

# Karate England

## Safeguarding Children

Procedures September 2024



# CONTENTS

SECTION	SUBJECT	Pge no:
Section 1	<a href="#">What is Child Abuse/Safeguarding and what are the signs</a> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Child Abuse</li> <li>• Children with Disabilities</li> <li>• Children from Ethnic Minority Groups</li> <li>• General signs of Abuse</li> <li>• Physical abuse</li> <li>• Sexual abuse</li> <li>• Exploitation</li> <li>• Harmful Sexual Behaviour</li> <li>• Emotional Domestic Abuse</li> <li>• Bullying</li> <li>• Neglect</li> <li>• What to do if concerned</li> <li>• CHOOSING RIGHT – Mnemonic</li> </ul>	3
Section 2	<a href="#">Responding to Concerns</a> <a href="#">Flow chart to responding to concerns (page 28)</a>	12
Section 3	<a href="#">Safe practice when working with children and young people &amp; Position of Trust Law</a>	17
Section 4	<a href="#">Whistle Blowing</a> <ul style="list-style-type: none"> <li>• What happens next</li> <li>• Who needs to know</li> </ul> <a href="#">Flow Chart 1 – reporting poor practice</a>	22
Section 5	<a href="#">Disciplinary and Misconduct</a>	29
Section 6	<a href="#">Karate in schools and sports clubs</a>	34
Section 7	<a href="#">Planning Away trips</a>	37
Section 8	<a href="#">Overnight Stays</a>	42

Section 9	<a href="#">Safer Recruitment</a>	46
Section 10	<a href="#">Mental Health and Wellbeing</a>	49
Section 11	<a href="#">Complaints</a>	51
Section 12	<a href="#">Miscellaneous document links and contacts</a>	54

<b>Document Type</b>	<b>Policy and Procedures</b>
Version	2.0
Author (name and designation)	Ann Stuart MBE Safeguarding Consultant KE 2020
Validated and Ratified by:	KE Board (Date)
Date Validated:	August 2020
Key Words:	Child; safeguarding; abuse; duty of care; Indicators; signs and symptoms; report; Recruitment
Date uploaded to internet:	
Review Date:	
EDUCARE APPROVED Date	

#### Version Control

Version	Type of Change	Date	Revisions made if any
1.0	New Document	May 2019	Not Applicable
2.0	Additions Required	August 2020	Mental health and wellbeing guide Code of Conduct for Referees (held in code of conduct file) Disciplinary and misconduct guidance
2.0	Additions	September 2023	Position of Trust Updated

# What is safeguarding and child Abuse?

## Safeguarding

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

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

Karate Sport England can have the best policies and rigorously check the suitability of coaches and volunteers. It can have numerous codes of conduct and guidelines in place to ensure maximum safety for the organisation, participants, coaches and volunteers.

Training will help you to recognise some of the signs, 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. It is important that you 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 behaviours of a Karate 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 don't want to worry their parents or maybe the parent is the person of concern. There is no research that 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. Very young children often believe that adults know everything that is going on and expect you to already know.

If a child says or indicates that he or she is 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, then there is an approach that needs to be taken in terms of response to that information and concern. The person receiving the information should Choose Right: (see page 12).

## Child abuse?

First and foremost, it is important to remember that a child is any person under the age of 18. 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 abuse often experience more than one type of abuse, and it tends to happen over a period of time 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 wide network of friends who support and protect them
- Have significant communication difficulties which may include very limited verbal communication, or they may use sign language or other forms of 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 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 needs to be vigilant to the signs listed below.

- Regular flinching in response to sudden but harmless actions, for example someone raising a hand quickly or shouting out instructions
- Showing an inexplicable fear of particular 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 a 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 tend to 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, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs (like finger tips 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 clear shape of an object, for example cigarette burns, especially if seen on the backs of hands, on feet or legs.

There can be other signs of physical abuse, including multiple injuries inflicted at different times. If a child is frequently injured and the bruises or injuries are unexplained or the explanation doesn't match the injury, 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 Karate 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
- Over training and inappropriate training which disregards the capacity of the participant's immature and growing body. This also applies to over competing.
- Forcing (or suggesting) that a child loses 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 to train as appropriate to the capacity of their immature and growing body.)
- Inappropriate levels of physical exercises 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 coaches and instructors must be aware of.

