

**JAPAN KARATE
SHOTORENMEI (JKS)
ENGLAND**



**CHILD PROTECTION and
SAFEGUARDING POLICY**

Reviewed: July 2019

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Introduction

Throughout this document Japan Karate Shotorenmei (England) is referred to as the JKS and its scope is defined as all JKS member clubs within England.

The JKS Safeguarding Board has approved this policy for implementation throughout its member clubs.

The JKS recognises the need to make provision for children and young people, and acknowledges its moral and legal responsibility to ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial or ethnic origin, religious beliefs, or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be heeded and responded to swiftly and appropriately
- All instructors, JKS and club officials, volunteers, responsible adults, and any other adults in a position of authority within our practice of karate have a responsibility to report concerns to the appropriate officer.

The Children's Act 1989 defines a child as a person under the age of 18.

The JKS has accepted this policy.

The JKS is committed to working in partnership with all agencies to ensure best practice when protecting children and young people within our member clubs.

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

This policy is binding upon JKS England clubs and provides procedures and guidance to everyone within the JKS, whether working in a voluntary or professional capacity.

Policy Statement

The JKS has a duty of care to safeguard all children involved in karate from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable will be taken into account.

To this end the JKS will strive to ensure the safety and protection of all children involved in our karate through adherence to the Child Protection guidelines adopted by the JKS and approved by Sport England and the NSPCC Child Protection in Sport Unit (CPSU). The JKS is a signatory to the Sport England voluntary Code of Conduct for Martial Arts and is applying a Safeguarding Implementation Plan based upon the CPSU Standards for Safeguarding and Protecting Children in Sport, and the Draft Framework for the Martial Arts Safeguarding Code.

The policy must be implemented by member clubs and is applicable to all within the JKS.

Karate can 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. The JKS will ensure that for these positive experiences to take place, those who lead JKS training and practice have the welfare of young people uppermost in their mind and that there are proper procedures and practices to support and empower them.

Policy aims

The aim of the JKS Child Protection Policy is to promote good practice by:

- Providing children and young people with appropriate safety and protection whilst in the care of clubs and instructors affiliated to the JKS
- Ensuring that all incidents of poor practice and allegations of abuse are heeded and responded to swiftly and appropriately
- Allowing all instructors, club officials and adults in positions of authority to make informed and confident responses to specific child protection issues
- Recognising the legal and statutory definition of a child; the distinction between ages of consent, civil and criminal liability are recognized, but for the purposes of child protection in the JKS, a young person is recognised as being under the age of 18 years [Children's Act 1989]
- The JKS recognises that persons above the age of 18 may be vulnerable to undue influence by adults in positions of responsibility, for example international competitors aged under 21 years and provision is made for this
- Through the JKS Safeguarding Implementation Plan each of our member clubs will provide a suitable individual to act as their Club Welfare Officer and commit to awareness-raising and training events to assist them in fulfilling their role, and to gain familiarity in the use of the JKS template forms and reporting sheets
- Confidentiality will be upheld in line with the Data Protection Act 1984, the Human Rights Act 2000 and the JKS Whistleblowing Policy
- This Policy will be reviewed annually by the JKS Chairman, the JKS Safeguarding Director and the JKS Safeguarding Officer, and approved by the JKS Safeguarding Board.

Roles and Responsibilities

The JKS England Chairman is responsible for ensuring that child protection and safeguarding policy and processes are in place and that arrangements and suitable personnel exist to discharge JKS safeguarding practice across the organization.

The JKS England Chairman is Alan Campbell,
email: alan@jksengland.com, mobile 07971005058

The JKS England Safeguarding Board is composed of senior instructors from across the organization and meets at least twice annually. It is responsible for approving JKS England policy and processes, and for accepting and approving reports on safeguarding practice from the Safeguarding Director, the Safeguarding Officer and others. Individual Safeguarding Board members may also be involved as and when required in hearings and appeals on safeguarding incidents and concerns.

