criminal justice proceedings
  - An enquiry and assessment by the children social care
  - Local authority disciplinary processes where there is a direct employment relationship between the school and the individual.
  - Sports NGB disciplinary processes where concerns relate to sports club/NGB staff, instructors and coaches or volunteers.
  - No further action
- Where there are concerns about a person’s suitability to continue working with children, referral to the DBS must be considered especially when there has been a finding through a disciplinary process that an individual should be banned from working in that sport.

**Concern about a child’s welfare or adults’ behaviour within a school sport setting or at a sports club**

**If child requires medical attention call an ambulance and inform the doctor that there is a child protection concern**



## **5.2 Planning away trips with children and young people**

### **Risk Management**

We naturally assess the potential for risks when planning activities. However, to ensure the welfare of children and young people within our care it is important to always ask the following basic questions:

- What is the activity?
- What are the ages of the children/young people involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are there mixed groupings?
- What experience and qualifications do the organisers have?
- Do you require someone who has appropriate first aid training?

It is important to also consider your familiarity with the venue and the level of responsibility to have for the activity e.g. at your dojo (which may or may not have access to telephone, toilet and changing facilities, first aid provision) or an unknown dojo that your club must travel to. Local sports centres may have guidelines on use and types of facilities, which you may or may not have access to. Also be mindful of social activities at a non-Martial arts venue, which may or may not be known to you.

The principles for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratio of adults to children or young people you consider to be appropriate to ensure their safety.

Remember that an adult is anyone aged eighteen or over.

You may have volunteers or even young instructors and coaches who are not yet eighteen. They cannot be considered an adult legally; therefore this affects the ratio of adults to children/young people. However, you can ask parents to come along in such circumstances. It is also important to consider the experience of the adults involved. Clearly it is best practice to have instructors and coaches; however it is likely that there will be a mixture of qualified instructors and coaches and supervising adults who are not in a coaching role.

### **Planning away trips with children and young people**

Travelling to away competitions and having trips away from home should be both safe and fun for children. It should be a chance for all children to grow in confidence, self-esteem, and skills. When taking a team away from the Club to compete consideration and planning needs to be paramount to ensure the duty of care for the young people within the group is fulfilled. If you are hosting a small competition at your club, the policy for the duty of care of your team will be the same as for a Coaching/Club session.

### **Planning**

The following section provides guidance on planning and taking a team to an away fixture for the day. It does not include overnight stays - (see page 37)

### **Good Practice:**

- Appoint a Team Manager with clear roles and responsibilities.
- Ensure you have sufficient instructors, coaches to manage and look after the young people.
- Ensure that you have written permission from the Parents/Guardians or Carers for transporting and supervising their children whilst in your care.
- Ensure that the group has agreed to act within the Kaizen Martial Arts Academy Code.
- Ensure that all instructors, coaches who are responsible for young people within the team have been recruited and checked, in accordance with the Kaizen Martial Arts Academy Safeguarding Policy and Procedures
- Ensure that a risk assessment is conducted and recorded.
- Ensure that there is a 'club home contact' i.e. a member of the Club who is not travelling away, who will act as a contact point if required.

### **Communicating with Parents**

The following information needs to be clarified and communicated to Parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point.
- Time of departure
- Time of return
- The destination and venue
- Competition details
- Name of Team Manager and Instructors and coaches responsible for the team/s
- Contact details for the Team Manager and Instructors and coaches
- Contact details and any medical information for the members of the team
- Kit requirements: Cost implications i.e. cost of transport, competition fee and pocket money required.

### **Transport Private Cars**

Kaizen Martial Arts Academy recognises that junior/youth martial arts exist on the support of volunteers and parents and that often private cars are used as a form of transport to away events.

Kaizen Martial Arts Academy strongly advises that private cars (other than those used by parents to transport their own children or other players where this has been agreed between parents and not arranged by the club) are not used by instructors and coaches, club volunteers, team managers, referees and competition officials to transport young players at any time, either to and from a training session, or to away events.

If, for any reason, this is ONLY feasible method of transport, the following guidelines must be followed:

- Drivers must ensure the safety of passengers.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover.
- Drivers must only use vehicles with seat belts and ensure that their passengers are wearing



these when in transit.

- Drivers must be aware of their legal obligations when transporting young participants.
- Parents/guardians or carers must give written permission if their child/children are being transported in another adult's car.
- Clear information on the expected time of departure and arrival needs to be communicated to relevant people i.e. parents/guardians or carers.
- Drivers should not be alone with a young person (other than their own child) in the car at any time. If in an emergency arises, drivers need to ensure that the young person is in the back of the car. It must be stressed that it is for emergencies only and should not become a regular occurrence or acceptable practice.
- The driver **must** have complied and been checked by the recruitment procedures set out from page 41. When booking transport for an away event you will need to remember the following points:
  - Passenger safety, drivers take necessary breaks.
  - Competence of the driver and whether the driver holds an appropriate valid licence.
  - Number of driving hours for the journey and length of the driver's day, including non-driving hours
  - Whether more than one driver is required
  - Type of journey, traffic conditions, weather, appropriate insurance cover managing young people away from the club
  - Journey time, distance and stopping points •Supervision requirements.

### Legislation Points to Remember

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Vehicles must be appropriate and roadworthy.

- The driver is responsible for the vehicle during the trip.
- All minibuses and coaches carrying groups of three or more young people aged between 3 and 15 years **MUST BE FITTED WITH A SEAT BELT FOR EACH YOUNG PERSON**. Restraints must comply with legal regulations.  
<https://www.gov.uk/government/publications/guide-to-changes-to-seat-belt-installations>
- There must be an anchor point for wheelchair users' minibuses.
- Ensure that anyone who is driving a group minibus has received training on driving the minibus and the management of passengers.

### Supervision

- All instructors, coaches - paid or voluntary - must have complied with and been checked through the recruitment procedure.
- Within the group of people responsible for the team there must be a nominated person who is familiar with and who has received training on the Kaizen Martial Arts Academy Child Protection Policies and Procedures. (Attendance at a Kaizen Martial Arts Academy 'Safeguarding' workshop would meet this requirement).
- For single sex groups, there must be at least one same gender member of instructors, coaches.
- Any child not accompanied by a parent/guardian must have a same sex instructors, coaches member.

## **Roles and Responsibilities**

- All members of instructors coaches need to have a clear knowledge of their role and responsibilities for the team.
- Where possible try to appoint a head Coach and team manager, the Head Coach and Instructors and coaches taking responsibility for the training and competition management of the team and the team manager (and any other instructors, coaches) taking responsibility for any other necessary support.
- All instructors, coaches must go through an Induction programme ensuring they understand Kaizen Martial Arts Academy Child Protection Policy and Procedures
- Ethical issues
- Codes of conduct and behaviour
- All instructors, coaches must be provided with a full itinerary, including contact and medical information and travel arrangements.
- If parents are spectating at the event, it needs to be made clear that the team is the responsibility of the instructors, coaches and parents should not compromise this situation.
- A club should develop and publicise policies regarding the collection of young people from Martial arts activities.
- The policies should reflect the age of the children, the location, time, and nature of the activity.

## **Supervision whilst travelling**

- The Team Manager is responsible for the Team and Instructors, coaches at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All Team Members and Instructors, coaches are familiar with emergency procedures within the vehicle i.e. emergency door.

## **The Team Manager needs to consider the following.**

- The level of supervision necessary on double decker buses and Instructors and coaches i.e. one supervisor on each deck
- The safety of the group when crossing the road Clarity of the ground rules when the Team is in transit. The main cause of accidents is misbehaviour.
- Sufficient and supervised stops
- That in the event of a breakdown or accident, the Team and Instructors, coaches remain under the management and supervision of the Team Manager
- The head count when the Team is getting on and off the transport.

## **Emergency Procedures**

- Medical forms must be completed, signed by the parent/guardian or carer, and returned to the Club.
- A member of instructors, coaches must carry medical details and relevant information.
- The instructors, coaches must be aware of any specific medical conditions.
- Instructors, coaches should have access to calling the emergency services and the minimum first aid provision.
- Instructors, coaches have a duty of care to act as a prudent parent would.
- Instructors, coaches must act in an emergency and take lifesaving action in extreme situations.

**If an emergency occurs: Establish the nature of the emergency and names of any casualties.**

- Ensure the rest of the Team are safe and supervised.
- Ensure all members of the party are aware of the situation and are following emergency procedures.
- Ensure that a member of Instructors, coaches accompanies any casualties to hospital.
- Notify the Police if necessary.
- Complete an incident form.
- Ensure that no one in the group speaks to the media.
- All media enquiries should be managed through the Kaizen Martial Arts Academy Head of Communications
- Ensure that the Team and instructors, coaches do not discuss the incident.

**Contact the 'Club home contact' who will:**

- Contact Parents and Keep them informed about the situation.
- Liaise with the Club Instructors, coaches,
- Liaise with the media contact if applicable.
- Report the incident to the insurers, using the appropriate forms if necessary.