## **Behavioural Signs**

- Child is reluctant to have parents contacted
- Child has aggressive behaviour or severe temper outbursts. (Don't use this in isolation and aggressive behaviour and outbursts can be related to ADHD or Tourette's)
- Child runs away or shows fear of going home
- Child flinches when approached or touched
- Child reluctant to get changed for PE or school sport
- Child covers up arms and legs with a long sleeved shirt, even when it is hot
- Child shows signs of depression or moods that are out of character with their general behaviour
- 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 doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve 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 in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

### **In a Karate 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/adjustment of their karate suit, for example
- Coaches implying better progression of the participant in return for sexual favours
- 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 physical signs that a child has suffered sexual abuse, these include:

#### **Physical Signs**

- Pain, itching, bruising or bleeding in the genital or anal area
- Child has any sexually transmitted disease
- Child has recurrent genital discharge or urinary tract infections, without apparent cause

- Child has stomach pains or discomfort when he/she is 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 wouldn't expect them to
- A child might become sexually active at a young age
- They might be promiscuous
- They make sexual drawings or use sexual language
- Child has an apparent fear of someone
- Child possesses unexplained amounts of money or receives expensive presents
- The child runs away from home
- Child is self harming, self mutilating or has attempted suicide
- Child alludes to secrets they cannot reveal
- Reluctant to get changed for PE or school sport
- Child displays sexualized behaviour or knowledge beyond their years
- Child has eating problems such as anorexia or bulimia
- 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 don't understand that they are being abused. They may depend on their abuser or be too scared to tell anyone what's 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. Behaviours which might be concerning depend 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 or 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 Karate Dojo situation emotional abuse may occur when 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 are unable to grasp an activity

**Spotting the signs of Emotional Abuse**

There aren't 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 behaviours, which appear to be 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 haven't 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 wouldn't 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 similar to 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 very similar to those signs listed above for physical, sexual and emotional abuse as well as neglect.

## **Bullying and Cyber-bullying**

Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time 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 Karate Dojo situation bullying may occur when:**

- A parent/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

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 Karate situation bullying may occur when the 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 or not a child is being bullied. They might not tell anyone because they are scared that the bullying will get worse. 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 possible 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)

## **Neglect**

Neglect is persistently failing to meet a child's basic physical and/or psychological needs, usually resulting in serious 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 Karate 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 possible injury if not dealt with

### **Spot the signs of possible 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 very dirty and unsafe, perhaps 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**

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

## **Poor Practice and Abuse**

It is important that safeguarding children are 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 Karate 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 Karate 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 extremely important that adults in the club advocate for the children and young people. Creating a safer culture for **ALL** children is a paramount requirement for all those involved in Karate.

## Responding to Concerns Safely

### Responding to Concerns

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

KE acknowledge that 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 it is essential that every adult is aware of the possible signals that a child or young person's welfare or safety could be at risk. Often you rely on instinct that something is not quite 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, but it is your duty of care to report concerns to either your Safeguarding Welfare officer or safeguarding lead or call Child Line 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 that is in a position 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 allow 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 carer 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 a number of 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 comes into contact with children and families has a role to play in safeguarding, identifying concerns, sharing information and taking prompt action.

[Click here for flow chart 1 – Responding to poor practice in Karate Setting](#)

[Click here for flow chart 2 - Responding to welfare/safeguarding concerns outside Karate](#)

# Choosing Right – Do's

Choose the Right Action that's 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 i.e. your safeguarding officer / social care or police
S	Serious – take what they tell you seriously and act upon it even if it's just passing it on to the safeguarding lead.
I	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
N	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.
G	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 Karate setting or <a href="#">outside</a> a Karate setting

# Choosing RIGHT – Do Not’s

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 KE do not have the skills necessary to help the parents deal with the news, but 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 suspected 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	Don’t take sole responsibility for investigating the concern ALWAYS, consult, refer and hand over to the safeguarding lead.

(Adapted with permission from BJA ‘Safelandings’)

## 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.

- Use the reporting form as shown in appendix.....
- Pass your concern to the KE 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 at a later date
- 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 person spoken to when referred on to social care or police
- Ensure all information is maintained safely in accordance with data protection legislation
- Information should only be shared on a strictly need to know’ basis

## What happens next?

It is not the responsibility of anyone working under the auspices of KE, in a paid or voluntary capacity to decide whether or not child abuse is or 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 have a legal duty to make inquiries and this includes talking to the child and family. Sometimes those inquiries can be carried out 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 carer's to help clarify any initial concerns. For example if a child or young person has suddenly become withdrawn and quiet it may be 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 e.g. 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 staff 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 United Karate Association 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 chairman/president.