The JKS England Safeguarding Board members are:

Alan Campbell, JKS England Chairman

Simon Martin, JKS England Lead Safeguarding Officer

Wendy Campbell, JKS England Admin officer & Clerk to the Safeguarding board

Geoff Dixon, JKS England Chief Referee, Grantham Shotokan Karate Club

Matt Price, JKS England Squad Coach, Leeds Karate Academy

Steve Carless, Walsall Karate Dojo

Rob Edwards, Top Valley Karate Club

Pious Matthew, JKS Shotojuku Karate Club

The JKS England Safeguarding Director is responsible for overseeing child protection and safeguarding policy and processes, for advising the Chairman and the Safeguarding Board, and for liaison between JKS England and national bodies such as Sport England, NSPCC and CPSU, the English Karate Federation, and others.

The JKS England Safeguarding Officer is Simon Martin,
email: safeguarding@jksengland.com mobile 07387 184150.

The JKS England Safeguarding Officer is responsible for maintaining the child protection policy and processes, for arranging and delivering appropriate safeguarding training across the organization, for maintaining and liaising with the network of Club Welfare Officers, and for the initial contact and investigation into incidents and concerns that progress beyond simple resolution at a club level. The procedure for reporting and investigating safeguarding incidents is detailed in Appendix 3.

JKS Club Welfare Officers are responsible for overseeing day-to-day safeguarding practice within their own clubs, for being the first-line point of contact for club-level incidents and concerns, for disseminating general JKS information and updates about child protection, welfare and safeguarding within their clubs as appropriate, for attending training and development events as organized by the JKS annually or from time to time, and for promptly reporting to the JKS

Safeguarding Officer any incidents or concerns that cannot be resolved at a club level. They are also responsible for implementing any club-level Safeguarding Action Plans (see Appendix 2) in conjunction with the JKS Safeguarding Officer.

JKS Club Welfare Officers are appointed within each club by the senior instructor(s) and a register of their names and contact details is maintained by the JKS Safeguarding Officer.

Disclosure and Barring Service (DBS) Checks

JKS requires all instructors and adults of a position of authority within clubs to hold an Enhanced DBS check. JKS will maintain a current register of completed DBS checks. Individuals acquiring a DBS will be encouraged to join the DBS update service and provide the JKS with update details to allow interrogation of any change(s) of circumstances.

If a DBS check reveals any information concerning a criminal record or similar information held on police files, a decision will be made by the JKS Chairman and the Safeguarding Officer concerning the nature and seriousness of the information, and whether it precludes the individual from acting as an instructor or responsible adults within the JKS. Their decision will be referred to the JKS Board for ratification.

Any new club seeking to join the JKS must undergo DBS checks for its instructors and responsible adults. A reference for the club and its leading personnel will also be obtained.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with a judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the karate training, competing and participation environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, club 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 should be reported, following the guidelines in this document.

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

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 allegations. The following are examples of how to create a positive culture and climate within the practice of karate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Placing the welfare and safety of the child or young person first above the development of performance or competition.
- Maintaining a safe and appropriate distance with young karateka (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process.
- Making karate fun, enjoyable and promoting fair play.
- Where any form of manual or physical support is required, it should be provided openly and in accordance with the JKS guidelines.
- Keeping up to date with the technical skills, qualifications and insurances for karate.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in changing rooms). If groups of young karateka have to be supervised in changing rooms, always ensure parents/instructors/coaches/club officials work in pairs.
- Ensuring when mixed teams are taken away, they should always be accompanied by male and female supervising adults (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, drinking alcohol, swearing, or using inappropriate language 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 unduly against their will
- Securing parental consent in writing to act in *loco parentis*, if the need arises to give permission for the administration of emergency first aid.
- 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.

Within the JKS coaching practice, particular attention should be paid to children and young people practicing together and this guidance is now included here.

JKS instructors must understand the added responsibilities of teaching children and also the basic principles of growth and development through childhood to adolescence. Exercises should be appropriate to age and build. Instructors should not simply treat children as small adults, with small adult bodies. The following guidance applies:

- There is no minimum age for a child beginning karate, as the build and maturity of individuals varies greatly. 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 average 12-year old or below. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically; that is, at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that suit karate training.
- Children should not do assisted stretching - they generally do not 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 or 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.