**Insurance**

Kaizen Martial Arts Academy clubs, members and instructors and coaches have insurance cover with their membership, however travel and medical cover is NOT included.

**5.3 Overnight Stays**

When planning a trip, it is important to allow sufficient time for all requirements to be completed. The following action plan needs to be fulfilled and completed:

- Establish the purpose of the trip.
- Date of the trip?
- The location of the trip?
- Check if you need visas.
- For some trips, you will need vaccinations, or to take pre-trip medication such as anti-malaria.
- The duration of the trip?
- Identify suitable venue and facilities for both the judo and accommodation.
- How much will it cost?
- How much spending money is required?
- Conduct a risk assessment.
- What insurance cover is required?
- Supervision of players, both playing and non-playing time
- Appropriate accommodation
- Catering for all food requirements.
- On arrival have a group meeting to review the programme and rules.
- Hold daily group meetings and a staff meeting – this is an opportunity to discuss any issues or problems and solve them.
- Communication with parents
- Remember to check the cultural traditions of the country.

- This may have an implication on what clothes you as the group to take e.g., Muslim communities.
- Consider implications of communication barriers where countries are not English speaking.

### **Risk Assessment**

Planning is key to the prevention of any incident. Conducting a risk assessment is an innate part of planning any trip. Young people must not be placed in situations, which expose them to an unacceptable level of risk.

Consider the following:

- What are the hazards?
- Who might be affected by them?
- What safety measures can be put in place to reduce risk?
- Can the Team Manager put the safety measures in place?
- What steps will be taken in an emergency?

### **Home Contact**

Ensure that a list of the team and staff is left, with contact number and address of the accommodation. Ensure that there are emergency contact numbers for all the Team and Staff

### **Accommodation**

- Discuss your code of conduct and discipline policy with the staff at the accommodation.
- If rooms are equipped with satellite TV/Internet, inappropriate programmes may be available. It may be possible to arrange for these programmes to be disconnected.
- Check the accommodation policy for extras on bills, breakages, and lost Keys.
- All accommodation must be clean and with access to sufficient toilet and bathing facilities.

### **IT IS NOT ACCEPTABLE:**

- For participants to share a bed
- For male and female participants to share a room (unless both over eighteen and in a relationship)
- For staff to share a room with participants (unless with prior written consent by parents due to unforeseen circumstances or inability to pay for a room for their child)

### **Whatever the accommodation, the Team Manager must:**

- Be sure that the participants are safe.
- It is important to check access to the building and room and bathroom facilities for wheelchair users.
- Checks must be made to ensure that the needs of players with disabilities are met.
- All Players must know which rooms the staff are in and how to contact them if required.

## **Communication with Parents**

Before taking any young participants away on a trip, you must arrange a meeting with the parents and players to provide details of the trip. Parents must be made aware and given written information on the following:

- Purpose of the trip
- Name and contact details of the Team Manager
- The names of all the Staff
- Name and contact number of the person acting as 'Club home contact.'
- Details of transport to and from the venue and during the trip
- Details of the accommodation with address and contact number.
- An itinerary giving as much detail as possible.
- Kit and equipment list
- Emergency procedures and telephone contacts
- Codes of conduct for both Staff and Players
- Welfare and child protection procedures
- Estimated cost.
- Date for paying deposit.
- Spending money
- Details of insurance

## **Information required from Parents/Guardians/Carers**

- Signed consent form accepting the code of conduct and detailing any specific medical information.
- Special dietary requirements
- Consent for emergency medical treatment
- Agreement to pay the fee.
- Do not forget to ask the parents to get their child a European Health Insurance Card (replaces E111 forms) Preparing Participants

Try to meet with the players prior to the trip to agree:

- Codes of conduct/behaviour
- Emergency procedures
- Expectation of the Players
- Staff roles and responsibilities
- Support if they become homesick.
- Support if they are unhappy or need to speak to someone in confidence.

## **Feedback from the children and staff**

On return ask the children and the staff what they enjoyed and what they would change, this will help with next year's planning. Children have great ideas on making things fun – listen to them and make their fun ideas safe.

## **Staff Ratios**

It is important that the ration of “staff to players” on any trip is high, to ensure the safety of the team.

Consideration needs to be given to the following.

- Gender, age, and ability of the team players with specific religious or cultural needs
- Players with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and behaviour of the players
- The number of Team Mangers, Assistants, Instructors and coaches and specialist staff
- The experience of the staff in supervising young people
- The need for there to be enough people (staff) to be able to deal with an emergency (minimum of two Staff).
- The minimum requirement of a ratio of 1:10 for a team of over 8- year-olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations.
- The minimum requirement of a ratio of 1:8 for a team of 8 years old and under and no more than twenty-six children involved in each party.

You can reduce potential risk to children and help to protect staff and volunteers by promoting good practice in your club activities and environment.

NSPCC “Safe Sport Events, activities and competitions” <http://www.thecpsu.org.uk>

## **5.4 Safer Recruitment**

Safe recruitment and selection procedures

Sport relies on thousands of well-motivated staff and volunteers without whom most clubs, activities and events would not exist. Safe recruitment and selection procedures help to ensure a safe workforce by deterring and screening out unsuitable individuals. This briefing outlines the key steps in a safe recruitment process.

Effective recruitment and selection procedures benefit everyone:

- Staff and volunteers have clearly defined roles and responsibilities.
- Parents/carers are assured that measures are taken to recruit only suitable people to work with children.
- Organisations reduce the risk to their reputation.
- The same procedures should be adopted whether staff is paid or unpaid, full, or part-time.

### **Written References**

Obtain at least two written references, preferably including their last employer (paid role) or deployed (voluntary role). Include someone who can comment on the applicant's previous work with children. Ideally, references should be sought on all short-listed candidates and obtained before interview. Ideally referees should be contacted directly eg., by phone.

Guidance should clarify where responsibility for this task lies (eg. at local/club level or at NGB/organisational level). Take care to ensure that information from all sources is provided to those with responsibility for deciding on the individual's suitability for the role.

### **Risk Assess Information**

Establish a case management group or other system to risk assess information returned from any of the above sources – do not employ or deploy the individual until this is complete. Risk assessments of any concerning information arising during the recruitment process should be undertaken by an appropriately experienced/trained individual, for example chaired by the person with lead safeguarding responsibilities. To help and support a risk assessment the CPSU (Child Protection in Sport Unit) have a vast amount of information to assist in decision-making.

### **Interview**

Ensure staff or volunteers undertake an interview or have a meeting with at least two representatives of the organisation. Check out any gaps in the application form and ensure the applicant has the ability and commitment to meet the standards required to adhere to the safeguarding policy.

You may want to explore the applicant's attitude to power, authority and discipline, and ask for a response to a problem faced in your club/organisation to assess their commitment to promoting good practice and their ability to communicate with children and young people.

## **Identity and Qualification Checks**

Take steps to confirm the candidate's identity (eg request photographic identification), qualifications, experience and right to work in the UK. Clarify any apparent gaps in employment.

## **Criminal Records Checks**

Kaizen Martial Arts Academy will consider each role eligible for criminal records checks and ensure that applicants for eligible posts are required to comply. Information about previous criminal convictions or other concerns should be risk assessed as above.

The disclosure and barring service is a government body that processes the requests.

### **The types of check are as follows:**

- A basic check, which shows unspent convictions and conditional cautions.
- A standard check, which shows spent and unspent convictions, cautions reprimands and final warnings.
- An enhanced check, which shows the same as a standard check plus any information held by local police that is considered relevant to the role.
- An enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults barred list, children's barred list or both.

There is a standard with regards to what role is eligible for a DBS check however, in terms of K Kaizen Martial Arts Academy the term Regulated Activity is vital to understand as any person who is in regular contact with children or adults at risk is required to have a DBS check at Enhanced with barred list level nothing less will be acceptable.

### **Action taken on Positive result of DBS checks.**

DBS request should be reviewed every three years and there may be an occasion that a positive response is received. In these cases, and dependent on the information, the Kaizen Martial Arts Academy board with the assistance of the safeguarding lead and/or consultant will discuss the risks and record discussion accordingly and if necessary, set a probationary/trial period (usually 6 months) and review the post holder's performance against the job description after this time. However, there may be a need to formerly suspend the member whilst an investigation takes place.

All decisions and discussion will be recorded and right of reply will be offered should the decision be one of dismissal. Please refer to the discipline procedures.

Kaizen Martial Arts Academy will ensure all appointments are made by the Executive Committee and not by any individual member/s of the organisation/club.

## **Recruitment of ex-offenders**

- Kaizen Martial Arts Academy will comply fully with the government **Code of Practice** and undertake to treat all applicants for positions fairly.
- Kaizen Martial Arts Academy undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- Kaizen Martial Arts Academy undertakes to discuss any matter revealed on a DBS certificate



with the individual seeking to remain a member of Kaizen Martial Arts Academy

### **Induction of new instructors and coaches / Volunteers**

- Ensure that all new personnel recruited as staff or as self-employed personnel go through an induction process as soon as possible this introduces them to all important aspects of their unfamiliar environment.
- Ensure they are familiar with the club/organisation or event's safeguarding policies and procedures and the responsibilities of the post.
- Require new recruits to be familiar with and sign up to the club/organisation's constitution and rules and any guidelines, codes of conduct, regulations and policies of that club, sport, or event.
- Require all new recruits to register as a member of the club if not already a member.
- Establish what training would be useful/required for the recruit, based on their role and experience.
- Ensure that all new recruits have either recently undertaken adequate safeguarding training or complete as soon as possible and no later than six months after taking up their post.

## • SECTION 6: Mental Health and Wellbeing (CPSU 2020)

### 6.1 Introduction

As knowledge and understanding of mental health and wellbeing grows and the pressures facing young people increase, it is understandable that we will encounter more young people who are experiencing some sort of struggle with their mental health.

Mental health and wellbeing refer to how a person thinks, feels, and manages their life experiences and any challenges. Just as we all have physical health, we all have mental health too.

People who have good mental health and wellbeing find it easier to manage their emotions and behaviour. They are likely to be able to cope well with the day-to-day stresses of life and will be able to actively take part in their social setting or community.

Someone who is experiencing poor mental health and wellbeing may be unable to control negative or unwanted thoughts or feelings. This may have an impact on their ability to function effectively, which may hinder their participation and enjoyment of activities, social interactions, sport, or school.

Some young people may feel they have a mental health problem or be experiencing poor wellbeing without having a specific medical diagnosis. This is where your awareness, understanding and ability to signpost to support services can be useful.

#### Terminology

There are many terms used to describe the illnesses and conditions that can cause a problem with a person's mental health and wellbeing. We are using the term 'Mental Health Problem' because we feel it encompasses a wide range of experiences. This is supported by feedback received by the mental health charity **MIND** that people prefer the word 'problem' rather than illness or condition.

It is worth remembering that children and young people are likely to use phrases and words that they relate to when talking about their own experiences.

#### Taking care of yourself

You may recognize that you are experiencing problems with your own mental health and wellbeing. It may be advisable to follow some **self-care** advice, particularly for those adults who are responsible for managing safeguarding and child concern issues. There are also several things that can be implemented to help maintain positive **mental health in the workplace**.

#### What will Kaizen Martial Arts Academy do to support Mental Health?

Kaizen Martial Arts Academy respect the rights and dignity of all our young athletes and acknowledge that everyone who is involved with our organisation has mental health and wellbeing needs.

As part of our commitment to ensuring we take mental health and wellbeing into consideration in all aspects of our sport, we are working towards making sure that: -

- All instructors and coaches are trained in basic mental health awareness with an ability to use the correct language and challenge discrimination.
- All staff having a general understanding of the pressures that young people might face because of competitive sport.
- A welcoming, inclusive club that treats everyone as an individual with their own needs.
- Safeguarding leads that feel confident they could identify and refer young people who are experiencing **suicidal thought and feelings**.
- Instructors and coaches and assistance coaches ask how young people feel about taking part, listen to their answers and offer help and support if needed.
- As an organisation will respect its members and their feelings
- Will encourage a healthy competitiveness that embraces personal development as well as results or wins.
- Will promote the details of mental health support services and making them available to young people.
- Kaizen Martial Arts Academy instructors, assistant instructors, coaches, and assistant coaches know where and how to raise any serious concerns about a young person wellbeing, including internal reporting procedures, the NSPCC helpline, and the police – if they believe a young person is at an immediate risk of harm.

### Supportive Instructing and Coaching

An instructor/coach is likely to have more direct contact with young people than some of the other volunteers involved in Martial arts. It is therefore important to make sure that these interactions between the coach and the young person are conducive to their mental health and wellbeing.

Therefore, Kaizen Martial Arts Academy encourage all instructors and coaches to: -

- Seek an understanding of mental health and wellbeing, through training or research.
- Demonstrate a positive attitude towards talking and openness about issues such as exercise and social interaction.
- Learn about the effects that mental health and wellbeing problems or treatment can have on a young person's willingness or ability to take part.
- Listen to young people about what they feel capable of doing at various stages of their development and make changes where possible.
- Encourage physical activity as part of a healthy lifestyle.
- Learn about strategies such as resilience and building self-esteem that can help young people with mental health problems to recover.

### Kaizen Martial Arts Academy Safeguarding Contacts

*The Lead Safeguarding Officer in Kaizen Martial Arts Academy is:*

Christopher Glanville

Instructor

He can be contacted through the main telephone number

Tel: 07940 565046