**In a School**

If you are working 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 safeguarding firstly contact the KE Sport Director.**

**If its an emergency then** 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.

# 3

## 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.

### **Karate involves 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 minimize such injury.

So to minimize the possibility of injury the following safe practice is encouraged in all United Karate Association DOJO's

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

### **Safe Practice in the DoJo**

It is essential that a basic risk assessment is carried out 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 sparing and in Kumite**

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

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

- Wear hand mits
- Gum shield
- Foot pads are optional
- **In particular with children under the age of 16 contact to the face/head is NOT permitted.**
- height or weight of the participants are a consideration in competition
- Female participants are able to wear chest guards
- Sparing 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 coaches are first aid trained and regularly updated every three years
- St Johns Ambulance or similar qualified first aiders are present at all competitions

Above all, 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

## **Coaching Children in Karate**

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 pretense. 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:

- treat an injury;
- 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 have to be supervised in the changing rooms **always** ensure that at least two male or two female staff 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 England Karate weighing-in procedure contained in the England Karate Tournament Handbook 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 general 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 staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities.
- Only carry out 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

**Position of Trust (SS 16-19 of the Sexual Offences Act 2003 – Includes Sports Coaches)**  
click on the blue link for more details.

### **Position Of Trust**

The power and influence of an older colleague (where an U18 has taken on a leadership role), or member of staff, 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 different levels of volunteers and participants in a group.

However **no intimate relationship** can begin whilst the member of staff or volunteer is in a position of trust over them. Karate England 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 Karate.

**“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 ostensibly 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 into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable

### **Karate England code on abuse of trust**

#### **Position of Trust (SS 16-19 of the Sexual Offences Act 2003 – Includes Sports Coaches)**

- Any behavior, which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care (Under 18), must not happen.
- 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 behavior by 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 position of trust issues may be referred to the police for investigation.
- If the behavior is a breach of KE code of conduct it will be investigated according to the KE Case Management Team 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 against the law and may be reported to the police.

## Whistle Blowing

### **Allegations of abuse against members of staff 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 Karate.

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 difficult 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, 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 KE 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 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.

KE will fully support and protect any member of staff or volunteer who, in good faith, reports his or her 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 KE 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:**

United Karate Association will fully support and protect any member of staff or volunteer who, in good faith, reports his or her 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 Karate 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.

**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 Karate 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.



# The Next Step

## What Happens Next?

When a complaint of abuse is made against Karate 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 United Karate Association case management team or a complaints and conduct panel.

The case management team will decide if an individual accused of abuse should be temporarily 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 case management team will follow the United Karate Association 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 staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Karate England 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 of time 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 Karate England.

### **Providing support**

Karate England will support anyone who, in good faith, reports his or her 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 Case Management Teams
- Provision of specialist independent organisations contact details
- 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 members of staff during and after poor practice and child abuse referrals to Karate England. 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, Karate England 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 United Karate Association. A list of independent support groups and help lines is provided on page 43 of this document for those who have experienced abuse. United Karate Association 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.