Practices to be avoided

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session), it should be with the full knowledge and consent of someone in charge in the club, or the child's parents.

Otherwise, instructors, club officials and other adults should avoid:

- Spending excessive amounts of time alone with children away from others
- Taking or dropping off a child to an event.

JKS England follows the specific guidance of the NSPCC Safe Sports Events document and Sportscheck document regarding its events and also events that members travel to.

JKS guidance covers: transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance, special overnight arrangements, and any special health requirements.

Within the provision for young talented karateka JKS follows Sport England, UK Sport and BOA guidelines as detailed within the Karateka Charter.

Practices never to be sanctioned

The following should never be sanctioned. Instructors and other adults should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- 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 tasks of a personal nature for children or disabled adults that they can do for themselves
- Invite or allow children to stay at their home unsupervised.

It may sometimes be necessary for staff or volunteers to do tasks of a personal nature for children, e.g. if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents/carers and the child. If a person is fully dependent, talk with him/her about what is being done and give choices where possible. This is particularly important in any dressing or undressing of outer clothing, or where there is physical contact such as, lifting/assisting to carry out particular activities. Adults should avoid taking on the responsibility for tasks for which they are not appropriately trained.

Incidents that must be reported / recorded:

If any of the following occur, it should be reported immediately to another adult colleague within the club and recorded. The parents of the child must be told if:

- A child or young person is accidentally hurt
- He/she seems distressed in any manner
- A student appears to be sexually aroused by an adult's actions
- A child or young person misunderstands or misinterprets something which is done.

Contained within the JKS Club guidelines document are some practical ways to help safeguard children and young people who take part in karate training:

- Instructor ratios
- Changing room awareness
- Dealing with injuries and illness
- Collection of children by parents/carers
- Discipline issues
- Physical contact issues
- Sexual activity issues
- Participants with disabilities.

Use of photographic filming equipment at JKS events

There is no intention to stop people photographing their children or club mates, or to prevent photography and video being used as an educational tool, but this is in the context of appropriate safeguards.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled participants in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club Welfare Officer and JKS Safeguarding Officer. Any parent who wishes to photograph their child must seek permission from the instructor or competition organiser. Official photographers must

be registered with the event organiser and wear identification. Please refer to the JKS Photography Policy.

The JKS has a policy of recording authorised camera operators and this is implemented at our national championships.

All passes must be worn while filming or taking photographs. Where an operator is asked to produce a valid pass and fails to do so, they may be required to leave the premises. This pass is for use in the spectator seating areas unless otherwise specified. It is not for permission to use photographic equipment around the competition areas. If this privilege is abused and contradicts the well-being, ethics and integrity for which it was intended, the operator will be accountable and will be required to leave the competition venue. Their details will be reported to the relevant authority.

Videoing as a coaching aid:

There is no intention to prevent club coaches and instructors using video equipment as a legitimate coaching aid. However, young karateka 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 and images.

The JKS also follows closely the guidance issued by the CPSU advising that:

- Where karateka are used in promotional material the appropriate consent is obtained
- Avoid using the first name and surname together, of individuals in a photograph
- If the karateka is named, the photograph is not used without first obtaining the appropriate consent for the name usage
- Seek parental permission and that of the participant to use any image of any such participant.

Recruitment and training of staff and volunteers:

Advertising will reflect the aims of the JKS key responsibilities of the role and necessary experience and will make the open and positive stance of the JKS on child protection explicit.

Pre-application information will be sent, and a standard format application form is necessary for all posts.

Following short listing formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once their DBS check has been cleared by the JKS.

The JKS recognises that anyone may have the potential to abuse children in some way and that all reasonable steps will be taken to ensure that unsuitable people are prevented from working with children. The same procedures will be used consistently for all posts whether paid or voluntary, full-time or part-time, permanent or temporary.

Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing an organisation, are treated as employees whether working in a paid or voluntary capacity.

Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past, any gaps in life history or employment record, and a self-disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service
- Two confidential references, which wherever possible will include one regarding previous work with children; and one from the current or last employer, or organisation where a position of responsibility was/is held. These references shall be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving license with photo).

Interview and induction:

All employees (and volunteers) will be required to undergo an interview carried out to the acceptable protocol and recommendations within the JKS Recruitment and Selection Policy. All employees and volunteers should receive formal or informal induction, during which:

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures)
- Qualifications should be substantiated
- Job requirements and responsibilities should be clarified
- Candidates should sign up to the JKS Code of Ethics and Conduct.
- Child protection procedures are explained, and training needs are identified.

Existing Staff:

All current JKS employees and officers shall complete a declaration of self-assessment and a DBS enhanced disclosure.

It is a requirement of all new clubs to ensure their officers have been suitably DBS checked before they are accepted into membership. This requirement is contained within the application and information pack.

Defining Child Abuse

Child abuse is when an adult harms a child or young person. There are several main types of abuse:

- ***Physical abuse:***

This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.

- ***Emotional abuse:***

This includes being called names all the time, being threatened or being shouted at or made to feel "small".

- ***Sexual abuse:***

This includes being touched in a way by an adult or young person, being forced to have sex, or being made to look at sexual pictures or videos.

For some disabled children, it includes if a person helping them to use the toilet touched them more than was needed.

- ***Neglect:***

This is when a child is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes if the child is not given medical care when they need it, including medication.

For some disabled children, it could include if a carer takes away the items that are needed for everyday life - like their wheelchair or communication board; or not helping a disabled child who needed help using the toilet.

- ***Bullying:***

This is also a form of abuse. Bullying includes hitting or threatening a child with violence, taking their things, calling them names or insulting them, making them do things they won't want to do, and deliberately humiliating or ignoring them.

Common Signs of Abuse

Every child is unique, so behavioural signs of abuse will vary from child to child. In addition, the impact of abuse is likely to be influenced by the child's age, the nature and extent of the abuse, and the help and support the child receives. However, there are some behaviours that are commonly seen in children and young people who have been abused:

- The child appears mistrustful of a particular adult, or a parent or an instructor with whom you would expect there to be a close relationship
- He or she has unexplained injuries such as bruising, bites or burns - particularly if these are on a part of the body where you would not expect them
- If he or she has an injury which is not explained satisfactorily or properly treated
- Deterioration in his or her physical appearance or a rapid weight gain or loss
- Pains, itching, bruising, or bleeding in or near the genital area
- A change in the child's general behaviour for example, they may become unusually quiet and withdrawn, or unexpectedly aggressive - such changes can be sudden or gradual
- If he or she refuses to remove clothing for normal activities or wants to keep covered up in warm weather
- If he or she shows inappropriate sexual awareness or behaviour for their age
- Some disabled children may not be able to communicate verbally about abuse that they may be experiencing or have witnessed; it is therefore important to observe these children for signs other than 'telling'.

These signs should be seen as a possible indication of abuse and not as a confirmation. Changes in a child's behaviour can be the result of a wide range of factors.

Visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment. A child or young person may also try to tell a person directly about abuse. It is very important to listen carefully and respond sensitively.

The JKS has a responsibility to act on any concerns.

Responding to suspicions or allegations

It is not the responsibility of anyone instructing or with any other role in the JKS, in a paid or unpaid capacity, 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 0800800 5000

The JKS assures all staff/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 an adult there may be three types of investigation

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

The results of a Police and Child Protection investigation may well influence a disciplinary investigation, but not necessarily.

The JKS procedure for reporting and investigating safeguarding incidents is detailed in Appendix 3.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information must be handled and disseminated on a need to know basis only.

This includes the following people:

- The Club Welfare Officer
- The parents of the young person who is alleged to have been abused
- The person making the allegation
- Social services/police/other agency
- The JKS Safeguarding Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Social Services advice should be sought on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act (e.g. that information is accurate, regularly updated,

relevant and secure).

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and instructors and other adults in clubs may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

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 an instructor 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 JKS Safeguarding Officer. This is because other children, either within or outside karate, 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 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in '**Responding to suspicions or allegations**' above.

Action to help the victim and prevent bullying in karate:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (it is currently believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure that the victim is safe. Speak with the victim and the bully/bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the JKS Safeguarding Officer.

Action towards the bully/bullies:

- Talk with the bully/bullies, explain the situation, and try to get the bully/bullies to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully/bullies' parents
- Insist on the return of 'borrowed' items and that the bully/bullies compensate the victim

- Provide support for the victim's instructor
- Impose sanctions as necessary
- Encourage and support the bully/bullies to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken.

Concerns outside the immediate karate environment (e.g. a parent or carer):

- Report your concerns to the Club Welfare Officer or JKS Safeguarding Officer, who should contact social services or the police as soon as possible
- If the Club Welfare Officer or Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately
- Social services and the Child Protection Officer will decide how to involve the parents/carers
- The Safeguarding Officer should also report the incident to the JKS Safeguarding Director.
- Maintain confidentiality on a need to know basis only.

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation, including dates, times, any special factors and other relevant information
- A clear distinction, wherever possible, between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries; also, any indirect signs, such as behavioural changes
- Details of any 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 and, if so, what has been said?
- Has anyone else been consulted?
- If the child was not the person who reported the incident, has the child been spoken to?
- Has anyone been alleged to be the abuser?

Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If anyone is worried about sharing concerns about abuse with a club or JKS colleague, you can contact social services or the police direct, or the NSPCC Child Protection Helpline on 0808 800 5000, or Childline on 0800 1111.

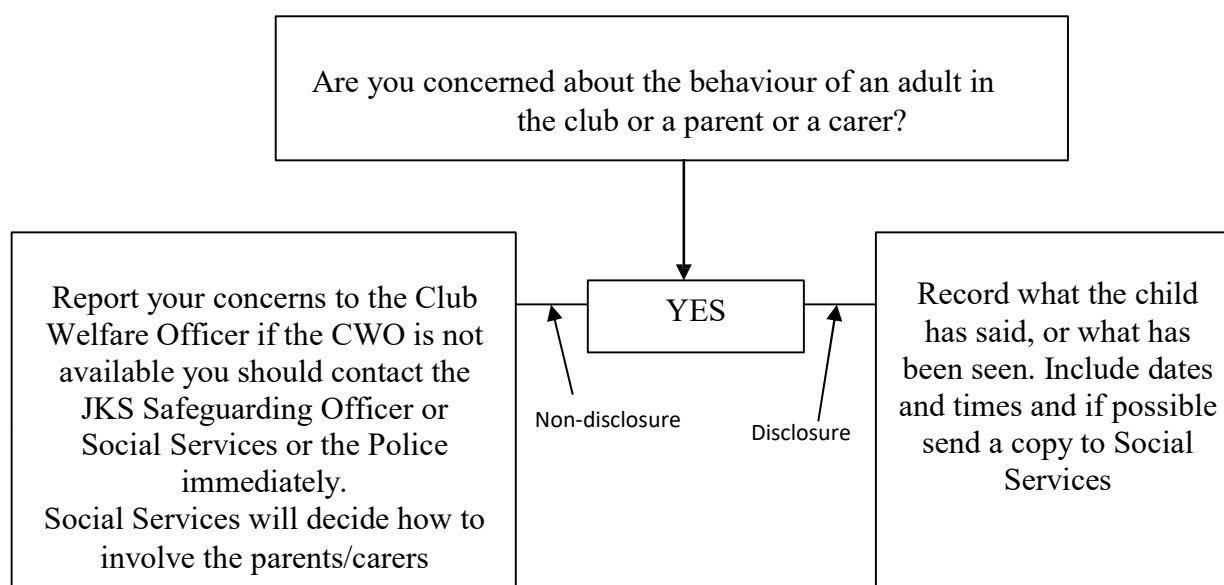
False allegations of abuse do occur, but they are rare. Immediate action should always be taken if a child says or indicates that he or she is being abused, or there is reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at the club / organisation, instructors/coaches, external agencies or the media.

Children who are being abused will only tell people they trust and with whom they feel safe. A coach or instructor will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust. **Children want the abuse to stop.** By listening and taking what a child is telling you seriously, an adult will already be helping to protect them.

It is useful for adults to think in advance about how they might respond to this situation in such a way as to avoid putting themselves at risk.

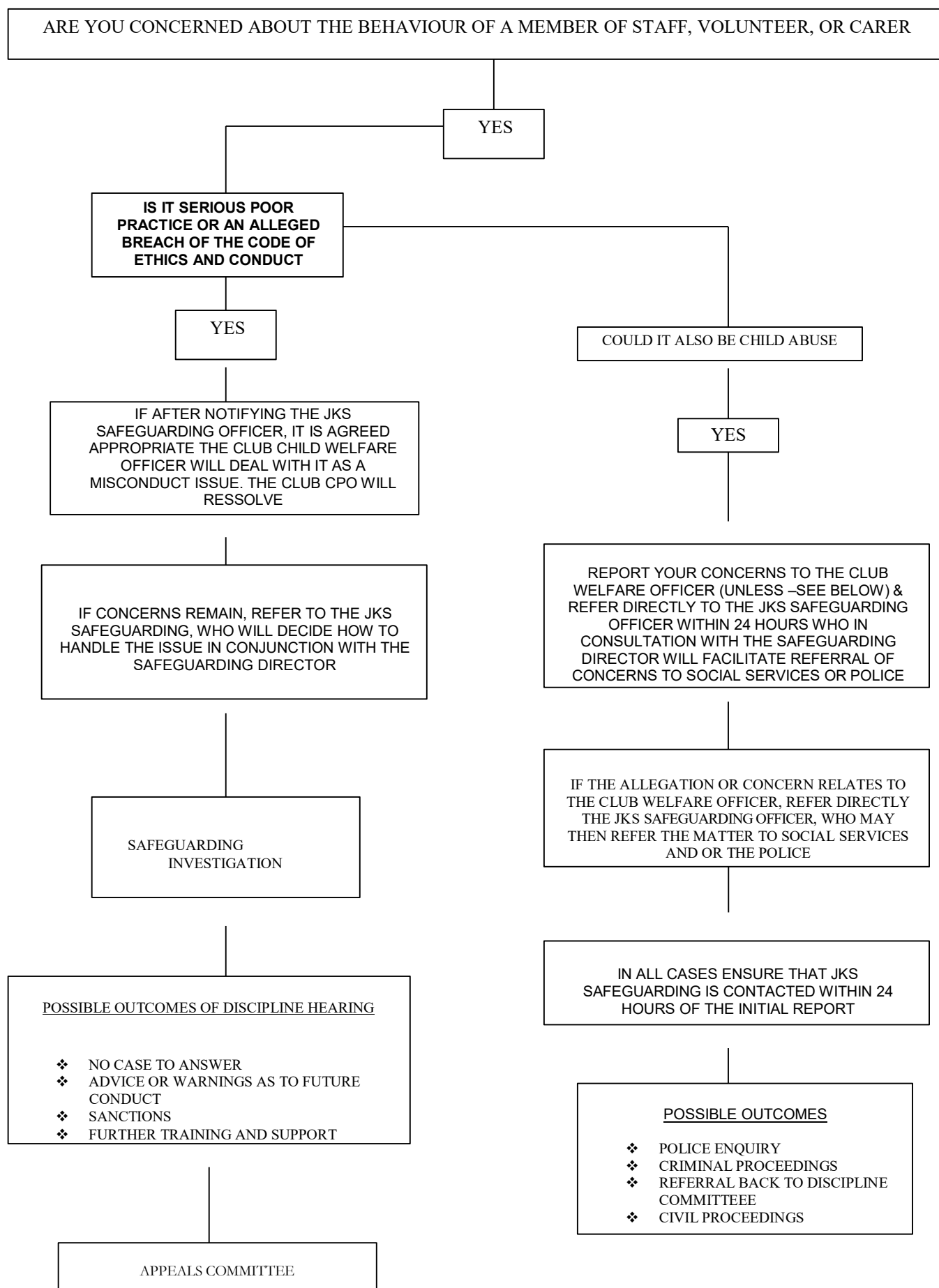
Flow chart of action to take if there are concerns about a child's safety or welfare

The following action should be taken if there are concerns:



The Club Welfare Officer should always inform the JKS Safeguarding Officer on the appropriate form provided within 24 hours.

