



SAFEGUARDING GUIDANCE

CHILD PROTECTION & VULNERABLE ADULTS POLICY AND PROCEDURES

Original June 2004
Previous update February 2014 – Updated June 2017
Reviewed May 2018



Disclosure &
Barring Service



GDPR (General Data Protection Regulation) Compliant December 2017

Forward:

Please note any safeguarding guidance area's will be used in conjunction with the WKU Child Protection & Vulnerable Adults Policy and Procedures updated status June 2017.

KEY LEGAL REQUIREMENTS:

DATA PROTECTION

GDPR (General Data Protection Regulation) compliance has been received from GBG Online Disclosures. This is in line with the WKU (Western Karate Union) GDPR policy.

RADICALISATION

Under the Statuary Guidance issued under section 29 of the Counter Terrorism & Security Act 2015.

Any identification or reason to believe any radicalisation of an individual or individuals – authorities must be informed immediately and relative information to be logged and kept in a confidential manner.

FEMALE GENITAL MUTILATION – FGM

Female Genital Mutilation Act 2015 section 74 of the act – duty to immediately inform Police when the following is evident;

Informed by a girl under the age of 18 she has undergone an act of FGM.

Or

Observe physical signs that an act of FGM may have been carried out on a girl under the age of 18.

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Introduction

The WKU has developed a Child Protection Policy for implementation throughout its members. All sporting organisations, which make provision for children and young people, have a moral and legal responsibility to ensure that:

The welfare of the child is paramount;

Where the document states 'children' this also includes 'vulnerable adults'

All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

All members (paid /unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

The Children Act 2004 defines a child as a person under 18.

This Child Protection Policy has been accepted by the WKU Executive and is mandatory for all member clubs.

The Western Karate Union is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children and young people, the majority of our membership.

Adopting best practice will help to safeguard those participants from potential abuse as well as protect coaches and other adults in positions of responsibility from any potential allegation of abuse.

This document is binding for all our member Clubs and provides procedures and guidance to everyone in Karate in England, whether working on a voluntary or professional capacity.

Any individual applying for DBS who is found to have history of an offence or under investigation against a child or vulnerable person at any level will not be allowed to have any dealings within the WKU of teaching/coaching/holding any organisational role within the WKU. That individual will not be allowed to train in the presence of children and vulnerable persons in all other cases the said individual must be supervised an appropriate coach/instructor.

1]. Policy statement

Karate as a sport and pastime has a duty of care to safeguard from harm all children involved in Karate. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

The WKU will ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines adopted by the WKU Executive.

The policy will be implemented by all our member Clubs and is applicable to all Association officers, club instructors and officials and officers and members of the WKU.

Sport can and does have a very powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. We have to ensure that for these positive experiences to take place that sport is in the hands of those who have the welfare of young people uppermost in their mind and that we have proper procedures and practices to support and empower them.

1.2 Policy aims

The aim of the WKU's Child Protection Policy is to promote good practice by :

- Providing children and young people with appropriate safety and protection whilst in the care of Karate clubs and instructors affiliated to the WKU.
- Ensure that all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Allow all instructors to make informed and confident responses to specific child protection issues.
- The Policy recognises and builds on the legal and statutory definition of a child
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good practice in the delivery and management of English Karate, a young person is recognised as being under the age of 18 years [Children's Act, 2004].
- The WKU recognises that young people above the age of 18 are vulnerable to undue influence by adults in positions of responsibility, for example junior international athletes aged under 21 years and provision is made for this instance within the WKU.
- Through the WKU's implementation plan attached as an appendix each of our Clubs will provide a suitably experienced and qualified individual to act as their Child Protection Officer and commit to a series of awareness raising and training seminars to help them fulfil their role and will use WKU template forms and reporting sheets.
- GUIDLINE – Two per club where available male and female not related.
- Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2010.

The Policy will be overseen by the WKU Child Protection Officer and in turn by the WKU Executive through quarterly reporting procedures. Periodic reviews are built into the WKU's implementation policy included within the appendices.

2]. Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All cases of poor practice and suspected case of abuse should be reported to the WKU and or relevant authorities following the guidelines in this document.