# 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 working 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

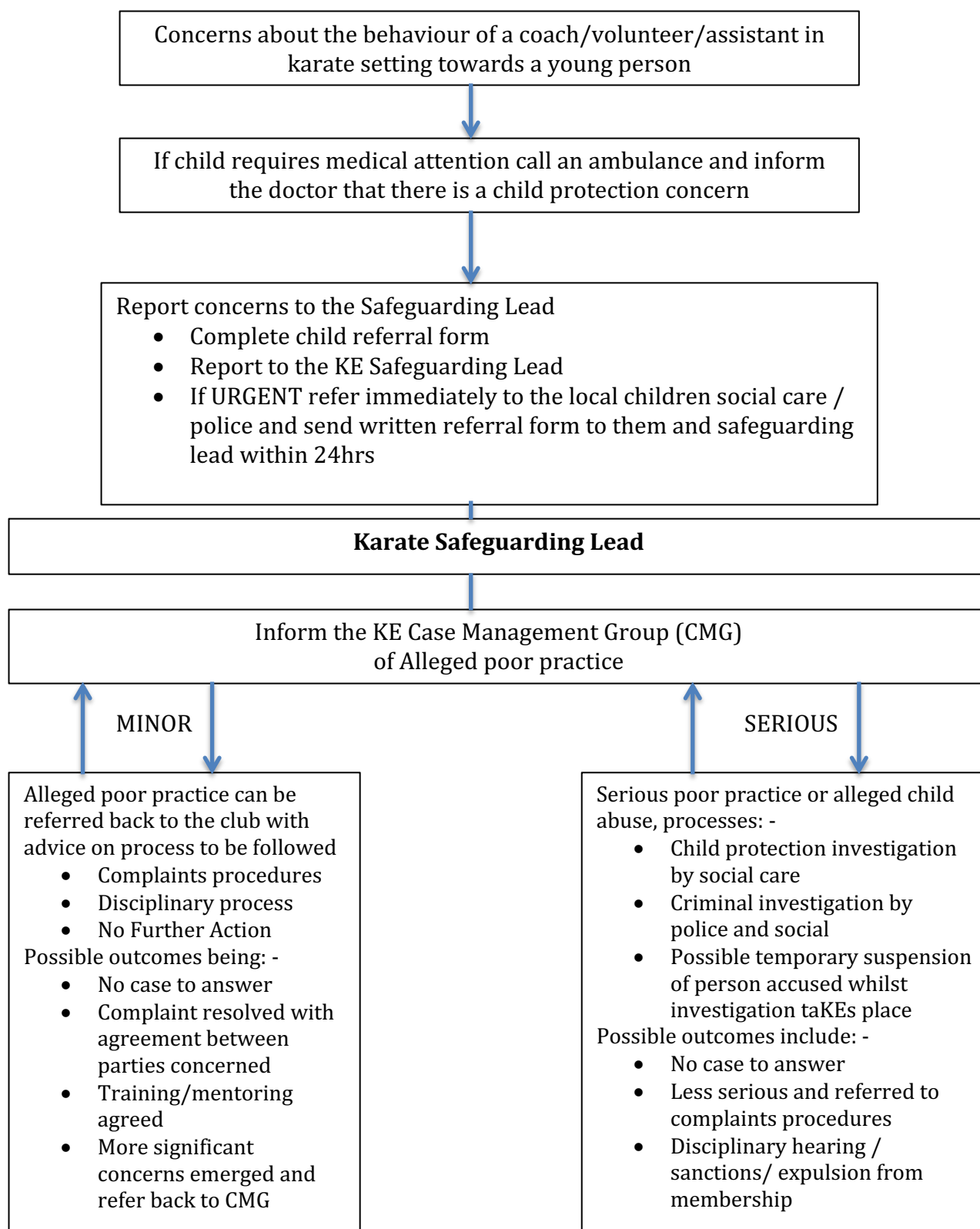
## **Working with students away from home and abroad**

If you are working with Karate 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 very 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 Karate Setting



## Flow Chart 2 - Responding to welfare/safeguarding concerns outside Karate setting

If you are worried about a child outside of the Karate 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.  
Include dates and times if possible.

Inform the safeguarding lead without delay using the report form on the KE web site (add link)

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 KE Safeguarding lead

# 5

## Disciplinary and Misconduct

### **Purpose**

The purpose of this guidance is to give coaches and volunteers the opportunity to improve their conduct or performance. It identifies who has authority to take disciplinary action and aims to ensure that coaches and volunteers of the KE are protected against unjustifiable or inconsistent disciplinary action. It also identifies the type of issues, which would result in disciplinary action being taken, what that action would be and what further action would result if there is no improvement or a reoccurrence takes place.

### **Appointment of Case Management Team**

On notification of the need to hold a disciplinary hearing, the Sport director or their designated deputy, in consultation with the safeguarding officer if a safeguarding issue, will appoint a panel of three persons. These will normally be:-

- KE Safeguarding Manager (if a safeguarding matter)
- KE CEO
- KE Sport Director
- Independent specialist (when required)

Due to the sensitive nature of this kind of action and in order to protect and shield children and vulnerable adults from the traumas and rigors of formal disciplinary hearing, United Karate Association will use the following procedures depending on the circumstances involved.

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 behaviours.

The Case Management Team 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 particular role, no further action will be taken by the Case Management Team 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 he/she be reported for misconduct on a subsequent occasion. The Case Management Team also reserves the right on receiving a second report, to take into account the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport, the Case Management Team 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 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 he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.

All reports will be presented to the panel.

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

### **Responsibilities of the Panel**

The CMT 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 United Karate Association Technical/coaching staff.

Evidence may be in person, by telephone, video conference or in writing.

### **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:

- Case Management Team 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 United Karate Association e.g. Legal Adviser.
- The alleged perpetrator (and parents if the alleged abuser is a child).

Information will be stored centrally at the office of United Karate Association sports Director 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**

United Karate Association 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 (Case Management Team members).

KE will refer details of any person who it is considered are unsuitable to work with children to the Disclosure and Barring Services (DBS).

### **Responsibilities**

KE will 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.

### **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 Case Management Team (CMT). This will include the information received from a statutory agency and other general information (awards held, length of time in karate, clubs attending, any previous relevant disciplinary action taken by the Association).

The CMT 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 Safeguarding Case Management Team (SCMT) 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 SCMT will conduct the interview.
- When further information has been gathered and interviews have taken place (if required) the SCMT will decide whether any restrictions or action should be placed on the subject.