What to do if there are concerns



Further Information

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
- Age of child and date of birth
- Race and ethnic origin of the child
- Relevant disability or special needs if applicable
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- If it is not the child making the report has the child concerned been spoken to? If so, what has been said?
- 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
- Describe any visible bruising or other injuries, behavioural and indirect signs
- Record the details of witnesses to the incident/s
- 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.
- Has anyone been alleged to be the abuser? Record details.

Timing and Location:

It is understandable that the child may want to see an adult alone, away from others. The child may therefore make an approach at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think an instructor will not be so busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. Adults should bear in mind that they may also need to attend to other students / children, check equipment or set up an activity – a session cannot simply be left unattended. Therefore, it is important to try to arrange to speak to the child at an appropriate time.

Location is very important. Although it is important to respect the child's need for privacy, adults also need to protect themselves against potential allegations. The child's disclosure should not be listened to in a completely private place and adults should ensure that other colleagues are present or at least nearby.

All records of disclosures should:

- Be written as soon as possible, signed and dated
- Clearly distinguish between fact, observation, allegation and opinion
- Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
- Be held separately from main records
- Be exempt from open access.

Responding to the child:

- Do not panic – react calmly so as not to frighten the child.
- Acknowledge that what the child is doing is difficult, but that they are right to confide.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, it can be understood what the child is saying.
- Be honest straight away and tell the child that promises cannot be made or kept.
- Do not promise to keep the conversation secret. Explain that other people will need to be involved and that things will need to be written down.
- Listen to and believe the child; take them seriously.
- Do not allow shock or distaste to show.
- Keep any questions to a minimum but do clarify any facts or words that are not understood – do not speculate or make assumptions.
- Avoid closed questions (i.e. questions which invite yes or no answers).
- Do not probe for more information than is offered.
- Encourage the child, to use its own words.
- Do not make negative comments about the alleged abuser.
- End the disclosure and ensure that the child is either being collected or is capable of going home alone.
- Do not approach the alleged abuser.

Form 1: RECORD OF DISCLOSURE FORM

Date..... Club name

Your name.....Position held.....

Name:(child).....Age..... D.O.B.....

Address.....

.....Postcode:..... Tel.....

Race.....Ethnic Origin.....

Relevant special needs (if any).....

Name and address of person reporting (if different to above)

.....

.....

Date:.....Time:.....Place (of disclosure).....

What the child said:

Your own observations:

Any actions or advice given that you have decided to take:

(Parent /Police/Social Services/Local Authority/Other) -

Please detail below

Your name..... Signature.....

Licence No:.....

Club reference Number.....

Form 2: CHILD PROTECTION CONTACTS

Name of the person in your normal coaching environment to whom you should report any concerns about child protection issues:

.....

Job Title

Address

.....

.....

.....

Tel No:

Association Child Protection Officer:

.....

Tel No:

Social Services Contact:

Tel No:

Police Station Contact:

.....

Tel No:.....

Name of local hospital:

Tel No:

APPENDIX 1: JKS Child Protection and Safeguarding Club Guidelines

Contained within this document are some practical ways in which you should help safeguard children and young people who take part in karate training within your club:

- Coach/instructor ratios
- Changing room awareness
- Dealing with injuries and illness
- Collection of children by parents/carers
- Discipline issues
- Physical contact issues
- Sexual activity issues
- Participants with disabilities.

Coach/instructor ratios

Coach/young karateka ratios should always be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs.

The lower the age of the participants, the greater is the need for supervision. When the activity is mixed gender, male and female instructors should be available. JKS will be able to give you specific guidance.

Changing room awareness

- When children and young people use changing rooms, two members of the coaching/instructing team should supervise them. Coaches/adults should not change or shower at the same time using the same facilities. For mixed gender training, separate changing/shower facilities should be available for boys and girls.
- If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Alternatively, they may be advised/encouraged to shower or change at home.
- Where children with disabilities use the club, ensure they and their carers are involved in deciding how they should be assisted. Ensure they are able to and consent to the assistance that is offered.