When a child enters the club having experienced abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

2.1 Good Practice Guidelines

All those involved in Karate should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Karate :

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations, involving parents or carers no secrets).
- treating all young people/disabled adults equally, and with respect and dignity.
- placing the welfare and safety of the child or young person above the development of performance or competition

- maintaining a safe and appropriate distance with students (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them or be alone in a vehicle).
- building balanced relationships based on mutual trust, which empowers children to share in the decision-making process;
- making sport fun, enjoyable and promoting fair play.
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme.
- keeping up to date with the technical skills, qualifications and insurance in Karate .
- ensuring your teaching practice reflects the high standards expected of Karate
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender abuse can also occur)
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- giving enthusiastic and constructive feedback rather than negative criticism.
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- securing written parental consent to act in "*loco parentis*", if necessary. For example, to give permission for emergency first aid and/or other medical treatment.
- having up to date records of pupils, including contact numbers and information about medical conditions and lesson plans
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- requesting written parental consent if club officials are required to transport young people in their cars.
- Instructors or coaches should not contact a child student directly by phone or by any other means. All contact should be done with the full knowledge of the child's parent club instructor or coach and then through the child's parent or guardian.

Within our coaching portfolios, we make particular reference to children and young people practising together and this guidance is now included here.

- Karate Instructors need to understand the responsibilities of teaching children and the basic principles of growth and development from childhood to adolescence. Exercises should be appropriate to age and build and stages of development.
- There is no minimum age for a child beginning Karate, as the build and maturity of individuals varies so much. However the nature of the class must be tailored to consider these factors.
- In general, the younger the child, the shorter the attention span. One hour is generally considered sufficient training time for the average 12 year old or below. Young children have a metabolism that is not suited to generating anaerobic power, and therefore they

exercise better aerobically, i.e. at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts.

- Children should not do assisted stretching - they generally don't need to, and there is a real risk of damage with an inconsiderate or over-enthusiastic partner.
- Children should be carefully matched for size and weight for sparring practice.
- Great care must be taken, especially where children train in the proximity of adults, to avoid collision injury.
- Children should not do certain conditioning exercises, especially those which are heavy load bearing, for example weight training or knuckle push-ups. Children should not do any heavy or impact work but should concentrate on the development of speed, mobility, skill and general fitness.

Transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance special overnight arrangements and any special health requirements.

The following practice/s should never be sanctioned.

You should never:

- **engage in rough, physical or sexually provocative games, including horseplay;**
- **spend excessive amounts of time alone with children away from others;**
- **take children to your home where they will be alone with you.**
- **share a room with a child;**
- **allow or engage in any form of inappropriate touching;**
- **allow children to use inappropriate language unchallenged;**
- **make sexually suggestive comments to a child, even in fun;**
- **reduce a child to tears as a form of control;**
- **allow allegations made by a child to go unchallenged, unrecorded or not acted upon;**
- **do things of a personal nature for children or disabled adults that they can do for themselves;**
- **invite or allow children to stay with you at your home unsupervised.**

NB. It may sometimes be necessary for coaches or volunteers to do things of a personal nature for children, perhaps if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and students. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting/assisting to carry out particular activities. Do not take responsibility for tasks for which you are not appropriately trained.

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are told:

if you accidentally hurt a student.

if he/she seems distressed in any manner.

if a student appears to be sexually aroused by your actions.

if a student misunderstands or misinterprets something you have done.

3]. Guidelines for Use of Photographic Filming Equipment at WKU and Karate Events

There is no intention to stop people photographing their children, club mates, or photography and video been used as an educational tool but this is in the context of appropriate safeguards being in place. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club Child Protection Officer Any parent who wishes to photograph their child must seek permission from the instructor or competition organiser. Official photographers must be registered with an event organiser and wear identification.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

The WKU also follows closely the guidance issued by the Child Protection in Sport Unit advising that :

- Models or illustrations are used in promotional material
- Avoid using the first name and surname of individuals in a photograph

- Seek parental permission to use an image of a young participant. Our parental consent form is enclosed as an appendix

4]. Recruitment of volunteers

The WKU recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

It is essential that the same procedures are used consistently for all posts whether coaches or volunteers. All coaches and volunteers must have a Disclosure and Barring check carried out before working with children within the WKU.

5]. Responding to suspicions or allegations

It is not the responsibility of anyone working in Karate, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. This is the role of the child protection agencies. However, there is a responsibility for all involved in Karate to act on any concerns through contact with the appropriate authorities. Advice and information is available from the local Social Services Department, the Police or the NSPCC 24 hour Helpline 0800 800 5000

The WKU assures all coaches/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

5.1 Action if there are concerns

The following action should be taken if there are concerns

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT OR CARER?

Report your concerns to the Club Child Protection Officer. If this person is not available, the person being told of or discovering the abuse should contact social services or the police immediately. Social services and/or the police will advise on how best to involve parents/carers and deal with the situation.

YES

Record what has been said, or what has been seen. Include dates and times on the form provided. Send a copy to social services within 48 hours and a copy to WKU CPO.

The Association Child Protection Officer should always verbally inform the WKU without adding names, just the fact there is an ongoing case.