### **Types of misconduct**

The following list shows examples of the type of rules/offences, that KE has categorised for each level of misconduct. This is not an exhaustive list and management reserves the right to decide how any other misconduct shall be categorised:

#### **MISCONDUCT**

- Neglect causing damage to or loss of property/ equipment
- Serious disregard of safety/hygiene/security
- Use of foul language in class / Competitions / events
- Publicly disrespecting or being disparaging about KE through verbal, social media or any other forms of open communication

#### **GROSS MISCONDUCT**

Gross Misconduct by a member of KE entitles KE sport director to immediately dismiss the club from



membership of KE.

The following matters will be deemed by KE to constitute gross misconduct. Such matters are by way of example only and are not exhaustive.

- Acts of theft, fraud or other dishonesty whether committed in the course of the clubs duties or not
- Breach of professional confidence or disclosure of confidential information.
- Violent, willful or reckless behavior which does or that could put participants and / or property at risk
- Possession of, or being under the influence of, alcohol or drugs whilst representing KE unless the drug has been prescribed by a medical practitioner
- Acts of indecency, sexual harassment or other similar misconduct with or towards another coach or participant
- Any breach of code of conduct for coaches
- Any breach of safeguarding policy and procedures for both children and adults
- Use of threatening, abusive or insulting language to participants / parents or any person involved in Karate either at class / competition or training events
- Any Breach of the KE, code of practice for coaches
- Failure to disclose any criminal convictions
- Actions or omissions likely to result in damage to KE's reputation in the community
- Falsification of records
- Harassment or bullying
- Physically violent behavior
- Serious breaches of KE values, trust and/or confidence.
- Refusing a reasonable, lawful and safe management instruction.
- Indecent, offensive or immoral behaviour.
- Disclosure of confidential information pertaining to KE

**NOTE:**

**Any allegation of bullying in the workplace or any allegation of discrimination, victimisation or harassment linked to anti-discrimination legislation including gender, gender reassignment, sexual orientation, marriage, civil partnership, disability, race, age, religious beliefs or political opinions will be thoroughly investigated and where appropriate will be dealt with under the disciplinary procedure. The disciplinary response will depend upon the nature and seriousness of the incident and in extreme cases may result in summary dismissal.**

**NB:** All hearings will take place in private unless there is good cause and witnesses and the person concerned will normally be allowed to have a parent or friend present.

**The Right to Appeal**

Any appeal on the decision of a disciplinary panel must be made in writing within seven days of the notification of the result of the hearing. No Appeal will be allowed after this time

A £50 administration fee must accompany all notifications of appeal, which is refundable in the event of a successful appeal

Grounds for Appeal include: -

- There was a material error either factual or procedural in the original hearing
- New evidence has emerged that was not known at the time of the hearing

An appeal panel will be selected and a date and venue for the appeal will be made.

A full set of the papers will be provided to Panel members and the appellant no later than 10 days before the Appeal date (unless the Appeal Hearing falls within that time, in which case the papers will be provided as soon as possible).

A copy of the grounds for Appeal and any supporting statement will also be provided to Panel members.

### **The Appeal Hearing**

An Appeal is not a re-Hearing of the original Disciplinary Hearing and whilst it will be necessary for Panel members to review the evidence by reading the statements and any reports, it will not involve the calling of live witnesses unless material new evidence has come to light that was not available to the disciplinary Panel. It should be noted that not every fact or procedure would be material to the Appeal. This will be entirely at the discretion of the Appeal Panel Chair whose decision will be final and absolute.

The appellant may invite a companion or legal representative to accompany them at the Hearing. The KE Safeguarding Officer will normally attend all Appeals. Any other person attending an Appeal Hearing will be entirely at the discretion of the Panel Chair.

Before calling any person into the Hearing, the Chair will ensure that Panel members have read and understand the case and have a copy of the grounds for Appeal. The Chair will then call in the appellant together with their companion or legal representative and the KE Safeguarding Officer.

The Chair will then ask the appellant or their legal representative to outline the grounds for their Appeal and provide any verbal or documented support for their Appeal. The Panel may ask the appellant any questions or seek clarification of any of the points raised.

The Panel may then ask the KE Safeguarding Officer any questions or seek clarification on the information provided by the appellant or from the original investigation or Hearing.

Once the Chair is satisfied that the Panel has sufficient information on which to decide the Appeal, they will retire to consider whether the Appeal is upheld or dismissed. The Appeal Panel also has the power to change any sanction imposed by the original disciplinary Panel.