Dealing with injuries and illness

The club should provide guidelines and report forms for any injuries children sustain during activities. Where a coach or club official witness an injury the parents shall be told as soon as possible. If the child needs medical attention this must be arranged immediately and the parents/carers informed as soon as possible. Coaches must ensure they have up-to-date contact details at club venues, competitions or events and information about any karateka's relevant medical conditions.

Collection of children by parents/carers

The club should develop and publicise policies about the collection of children and young people from training venues, competitions or events. The policies should be based on the age of the children, the location, time and type of training.

Coaches should ensure permission has been obtained from parents/carers of children and young people for them to participate in any of the activities, competitions, and training or practice sessions you run. A timetable of events and competitions should be provided regularly throughout the year. Parents/carers should be notified of any changes to this timetable in writing.

Late collection of children

Late collection of children by parents presents clubs and instructors with a potentially difficult situation. The club should develop written guidelines for parents explaining the policy for dealing with late collection of children.

Guidelines:

- Make clear that it is not the club's responsibility to transport children home on behalf of parents who have been delayed
- Include the coach/instructor contact number and an instruction to parents/carers to phone if there is any likelihood of late collection
- Ask parents to provide an alternative contact name or number, if they are not available on their usual number.

Where there is an incident of late collection, coaches/instructors **should**:

- Attempt to contact the child's parent or carer on their contact number
- Use the alternative contact name/number if necessary
- Wait with the child/young person at the training/event location, with other staff or parents present if at all possible
- Remind parents/carers of the policy relating to late collection.

Where there is an incident of late collection, coaches/instructors **should not**:

- Take the child home or to any other location
- Send the child home with another person without permission from a parent or carer
- Ask the child to wait in a vehicle or location with the coach/instructor alone.

Discipline issues

Discipline used by coaches and instructors, should only be with the clear intention of teaching or reinforcing appropriate behaviour. It should not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.

Discipline should be used only to:

- Develop and encourage a sense of responsibility for behaviour
- Develop and encourage respect for others and their property
- Reinforce rules or values of karate
- Reinforce and encourage positive behaviour or attitudes
- Reinforce an awareness of health and safety aspects of the activity undertaken.

Physical contact issues

Karate requires a degree of physical contact between coaches and children or young people. Coaches and instructors may need to use it to instruct, encourage, protect or comfort. The club should develop and publicise clear guidelines about physical contact, so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts.

Physical contact during sport should at all times be intended to meet the child's needs. The adult should only use physical contact if their aim is to:

- Develop skills or techniques
- To treat an injury received
- To prevent an injury occurring.

Unless the situation is an emergency, the coach/instructor should at all times

prior to physical contact, explain the reason for the need for physical contact, and seek the child or young person's permission, enabling the child or young person the option of declining.

The contact should **not** involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret or out of sight of others. All

injuries should be fully recorded by the coach/instructor.

Sexual activity issues

All clubs should make themselves familiar with the law relating to sexual behaviour and develop and promote guidelines relating to sexual activity. The guidelines should address sexual activity between young people.

Sexual activity between children/young people involved in karate should be prohibited during training, competitive events, in training facilities or social activities organised by the club. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action.

Participants in the club with disabilities

- Children or young people with disabilities must have the same rights and opportunities as others involved in karate, to have fun and be safe. Their particular vulnerability to abuse or neglect requires clubs to take additional steps to safeguard them.
- Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.
- Clubs, who are involved with children/young people with disabilities, should seek specialist training or advice. For example, when instructors need to guide blind or partially-sighted children, training will help ensure that they use the most appropriate methods. If training is not available, the child should be asked for advice or the advice of parents or carers sought.
- When transporting child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.
- When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is highly recommended that those assisting receive appropriate training.

APPENDIX 2: JKS England Safeguarding Action Plan

Japan Karate Shotorenmei (JKS) England Safeguarding Action Plan				
Name of person completing plan:			Date:	
Area/issue for development or improvement	Action to be taken	By who	By when	Review date/notes