5.2 Poor Practice

If, following consideration and consultation with WKU, the allegation is clearly about poor practice; the Club CPO in consultation with the WKU will deal with it as a misconduct issue.

Allegations should be reported to the WKU Child Protection Officer in the first instance for the WKU to guide action by the club and to enable WKU to maintain central records and for monitoring purposes. If the allegation is about poor practice by the Club CPO, or if the matter has been handled inadequately and concerns remain, the WKU CPO in consultation will decide how to deal with the allegation and handle the situation.

5.3 Suspected Abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club CPO, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Club CPO will refer the allegation to the social services department who may involve the police, or go directly to the police or social services *out-of-hours duty service*.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department. [In cases of suspected abuse within the family social services department/police must give advice on who should contact and when].

The Club CPO will also notify the WKU CPO who will advise and/or deal with any procedural issues and media enquiries.

If the Club CPO is the subject of the suspicion/allegation, the report must be made direct to the WKU Child Protection Officer who will refer the allegation to Social Services.

5.4. Confidentiality

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:

The Club Child Protection Officer;

The parents of the person who is alleged to have been abused;

The person making the allegation;

Social services/police;

The WKU Executive and Child Protection Officer;

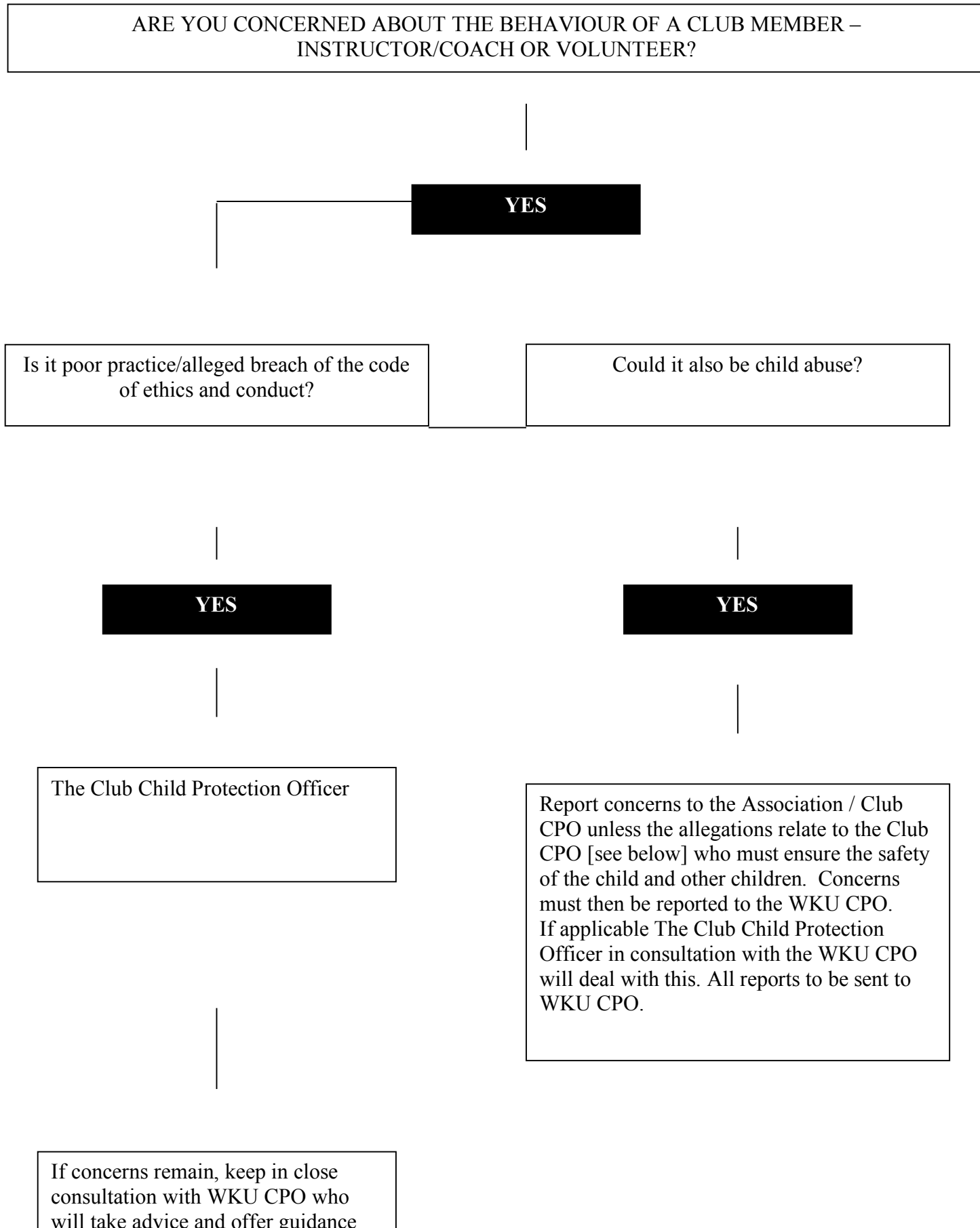
The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000, or Childline on 0800 1111)