At the conclusion of the Appeal the Panel shall have the power to:

- Dismiss the Appeal.
- Alter or vary the original decision.
- Quash any sanction and/or substitute it for any other penalty or
- Make any such other order or determination as it may think right or just.

The decision of the Appeal Panel will be communicated to the appellant within seven days of the Hearing. The Appeal will be final and binding and there lies no other form of Appeal.

The KE recognise that there will be occasions where concerns have been raised about the suitability of a coach, volunteer or member of staff to work with children but there is insufficient evidence to report the cases for disciplinary proceedings. These cases arise from positive DBS Disclosure Certificate, reports from other statutory agencies or other information.

Any disciplinary process must be concluded within 30 working days from the date of the receipt of the report.

# Karate in Schools / Sports Clubs

## Introduction

This protocol clarifies expectations regarding child protection reporting processes and information sharing between sports 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*

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

## **On the basis of 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 responsible 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 sports 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 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**

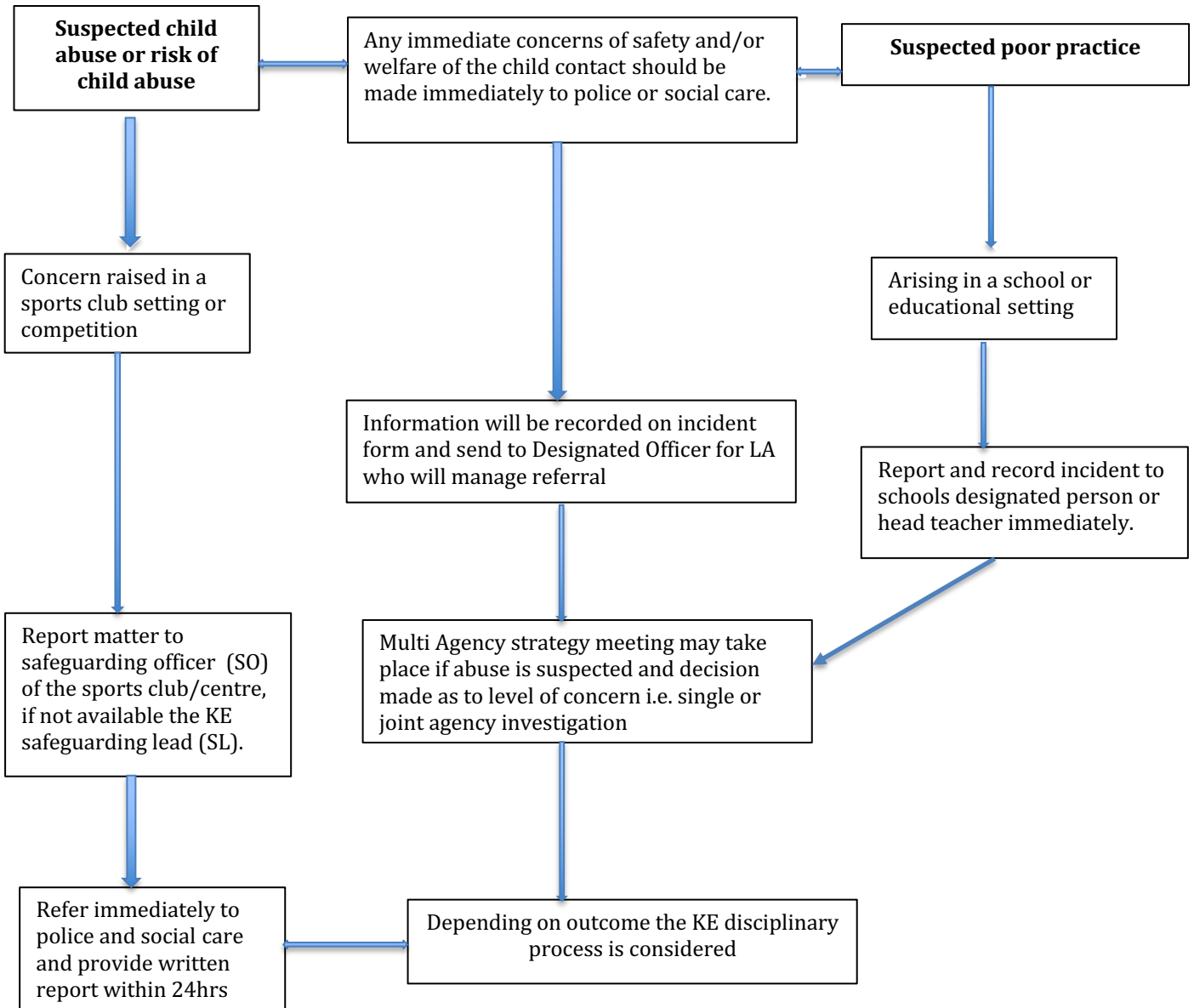
All schools and local authorities will have policy and procedures in place regarding managing allegations against people working with children. In the event of an allegation of possible abuse or poor practice being raised the designated officer within the local authority will be informed for inquiries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

- Concerns/allegations arising within a school or educational setting should be referred to the schools designated person/teacher who will make a decision 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 make a decision 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.
- Referrals 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, coaches or volunteers who are involved in the delivery of national school sport strategy activities
- Once a decision has been made in terms of possible suspension the disciplinary process will await the outcome of any formal child protection investigation before continuing
- There are a number of possible 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, coaches or volunteers
  - No further action
  - Where there are concerns about a persons 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 behavior within a school sport setting / sports club or at a Competition**

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



# 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 has to 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-Karate 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 (page 41)

Remember that an adult is anyone aged 18 or over.

You may have volunteers or even young coaches who are not yet 18. 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 coaches; however it is likely that there will be a mixture of qualified 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 more or less 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 staff 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 United Karate Association Code.
- Ensure that all staff who are responsible for young people within the team have been recruited and checked, in accordance with the KE 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 Coaches responsible for the team/s
- Contact details for the Team Manager 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**

KE recognises that Junior/youth Karate exists on the support of volunteers and parents and that often private cars are used as a form of transport to away events.

KE 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 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 situation 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**

- 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 Staff - paid or voluntary - must have complied with and been checked through the recruitment procedure set out in (page 40).
- Within the group of Staff responsible for the team there must be a nominated person who is familiar with and who has received training on the KE Child Protection Policies and

Procedures. (Attendance at a KE 'Safeguarding' workshop would meet this requirement).

- For single sex groups, there must be at least one same gender member of staff.
- Any child not accompanied by a parent/guardian must have a same sex staff member.

### **Roles and Responsibilities**

- All members of staff need to have a clear knowledge of their role and responsibility for the team.
- Where possible try to appoint a Head Coach and Team Manager, the Head Coach and Coaches taking responsibility for the training and competition management of the team and the Team Manager (and any other staff) taking responsibility for any other necessary support.
- All staff must go through an Induction programme ensuring they understand KE Child Protection Policy and Procedures
- Ethical issues
- Codes of conduct and behaviour
- All staff 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 staff and parents should not compromise this situation.
- A Club should develop and publicise policies regarding the collection of young people from Karate 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 Staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All Team Members and Staff 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 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 misbehavior
- Sufficient and supervised stops

- That in the event of a breakdown or accident, the Team and Staff 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 staff must carry medical details and relevant information
- The staff must be aware of any specific medical conditions
- Staff should have access to calling the emergency services and the minimum first aid provision
- Staff have a duty of care to act as a prudent parent would
- Staff 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 Staff 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 KE Head of Communications
- Ensure that the Team and staff 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 Staff,
- Liaise with the media contact if applicable
- Report the incident to the insurers, using the appropriate forms if necessary

### **Insurance**

KE clubs, members and coaches have insurance cover with their membership, however travel and medical cover is NOT included.

# 8

## 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?
- Whom they might affect?
- 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 of 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 18 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 player's 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
- Don't 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 likely behaviour of the players
- The number of Team Managers, Assistants, 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 ration of 1:8 for a team of 8 years old and under and no more than 26 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>



## 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 e.g. by phone.

Guidance should clarify where responsibility for this task lies (e.g. 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 making a decision 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 (e.g. request photographic identification), qualifications, experience and right to work in the UK. Clarify any apparent gaps in employment.

## **Criminal Records Checks**

KE 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
- A enhanced check, which shows the same as a standard check plus any information held by local police that's 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 Karate England 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 KE 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.

KE 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**

- KE will comply fully with the government **Code of Practice** and undertake to treat all applicants for positions fairly
- KE undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- KE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking to remain a member of KE

### **Induction of New 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 new 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 new 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.

**Introduction**

As knowledge and understanding of mental health and wellbeing grows and the pressures facing young people increase, it's understandable that we'll come into contact with more young people who are experiencing some sort of struggle with their mental health.

Mental health and wellbeing refers 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 behaviours. 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 KE do to support Mental Health?**

KE respect the rights and dignity of all of 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 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 as a result 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**
- 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
- KE 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 Coaching

A coach is likely to have more direct contact with young people than some of the other volunteers involved in Karate. 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 KE encourage all 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 diet, 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 different 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

# 11

## Complaints

KE have published a set of codes relating expected standard of behavior and understanding by coaches, parents, officials and participants.

Codes of Conduct can only be effective if there is a disciplinary process to support them. It is essential that the KE is fair and consistent. Initial steps should always be taken to try and resolve issues in appropriate circumstances

The following options can be considered as possible sanctions for breaches of the codes:-

- Verbal warning
- Written warning
- Exclusion from specific number of training sessions
- Exclusion from trips and/or competitions
- Suspension of membership to KE
- Exclusion of membership to KE

Depending on the circumstances will depend on the sanction, however, sometimes being able to build up on sanctions can often be a preferable approach as once a decision has been taken it is not easy to reverse the decision. It is much simpler to add an additional sanction or increase the number of period of time being utilised.

### **Why do we have a complaints process?**

Being clear about the association philosophy, what the sport and the clubs can offer and what is expected from participants, parents, coaches and officials will limit potential complaints.

Most complaints can be dealt with by referring individuals to club policies and procedures. However, where there are complaints, which cannot be satisfied via these routes there must be a process for dealing with them.

### **Complaints Procedure**

We are committed to providing a quality service in the governance of KE working in an open and accountable way that builds the trust and respect of all our stakeholders. One of the ways in which we can continue to improve our service is by listening and responding to their views, by responding to complaints and by putting mistakes right.

Therefore we aim to ensure that:

- making a complaint is as easy as possible
- we treat a complaint as a clear expression of dissatisfaction with our service which calls for an immediate response
- we deal with it promptly, politely and, when appropriate, confidentially

- we respond in the right way - for example, with an explanation, or an apology where we have got things wrong, or information on any action taken etc
- we learn from complaints, use them to improve our service, and review annually our complaints policy and procedures.

We recognise that you may wish to raise concerns informally and these be dealt with quickly. Our aims are to:

- resolve informal concerns quickly
- keep matters low-key
- enable mediation between the complainant and the individual to whom the complaint has been referred.

An informal approach is appropriate when it can be achieved. But if concerns cannot be satisfactorily resolved informally, then the formal complaints procedure should be followed.

A formal complaint is 'any expression of dissatisfaction' that relates to the governance of Karate in KE that requires a formal response. The formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction

#### **KE will :**

- acknowledge the formal complaint in writing
- respond within a stated period of time
- deal reasonably and sensitively with the complaint
- take action where appropriate.

Except in exceptional circumstances, every attempt will be made to ensure that both the complainant and KE maintain confidentiality. However the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality (with each complaint judged on its own merit). Should this be the case, the situation will be explained to the complainant.

#### **Safeguarding Concerns**

For concerns relating to safeguarding please refer to page 19 of this document chapter titled 'Whistle Blowing'.

#### **Non Safeguarding - Formal Complaints Procedure**

##### **Stage 1**

In the first instance you should always try to resolve the issue informally with the relevant Karate Club. However, if you are unable to resolve the issue informally, you should write to the Sports

Director of KE. In your letter (which may be sent by email) you should set out the details of your complaint, the consequences for you as a result, and the remedy you are seeking.

You can expect your complaint to be acknowledged within 4 working days of receipt. You should get a response and an explanation within 15 working days.

## **Stage 2**

If you are not satisfied with the initial response to the complaint then you can write to the Secretary of KE and ask for your complaint and the response to be reviewed. You can expect the Secretary to acknowledge your request within 4 working days of receipt and a response within 15 working days.

Our aim is to resolve all matters as quickly as possible. However, inevitably some issues will be more complex and therefore may require longer to be fully investigated. Consequently timescales given for handling and responding to complaints are indicative. If a matter requires more detailed investigation, you will receive an interim response describing what is being done to deal with the matter, and when a full reply can be expected and from whom.



# 12

## Miscellaneous links and contacts

### Codes of Conduct (click on link)

- Coaches
- Children and young people
- Parents
- Referees/Officials

**GDPRS** – your data is safe in our hands

### Forms

- Incident report form
- Health and safety risk assessment
- Opting out of publication of Photography / Visual images

### United Karate Association Safeguarding Contacts

#### KE Director of Sport

Sensei Ian Cuthbert

Mobile:- 07802 -481187

Email:- [cuthbertshikon@aol.com](mailto:cuthbertshikon@aol.com)

#### KE Safeguarding Officer

Dan Thackery

Mobile: - 07502 261 891

Email: - <mailto:danthackrayKE@hotmail.com>

#### KE Independent Safeguarding Consultant

Ann Stuart MBE

Email: - [loughview41@icloud.com](mailto:loughview41@icloud.com)

### Useful External safeguarding and child protection contacts

- Childline
- NSPCC
- CPSU
- What to do if worried about a child