5.5. What to do if there are concerns



Executive/
Disciplinary investigation

If the allegation/concern relates to the Association/Club Child Protection Officer reference must be made directly to the WKU CPO who will facilitate referral to social services who may involve the police.

Possible outcomes of investigation:

- # No case to answer
- # Warrants advice/warnings as to future conducts/ possible sanctions which may result in ban from sport

Executive /
Disciplinary investigation

Possible outcomes of investigation:

- # Child Protection investigation
- # Criminal proceedings
- # Referral back to Executive/Disciplinary

Monitoring of outcome
Possible appeal

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following::

- Name of child
- Details of child - Age and date of birth, race, ethnic origin, any relevant disability or special needs
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Behavioural signs indirect signs?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

Any individual applying for DBS who is found to have history of an offence or under investigation against a child or vulnerable person at any level will not be allowed to have any dealings within the WKU of teaching/coaching/holding any organisational role within the WKU. That individual will not be allowed to train in the presence of children and vulnerable persons in all other cases the said individual must be supervised by an appropriate coach/instructor.

The WKU has designed a form for your use below

CONCERN/ALLEGATION RECORD FORM

Date:

Your name:

Your position:

Please complete the following if you have received a concern or have received an allegation that relates to behavior/actions towards a Child or Young Person

Name of Child or Young Person:

Address:

Date of Birth
 Any relevant disability or special needs _____

Actions taken on receipt of Allegation/Concern

Date of receipt of allegation/concern:

Action/Response:

External agencies contacted

Social services YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:
Police YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:
Local Authority YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:
C. P. S. U. (Child Protection Support Unit) Maxine Baker Kevin Barrett Rob Smith	If yes – where: Date: Time: Name and contact number: Details of advice received:

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 2004.

5.6 Internal Enquiries and Suspension

The WKU Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. (This should be the Chief Executive/Disciplinary Committee on advice from the CPO)

Irrespective of the findings of the social services or police inquiries the WKU Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately, the welfare of children should always remain paramount.

5.7 Action if Bullying is Suspected

The same procedure should be followed as set out in the Section relating to responding to suspicions or allegations, if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.



Any other conditions requiring medical treatment? YES / NO

If YES, please give brief details:.....

.....
.....

If you have answered YES to any question, is the condition under medical control?

YES/NO

Does the child need to carry medication with them? YES/NO

If YES, how is the form of medication taken?.....

Please outline any special dietary requirements of the child and the type of pain relief medication which may be given if necessary.

.....
.....

To the best of your knowledge, has the child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES / NO

If YES, please specify:

.....

Is the child allergic to any medication or is there anything in a normal first aid box which is unsuitable for use on him/her. YES / NO

If YES, please specify:

.....

When did the child last have a tetanus injection?.....

I will inform the person in charge as soon as possible of any changes in the medical or other circumstances before the commencement of any activity.

Student's Full Name.....DOB:.....

OTHER CONDITIONS WHICH MAY AFFECT TRAINING

Does the child suffer from any of the following:

Dyslexia.....	YES/NO	Slight/Severe
Dyspraxia.....	YES/NO	Slight/Severe
Learning Difficulties.....	YES/NO	Slight/Severe
Co-ordination Problems.....	YES/NO	Slight/Severe

Any other comments you may like to make to assist us :

.....
.....
.....
.....

DECLARATION

I agree to(student name)
receiving medication as instructed and any emergency dental, medical or
surgical treatment, including anaesthetic or blood transfusion, as considered
necessary by the medical authorities present. I understand the extent and
limitation of insurance cover provided.

**Emergency
contact.....**

Contact telephone numbers (plus code):

Home.....

Mobile.....Work.....

**Home
Address.....**

.....

**Alternative Emergency Contact if different from
above.....**

.....

**Name of Family
Doctor.....**

**Address & Tel.
No.....**

.....
Changes in details must be relayed to the person in charge immediately and records amended.

Signed.....Parent/Carer.

Date.....

**Full Name
(capitals).....**

This form must be taken by the person in charge to the activity.

For Parent(s)/Carer(s) information.

The Club's Child Protection Officer is:

Tel: