

Children's Safeguarding Policy

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Version	Type of Change	Date	Revisions from previous issues
1.0	New document	May 2018	Not applicable
2.0	Major revisions	June 2019	Administrative changes to policy including insertion of version control, Equality Impact Assessment and Document Development Checklist. Safeguarding areas previously omitted now included. These areas are: <ul style="list-style-type: none"> Prevent section with flowchart to assist with escalation of concerns. FGM (including breast ironing) Guidance for overnight stays and competition
2.1	Minor Amendments	April 2021	Update of contact details Inclusion of required Audit timelines of EKF employees

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1. Introduction

1.1 Throughout this document the English Karate Federation is referred to as the EKF. The EKF Governing Body has developed this policy for implementation throughout the EKF organisation and its member Associations within England.

1.2 The EKF fully recognises the need to make optimal provision for the safeguarding and wellbeing of children and young persons, that participate in the sport of karate, either as a self-defence art or sport environment, 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 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 staff (paid or unpaid) working within our organisation have a responsibility to report concerns to the appropriate child protection officer

1.3 The Children's Act 1989 defines a child as a person under the age of 18. The EKF Board of Directors has accepted this policy.

1.4 The EKF is committed to working in partnership with all agencies to ensure best practice when working with children and young people who within our organisation and member associations are the majority.

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

1.6 This document is binding and provides procedures and guidance to everyone within the EKF, whether working in a voluntary or professional capacity. All sporting organisations that make provision for children

2. Policy Statement

2.1 The English Karate Federation has a duty of care to safeguard all children involved in all forms of Karate from harm.

2.2 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. As such EKF will strive to ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines ratified and adopted by the EKF and approved by Sport England and the NSPCC Child Protection in Sport Unit.

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2.3 The policy should be implemented by member associations and is applicable to all within the EKF.

2.4 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, but it can help to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. The EKF must ensure that for those positive experiences to be realised, the sport is delivered by people who have the welfare of young people uppermost in their mind and that the Governing Body have robust systems and processes in place to support and empower them.

3. Policy aims

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

- Providing children and young persons with appropriate safety and protection whilst in the care of Karate Associations, clubs and instructors affiliated to the EKF.
- Ensure that all incidents of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Allow all staff /volunteers 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 in the delivery and management of the EKF, a young person is recognised as being under the age of 18 years [Children's Act 1989].
- The EKF recognises that persons above the age of 18 are vulnerable to undue influence by adults in positions of responsibility, for example Junior International athletes aged Under 21years and provision is made for this
- Through the EKF Child Protection implementation plan each of our member Associations 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 and workshops to assist them in fulfilling their role and will use the EKF template forms and reporting sheets.
- Confidentiality will be upheld in line with the Data Protection Act 1984, the Human Rights Act 2000 and the EKF Whistle Blower's Policy
- The EKF Disciplinary and Legal Commission through quarterly reporting procedures will oversee the Policy by the EKF Lead Child Protection Officer, and in turn. Periodic reviews are built into EKF Implementation policy

4. Promoting Good Practice

4.1 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.

4.2 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 should be reported to 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.

5. Good Practice Guidelines

5.1 All those involved in Martial Arts 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 Martial Arts:

5.2 Good practice means:

- 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 players (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 sport 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 EKF Club Guidelines
- Keeping up to date with the technical skills, qualifications and insurance within 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

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changing rooms, always ensure parents/teachers/coaches/officials work in pairs.

- Ensuring when mixed teams are taken away, they should always be accompanied by 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 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.

5.3 Within the EKF coaching portfolios, particular reference is made to children and young people practising together and this guidance is now included here. Martial Arts Instructors need to understand the added responsibilities of teaching children and also 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.

- There is no minimum age for a child beginning Martial Arts, 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 attentions span. One hour is generally considered sufficient training time for the 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 more suit Karate training.
- 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.

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- 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.
- No head contact is permitted for children participating in kumite or partner work due to significant, evidenced based health concerns surrounding the impacts of concussion

6. Practices to be avoided

6.1 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 a child up 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, avoid:

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

6.2 The EKF follows the specific guidance of the NSPCC Safe Sports Events document and Sports check document regarding our events and also events our members will be travelling to. EKF guidance covers – Transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance special overnight arrangements and any special health requirements. Within our provision for young talented athletes EKF follow, Sport England, UK Sport and BOA guidelines as detailed within our Athlete Charter.

6.3 The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking children to your home where they will be alone with you.
- Practices never to be sanctioned.
- The following should never be sanctioned. You 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 with intent, 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 staff or volunteers to do things of a personal nature for children, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the student. 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. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

7. Incidents that must be reported / recorded

7.1 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 child or young person
- He/she seems distressed in any manner.
- A student appears to be sexually aroused by your actions.
- A child or young person misunderstands or misinterprets something you have done.

7.2 Contained within the EKF Club guidelines document are some practical ways in which you should help safeguard children and young people who take part in Karate training within your Association:

- Coach Ratios
- Changing room awareness
- Dealing with injuries and Illness
- Collection of children by Parents/carers

- Discipline issues
- Physical contact issues
- Sexual Activity issues
- Participants in your Association or club with disabilities

8. Defining Child Abuse

8.1 Child abuse is when an adult harms a child or young person. There are four main type 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. Bullying is also a form of emotional 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.
- **Sexual abuse:** This includes being touched in a way you don't like 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:** 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 their carer took away the things they needed for everyday life - like their wheelchair or communication board. Or not helping a disabled child who needed help using the toilet.

9. Common Signs of Abuse

9.1 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 distrustful of a particular adult, or a parent or a coach 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'.

9.2 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 EKF has a responsibility to act on any concerns

10. Children with additional needs

10.1 The EKF recognise that children with either a physical or mental disability are more prone to being abused than other children. Children with a disability are more likely to be abused as a consequence of the following:

- Vulnerabilities to bullying from other children and adults
- Likely to be more socially isolated and have less frequent contact than children without disabilities
- Dependency on others for assistance in order to carry out essential daily tasks
- The inability or a difficulty in expressing themselves and communicating that abuse has taken place
- Impaired capacity to resist and understand abuse

10.2 It is the responsibility of all to ensure that the duty of care to children is upheld at all times and in order to bring about the most inclusive environment for

disabled children there are areas of good practice which will need to be taken into consideration. These include:

- Disabled access to dojos, competition, transport and accommodation
 - Adapting coaching practices to suit the needs of the child
 - Improving ways of communication including where relevant sign language and other appropriate means of communication dependent upon the needs of the child
 - Increased supervision at training and events
 - Appropriate changing, showering and toilet facilities for disabled children to be easily accessible
 - Staff to have further training where required to understand the individual needs of the child
 - Opportunities for club or competition information to be made available in alternative means where necessary e.g. brail
- 10.3. Whilst extra safeguards need to be afforded to protecting disabled children from abuse this does not mean that disabled children cannot play a full and active part in karate classes and competitions. Any Association wishing to discuss further the involvement of disabled children and adults in karate should contact the EKF's Equality, Diversity and Inclusion Officer Sonny Roberts at:

edi@englishkaratefederation.com

11. Children from Ethnic Minority Backgrounds

- 11.1 All Association's Code of Conduct should ensure that discrimination is not permitted in any form. Discrimination is however more common with children from ethnic minority backgrounds. Therefore, due regard is needed when running or taking part in classes, competitions or other events for cultural and language differences.
- 11.2 Children from ethnic minority backgrounds are also more susceptible to being abused for the following reasons:
- Language difficulties may make it difficult for the child to tell somebody that they are being abused
 - Children may be more socially isolated and have less contact with people from outside their community
 - Stereotyping or prejudice may lead to situations where abuse is not detected or is misinterpreted
 - Children may be more prone to being victims of discrimination and bullying
- 11.3 In order to ensure that children from ethnic minority backgrounds are adequately safeguarding religious festivals and/or daily practices should be considered. For example a child who is fasting during the festival of Ramadan may be more physically exhausted than usual and therefore due

- consideration ought to be given when training.
- 11.4 Moreover, to be as inclusive as possible it is advised that events – where possible – are not held on days which coincide with significant religious or cultural feast days. Some religions and cultures may also adhere to strict dietary requirements and therefore when planning things like team meals or catering for presentation nights for example, these dietary requirements should be taken into consideration e.g. vegetarian, halal, kosher.
- 11.5 Whilst it is not be manageable or proportionate for all clubs to ensure that they have information readily available in appropriate formats and languages for those clubs with a high proportion of ethnic minority students, consideration should be given to how to diversify the dissemination of information.

12. Prevent

- 12.1 The EKF is committed to playing an active role in the Government's anti-terrorism strategy CONTEST which involves the programme PREVENT. The EKF recognise that the principles of the Governing Body and of karate itself - including teamwork, respect, discipline and sportsmanship - can act as fundamental building blocks to preventing radicalisation at every level. This in turn allows children from diverse backgrounds to reach their full potential within the sport.
- 12.2 As of July 2015 all schools and childcare providers under Section 26 of the Counter Terrorism and Security Act 2015 were mandated by law to pay due regard to the prevention of young people being radicalised and recruited to terrorism. Whilst this legislation is targeted specifically at schools all agencies which come into contact with children and young people must also seek to prevent radicalisation. The Prevent strategy links closely with the EKF's duty of care to look after the health and wellbeing of all children within our clubs.
- 12.3 Whilst the dealings with Prevent that members of the EKF will have will vary from those of public sector organisations like there are elements which overlap.
- 12.4. It is important to note that the general risks surrounding radicalisation of children and young people varies geographically and by age group. As members of the EKF who have a wide range of involvement with children and young people we are uniquely placed to identify and respond to any risks within a local context. It is crucial to understand the risks in order to be able to respond appropriately and proportionately.

The Strategy and its Aims

- 12.5. CONTEST is based around four key work streams which are aimed at reducing the risk to the United Kingdom. These four key work streams are:
- **Pursue:** Stop terrorist attacks from occurring

- **Prevent:** Stop people from becoming terrorists or supporting terrorist organisations/cells
 - **Protect:** Strengthen protection against terrorism and any actions thereof
 - **Prepare:** Mitigate any impact of terrorism and any actions thereof
- 12.6 Prevent is a strategy which is adopted throughout a wide range of organisations encompassing both the public sector and private sector as well as charitable organisations and voluntary groups. The Prevent initiative has three distinct objectives which include:
1. Respond to the ideological challenges posed by terrorism and the threat from proponents of terrorism
 2. Deter people from being drawn into terrorism initially
 3. Work collaboratively with institutions and wider society to address risks of radicalisation
- 12.7 The overarching aim of Prevent is to safeguard/protect individuals who may be vulnerable to radicalisation. Radicalisation against terrorism is not exclusive to one brand of terrorism and crosses the political and religious spectrum.

The Exploitation Process

- 12.8 It is universally acknowledged that there are no one set of circumstances which can explain why vulnerable people become involved in terrorism however it is widely understood that personal experiences affect the ways in which vulnerable individuals deal with their external environments. The factors are likely to be personal and unique from child to child. Radicalisers who attempt to convert children and young people to their cause will often prey upon somebody's vulnerabilities. Contact between the vulnerable child/young person and the radicaliser can also take many forms from face to face contact to social networking and other forms of media but often through a combination of methods. Nonetheless, it is more commonplace for those who are vulnerable to become involved in terrorism and related activities through the influence of their family and peer group and it therefore takes on a distinctly social element.
- 12.9 Whilst the social element cannot be discounted, the internet is increasingly playing a part in radicalisation as it provides a platform for the promotion of terrorist related propaganda to a wide audience at the click of a button. Members should therefore be mindful of any content which romanticises violence or makes apologies for terrorism being shared and discussed by students either online, at classes or away on competition.

Factors Affecting Vulnerability

12.10. As already acknowledged there is no defined criterion which constitutes vulnerability however the following circumstances – when taken in conjunction – may be indicative of radicalisation:

- Identity crisis
- Personal crisis
- Personal Circumstances
- Criminality
- The internet, social networking and other media
- Personal grievances

12.11 The principle of dealing with Prevent related risks is the same as managing other safeguarding risks. All members who have contact with children should be alert to any changes in a child's behaviour which could be indicative that they require protection.

12.12. Whilst any radicalisation signs may differ greatly from one child to another (with children also known to hide their views) this policy does not require EKF officials, instructors or associations to undertake intrusive interventions into family life but to take action when potentially concerning behaviour has been identified.

12.13. However, there is no obligation or expectation that the EKF or Association members will take on a surveillance or enforcement role rather any concerns should be flagged to the relevant Child Protection Lead for each region. The Child Protection Lead will then liaise with partner organisation in order to contribute to the prevention of terrorism and making safety a shared endeavour. **Please see Appendix 1 for more information.**

Human Rights Act

12.14. In addition to the Equality Impact Assessment accompanying this policy, it is also the view of the Safeguarding Team that this section of the policy does not bare any Human Rights related issues as it simply follows national guidance laid down by the UK Government. However, due care and attention should be carried out when implementing the policy and acting upon any concerns as not to discriminate.

13. Female Genital Mutilation (FGM)

13.1 FGM is the practice of intentionally removing part or all of the external female genitalia and/or other female genital organ injury for non-medical purposes with FGM having no health benefits. FGM may also be referred to as 'female circumcision' or 'cutting' and in diverse communities cultural references may

be used which may be include; tahur, halalays, gudniin, sunna or khitan to name but a few.

- 13.2 The practice is a cultural one with no religious text requiring that girls are 'cut'. It is most prevalent in African and Middle Eastern regions but it is not exclusively geographically defined. The countries with the highest prevalence of the practice include Egypt, Eritrea, Ethiopia, Gambia, Guinea, Nigeria and Somalia. The practice is also carried out in Asian countries such as Malaysia and has been known to occur in South America. Whilst these countries have the highest prevalence of the practice, it is carried out on British citizen when parents take their child abroad.
- 13.3 There is no one way of undertaking the 'cut' and it can be carried out at a number of differing stages from two days after birth to before puberty or even during pregnancy. The age group which is most commonly affected ranges from 0-15 years.
- 13.4 This is an inhumane treatment which has been outlawed in the UK through the FGM Act 2003 and anybody who has been found guilty of the offence can face up to 14 years in jail. Additionally anybody found to be failing in their duty of care and assumed responsibility e.g. a parent, who allows the practice to happen to their daughter can face up to 7 years in prison. The practice results in severe bleeding and problems during urination as well as infections, child-birth complications and the increased chance of infant mortality not to mentioned psychological problems.
- 13.5 Given these procedures are not fully irreversible, prevention is key. The EKF and Associations have a duty of care to the children they come into contact with and if signs and symptoms are identified it is imperative that action is taken to either to bring about justice before or after the practice has occurred.
- 13.6. Key signs and symptoms to be mindful of:
- The child's relatives are known to have had FGM
 - The family belongs to a community which is known to practice FGM
 - Cultural appropriations are not sufficient grounds for concern and accusations based solely upon cultural heritage should be discouraged. However, when taking into account other factors this may be a genuine cause for concern
 - The child will be absent from training for a number of weeks as they are planning on making a trip to one of the countries previously identified
 - Note this of itself is not a cause of concern and should be taken into consideration with other factors
 - You are involved in discussions with the child who discloses that they have a forthcoming special celebration
 - You notice that the child has difficulty either walking or sitting. The child may also be unable to carry out certain karate techniques or stretching/warm up exercises as they once did

- 13.7 For further advice and guidance on FGM there is a free online course offered by the Home Office on FGM. This can be accessed by following the below link:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

14. Breast Flattening/Ironing

- 14.1 The terms breast flattening and breast ironing are used to refer to the procedure whereby young pubescent girls' breasts are – over a period of time including years – flattened and/or pounded down. The purpose of this is to delay the development of breasts entirely or to make the breasts permanently disappear.
- 14.2 The practice is usually done within families (often by female relatives) and involves large stones, hammers or spatulas being heated up over scorching hot coals to compress breast tissue. Other methods adopted can include the use of a binder or elastic belt to press the breasts.
- 14.3 It is something which usually starts when the girl first shows signs of puberty and can be as young as 9 years old.
- 14.4 Breast ironing and flattening may also be done by the child themselves as they may be undergoing gender transformation/identity issues.
- 14.5 Based upon research carried out by the National FGM Centre in the UK, it was found that the practice is largely confined to the African continent or those with African heritage with Cameroon being identified as one of the areas where this is most prevalent. Other countries known to carry out the procedure include Benin, Chad, Kenya, South Africa, Togo and Zimbabwe.
- 14.6 The health implications of such a practice, both physical and mental, can be extremely damaging with abscesses, severe fever and infections commonplace.
- 14.7 Unlike FGM, there is no specific law which addresses the issue but it falls under the category of physical abuse and should be dealt with as such. However, like FGM, the processes and procedures to follow if you identify or have suspicions that the practice has taken place are the same.

Signs and symptoms to look out for:

- 14.8 Signs and symptoms should be treated with caution and used in conjunction with other known facts or other signs and symptoms. For example a girl may be embarrassed about her body for other reasons such as body confidence

and is of itself not indicative that abuse has occurred. These signs may be noticed during karate sessions when a girl is changing before or after practice or when discussing with fellow students before, during or after sessions.

14.9 The main signs to look out for include:

- A girl being embarrassed about their body
- A girl is born to a woman who has undergone breast flattening or members of the girls immediate family have
- References to breast flattening in conversation
- The girl's family have limited levels of integration within the wider community

14.10 Documented in Appendix 2 is a flowchart for how you would report suspicions of FGM and/or Breast Flattening/Ironing.

15. Responding to suspicions or allegations

15.1 It is not the responsibility of anyone working in the EKF, 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 Martial Arts 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 Help line 0808 800 5000. The EKF 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 a member of staff there may be three types of investigation

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

15.2 The results of the Police and child protection investigation may well influence the disciplinary investigation, but not necessarily. Action Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

15.3 Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, 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. **An incident reporting form can and other resources can be found in Appendix 3, 4 and 5.**
- The Child Protection Officer will refer the allegation to the social services department, which may involve the Police, or go directly to the Police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also notify the relevant Association Child Protection Officer who in turn will inform the EKF Lead Child Protection Officer who will deal with any media enquiries.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the EKF Lead Child Protection Officer who will refer the allegation to social services.

16. Confidentiality

16.1 Every effort should 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 Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The EKF Disciplinary and Legal Commission (D.L.C.) and Lead Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).
 - Seek social services advice on who should approach the alleged abuser
 - Information should 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)

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17. Internal Inquiries and suspension

- 17.1 All internal inquiries relating to Safeguarding will be overseen by the Lead Child Protection Officer of the EKF suspension/s will be addressed in accordance with, EKF Discipline Policy.
- 17.2 The welfare of the child should remain of paramount importance throughout

18. Support to deal with the aftermath of abuse

- 18.1 Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.
- 18.2 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
- 18.3 Consideration should also be given to what kind of support may be appropriate for the alleged perpetrator.

19. Allegations of previous abuse

- 19.1 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 1999.

20. Action if bullying is suspected

- 20.1 If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.
- 20.2 Action to help the victim and prevent bullying in sport
- Take all signs of bullying very seriously.
 - Encourage all children to speak and share their concerns (It is 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 the victim is safe. Speak with the victim and the bully (ies) separately.

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- 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 Child Protection Officer or the school (wherever the bullying is occurring).

20.3 Action towards the bully (ies):

- Talk with the bully (ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully (ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully (ies) compensate the victim. Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully (ies) 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.

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

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.
- See below for the information social services or the police will need.
- If the Child Protection 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 Child Protection Officer should also report the incident to the EKF Governing body. The governing body should ascertain whether or not the person/(s) involved in the incident play a role in EKF DLC and act accordingly.
- Maintain confidentiality on a need to know basis only.

21. Information for social services or the police about suspected abuse

- 21.1 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. 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. Also any indirect signs, such as behavioural changes.
 - Details of 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 the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
 - Has anyone been alleged to be the abuser? Record details.
 - 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 you are worried about sharing concerns about abuse with a senior 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.
- 21.2 False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that he or she is being abused, or you have reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at your club / organisation, teachers, external agencies or the media. Following the

guidelines included in the EKF Child Protection Policy, is recommended to be incorporated into the framework of your own club / organisation. Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust

- 21.3 Children want the abuse to stop. By listening and taking what a child is telling you seriously, you will already be helping to protect them. It is useful to think in advance about how you might respond to this situation in such a way as to avoid putting yourself at risk

Timing and Location

- 21.4 It is understandable that the child may want to see you alone, away from others. The child may therefore approach you at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat; it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students / children, check equipment or set up an activity – you cannot simply leave a session unattended. Therefore, 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, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place – try to ensure that other members of staff are present or at least nearby.

- 21.5 All records 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

22. 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 in you.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, you can understand what the child is saying.

- Be honest straight away and tell the child you cannot make promises that you will not be able to keep.
- Do not promise that you keep the conversation secret. Explain that you will need to involve other people and that you will need to write things down.
- Listen to and believe the child; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum but do clarify any facts or words that you do not understand – 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

23. Safeguarding and overnight trips for training or competitions

- 23.1 The EKF regularly take child athletes away for international competitions and many members of the EKF will attend training and national competitions with their respective clubs and stay overnight. It is acknowledged that staying in a hotel can throw up safeguarding issues and present an opportunity for would-be wrongdoers to act. Therefore the EKF mandates that necessary steps are taken when children are staying overnight in a hotel as part of their involvement with karate.
- 23.2 Overnight stays can throw up additional challenges for those responsible for child safety as hotels will often involve interaction with other guests and facilities such as hotel bars. It will be the responsibility of the person tasked with organising accommodation to contact the venue before booking to ascertain what the in policy is on children staying in their own room. When booking accommodation under no circumstances should an adult (aged 18+) who is not the parent/guardian or carer share a room with a child.
- 23.3 Children of a similar age and of the same sex are permitted to share a hotel room but must not share a bed.
- 23.4 Children of the opposite sex, staying over night are not allowed in other competitors rooms without an adult being present. It is also advisable that there is an adult supervisor situation in an adjacent or nearby room. Chaperones need

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to ensure that they supervise children, until they are settled in their rooms on an evening when they are ready to go to bed.

- 23.5. Group bookings should, where possible, also occupy as much of the same part of the hotel as to avoid members being sparsely populated across a large site. The organisers of accommodation will also need to ensure that the hotel offers adequate facilities for any disabled children.
- 23.6 It is also the responsibility of the EKF or Association staff members to ensure students cannot access inappropriate TV programmes/adult channels and hotel mini bars stocked with alcohol. Other practices to be adhered to include briefing all children about the emergency procedures in case of a fire and be mindful of any children who may have difficulty hearing alarms e.g. deaf children. A list of who is stopping in each room is also mandatory.
- 23.7 There will also need to be an appropriate number of adult supervisors for the number of children participating in a trip.

Unsupervised time

- 23.8 Often on trips away there will be situations where children will be provided with unsupervised time e.g. tourist visits, shopping time, returning to hotels after events. These episodes can occur at training camps or competitions and may coincide with older athletes as part of the planned programme. Children under the age of 11 should under no circumstances be granted unsupervised time and therefore must be accompanied by an adult or other responsible adult at all times.
- 23.9 Any unsupervised time must be communicated with the parents and guardians of the children before the trip. Unsupervised time should also never allow for children to be on their own and should ideally be in groups of 3 as a minimum. It is imperative that ground rules are set and that all children know how to contact a member of staff, where they are staying – including the hotel phone number – and have an understanding of any areas which are prohibited. Staff members on EKF trips will also ensure that there is a central meeting point so children know where they can check in with them if required.

Information for parents and carers

- 23.10 Before an overnight stay is planned there should be adequate paperwork produced in order to provide to the parents and children involved which should give them as much information about the trip as possible. This should be standard practice for all trips but for those involving an overnight stay these will need to be much more comprehensive and document the following:
- Purpose of the trip and objectives to be realised
 - Name and contact number of the chief organiser
 - Transport and venue details (venue details to include full address, postcode)

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- and telephone number)
- Indication if there will be any unsupervised free time
- Essential equipment list e.g. karate equipment, money
- Code of conduct including expectations re: social networking – as outlined in the EKF separate policy
- Estimated cost with an acknowledgement that these may vary up or down

Transportation

23.11 It is advised that parents/guardians/carers should be initially responsible for transporting children to and from karate events which is a reasonable responsibility to ask. However, if there are a large number of children travelling for team based events then when organising group transport information needs to be provided as to who will be providing the transport, the name of the driver, the destination the team are travelling. The organiser will also be responsible for ensuring that seatbelts are utilised and that the driver has the correct type of license.

Emergencies

23.12 It is the responsibility of the group organiser to know how to contact emergency services when required and to ensure first-aid kit is available. When taking children away it is also advisable that any child medical conditions (including allergies) and medication information is relayed beforehand. When applying first aid, the person administering it must clearly communicate with the child what they are doing and for what purpose. Any first aid that is undertaken should avoid being undertaken in private. Only those with a first aid qualification should carry out first aid. Any injuries that do occur should be relayed to the child's parent/guardian/carer.

23.13 When an emergency situation arises the responsible adult must establish the name of the child affected and seek urgent medical attention whilst ensuring that all other child members are adequately supervised and kept together at all times. A written account of what occurred should be noted down as soon as possible with all relevant facts and witnesses documented. An incident form must then be submitted.

24. Use of Photographic Filming Equipment at EKF Events

24.1 There is no intention to stop people photographing their children, club mates, or photography and video being 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.

- 24.2 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.
- 24.3 Official photographers must be registered with the event organiser and wear identification. (See EKF Photography Policy) The EKF has a policy of recording authorised camera operators and this is implemented at our National junior and senior championships.
- 24.4 At EKF National/Regional squad events only persons authorised by the EKF may video or take photos for promotional purposes only. No images are allowed to be taken at these events by other persons.
- 24.5 There is a permit charge for an authorised photographer pass. One pass covers both items (camera & video). All passes must be worn while filming or taking snap shots. 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 or Balcony areas. It is not for permission to use photographic equipment around the Areas. If this privilege is abused and contradicts the well being, ethics and integrity of which it was intended, the operator will be held responsible and will be required to leave the Sports Hall. Their details will be reported to the proper authority.

25. Videoing as a coaching aid

- 25.1 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 EKF also follows closely the guidance issued by the Child Protection in Sport Unit advising that:
- Where athletes are used in promotional material the appropriate consent is obtained, or professional models and/or illustrations are used.
 - Avoid using the first name and surname together, of individuals in a photograph
 - If the athlete is named, we do not use their photograph without first obtaining the appropriate consent
 - If the photograph is used, we do not name the individual without first obtaining the appropriate consent.
 - Seek parental permission and that of the participant to use any image of any such participant. Our parental consent form is enclosed as an appendix 7.
 - Parental and or student/ competitor permission has been sought via our Photography Policy

26. Recruitment and training of staff and volunteers

- 26.1 Advertising will reflect the aims of the EKF key responsibilities of the role, and the necessary experience required.
- 26.2 Our open and positive stance on child protection and equity will be implicit. Pre-application information will be sent and an application form is necessary for all posts.
- 26.3 Following short-listing, formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once a valid DBS check has been provided to the EKF and registered with the update service, and the credentials applicable to the role have been checked. The DBS will be audited every 2years from the date of appointment.
- 26.4 The EKF 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 be used consistently for all posts whether staff are paid or voluntary, full time or part time. 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

- 26.5 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 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 will include one, regarding previous work with children. These references shall be taken up and confirmed through telephone contact.
 - Evidence of identity should be provided (e.g. passport or driving licence with photo).

Interview and induction

- 26.6. All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations within the EKF recruitment and selection policy.
- 26.7 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).

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- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the EKF Code of Ethics and Conduct.
- Child protection procedures are explained and training needs are identified.

Existing Staff

- 26.8 All current EKF employees and officers shall complete a declaration of self-assessment and a DBS records check relevant to the position held, the DBS should be registered with the update security and will be audited every 2years. It is a requirement of all new Associations to ensure their officers have been suitably DBS checked before they are accepted into membership. This requirement is contained within our application and information pack.
- 26.9 Members of the EKF Board will have their DBS certificates independently reviewed by the Safeguarding Team. The Board will also review the DBS checks of the Safeguarding Team.
- 26.10 All EKF Board Members will (in addition to being DBS checked) undertake Safeguarding Training.

27. The EKF's expectation of affiliated members

- 27.1 It is the EKF's Safeguarding Team and Board decision that all affiliated member associations will comply with the requirements laid out below by December 2019. Help and support to achieve this is available from the EKF Safeguarding Team and any association who fails to meet this criteria but is seen to be actively working towards the required criterion will not be sanctioned. However, active refusal to engage with the below may lead to EKF membership being rescinded.
- 27.2 Associations will need to comply with the following:
- Have a Lead Child Protection Officer for the Association (please see Appendix 6 for the EKF's Job Description)
 - The named person should have their contact details displayed on the official association website (e-mail address and telephone number).
 - Lead to attend official Child Protection/Safeguarding training every 3 years provided by the EKF
 - Ensure association coaches and instructors are compliant with DBS requirements by keeping and monitoring accurate records
 - Have a clear Child Safeguarding policy document in line with the Safeguarding Code in Martial Arts

- The policy should include clear systems and processes for how concerns are received, processed and managed
 - For advice and guidance on how to proceed with cases that arise please contact your local EKF Child Protection Officer who will assist
- The policy must make reference to the EKF Safeguarding Team and how to refer a concern accordingly. This may be particularly pertinent if the Lead Protection Officer is the subject of an accusation or complaint or the individual wishes the process to be managed outside of the association
- Have a safeguarding referral form displayed on the website

28. GDPR

- 28.1 The Safeguarding Team of the EKF will, as part of their work, collect personal data and therefore the EU General Data Protection Rules 2018 and the accompanying UK Data Protection Act 2018 (hereinafter GDPR and DPA respectively) will apply. The EKF therefore has a requirement to process, store and share data in accordance with the new rules.
- 28.2 A significant element of GDPR is informing people why an organisation wishes to collect for what purpose. Therefore when the EKF asks for DBS checks of instructors, the reasons for collecting this data should be made clear to those being asked to provide evidence. By being open and honest about what data is being stored and what the purpose of storing this data is therefore provides an opportunity for informed consent. This allows people to make a decision as to accept or decline providing data. One of the key purposes of GDPR is to enhance the rights of an individual to restrict the processing of their data. However, given it is a precondition that the EKF need to be assured of robust DBS management any failure to comply with such requests may hinder continued membership.
- 28.3 GDPR accountability is not solely directed at one person however the accountability rests with anyone who is collecting, managing and/or storing information. Crucially, this rule is applicable not just to data controllers (person charged with overall responsibility of the management of data) but also to data processors. Data processors can be volunteers, staff members or external parties which includes a website host or data storage company.
- 28.4 Within a children specific context, there are extra protections which need to be applied when processing and managing data. This will usually involve paren-

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tal or guardian consent but additionally, any data capturing statements produced for children should be easy to understand with simple language used where possible.

- 28.5 Furthermore, any personal data which is gathered should be used for the primary purpose only, unless further consent has been granted from the persons in question for supplementary purposes. This includes any transferring of the data to another party. Any failure to obtain consent for a secondary purpose will constitute a breach of GDPR.
- 28.6 Further information on GDPR and how it affects EKF practices can be found by accessing the dedicated Information Governance Policy through the website.
- 28.7 However, data which is gathered by the EKF Safeguarding team which is of a sensitive nature is different.
- 28.8 In order to process data without following the explicit consent processes previously mentioned, it is imperative that the EKF is able to clearly articulate which lawful basis – as documented under Article 6 of GDPR regulations- is being applied especially when sharing confidential data with other agencies following accusations of child abuse in all its manifestations. Information of this nature should only be shared between appropriate agencies and should conform to Article 5(1) which includes the following requirements:
- Data should be relevant and have a rational link to the purpose
 - Limited to the pertinent details of the accusation (not all information held about said individual)
 - Be adequate and sufficient in order to fulfil the purpose of sharing information
 - Only be shared with those who need all or some of the information (as reiterated in Caldicott Principles)
 - Have a specific need to be shared at the time
- 28.9 Under Articles 13 and 14 of GDPR which documents the individual's right to be informed of what data is being collected and for what purpose. Genuine consent puts the individual in charge and helps build collaborative professional relationships. However, after having risk assessed a victim of abuse and deemed them to be at risk of serious harm or homicide then the EKF is duty bound by existing legislation to share this information and no individual consent is required. If as required by UK law (DPA) data will be processed regardless of consent then asking for consent is both misleading and inherently unfair.

28.10 Similarly, Article 6 (f) also documents legitimate interests as a lawful basis for processing data without informed consent. When relying on legitimate interests for the sharing of information this must be balanced against the interests and fundamental rights of the child involved. In summary, when dealing with accusations of abuse, there are justifiable moral and legal reasons why the EKF will share the data with other appropriate agencies.

28.11 Documented below is a detailed breakdown of the lawful basis and legal grounds for sharing information with specific emphasis on those which would apply to the EKF Safeguarding team.

- **Article 6(c) *Legal obligation*:** the processing is necessary for you to comply with the law (not including contractual obligations)
- **Article 6(d) *Vital interests*:** the processing is necessary to protect someone's life
- **Article 6 (e) *Public task*:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- **Article 6 (f) *Legitimate interests*:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

28.12 The main grounds in UK legislation for the requirement to share information with specific emphasis on Child Safeguarding include:

Requirement	Law
Child protection. Disclosure to Children's Social Care or the Police	Children Act 1989 and 2004
Prevention of abuse and neglect	The Care Act 2014
For the administration of justice – bringing perpetrators of crimes to justice	Part 3 and Schedule 8 of the Data Protection Act 2018
Prevention and detection of crimes	Section 115 of the Crime and Disorder Act 1998
Right to life	Articles 2 and 3 of the Human Rights Act
Protection of the vital interests of the data subject e.g. prevention of serious harm (psychological, physical or sexual)	Schedule 8 of the Data Protection Act 2018

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Prevention of acts of terrorism or joining banned organisations	Counter Terrorism and Security Act 2015
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28.13 For further advice and guidance on GDPR and its implications for safeguarding and its use within sporting organisations, please refer to the Information Commissioners Office.

29. Monitoring Compliance and Review

29.1 This policy will be reviewed every 3 years by the EKF Safeguarding Team initially for validation before being received by the EKF Board for ratification.

29.2 There are circumstances in which the policy will be reviewed earlier than the scheduled time period. These include:

- Any changes in legislation or government guidance
- As a consequence of a significant event/incident
- As instructed by UK Sport, Sport England or other relevant bodies

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individual/group/committee	Frequency of monitoring	Responsible individual/group/committee for review of results	Responsible individual/group/committee for development and monitoring of action plan
Association instructors to have up to date DBS checks which do not contain anything which should disqualify them from working with children.	<p>25 Associations will be audited each Quarter. The audit will look at the Enhanced DBSs of instructors (separate to HOAs and LCPOs who will all be reviewed and monitored accordingly).</p> <p>Auditors will check that the Enhanced DBS checks are:</p> <p>A) Available B) In date C) Clear from any offences which would be deemed unsuitable for their continued teaching role</p> <p>It is the responsibility of Associations to ensure that all coaches/instructors have an enhanced DBS check and this</p>	EKF Safeguarding Team	Quarterly	EKF Board	EKF Safeguarding Team and EKF Board

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	<p>should be led by the Lead Child Protection Officer for the Association. The audit documented above is a spot check audit which allows the EKF some oversight. Where issues are identified these will be escalated accordingly with potential disciplinary action taken where active failure to comply exists.</p>				
<p>Heads of Association and Lead Child Protection Officers to have Enhanced DBS Checks</p>	<p>Safeguarding team of EKF will ensure that HOAs and LCPOs have an enhanced DBS check which is:</p> <ul style="list-style-type: none"> A) Available B) In date C) Clear from any offences which would be deemed unsuitable for their continued role <p>Logs to be maintained by EKF Safeguarding Team.</p>	<p>EKF Safeguarding Team</p>	<p>Monthly</p>	<p>EKF Board</p>	<p>EKF Safeguarding Team and EKF Board</p>
<p>Coaches attending EKF competitions to have Enhanced DBS check before being allowed to coach</p>	<p>At the Nationals, Regionals and all other EKF hosted competitions no coach will be allowed to do so unless they have provided an Enhanced DBS check to the EKF Safeguarding Team. A deadline for submissions will be communicated via HOAs and LCPOs and via social media. Enhanced DBSs should be:</p> <ul style="list-style-type: none"> A) Received on or before the deadline date (no coach who has missed the deadline will be allowed to coach at the competition) B) In date C) Clear from any offences which would be deemed unsuitable for their continued role 	<p>EKF Safeguarding Team</p>	<p>Ad-hoc (dependent on competition date – reminders will be sent a month before the competition is due to take place)</p>	<p>EKF Board</p>	<p>EKF Safeguarding Team and EKF Board</p>
<p>Association safeguarding requirement checklist</p>	<p>Websites will be monitored to see whether the policy is available and whether the contents of the policy conform to the standards</p>	<p>EKF Safeguarding Team</p>	<p>To be completed for all existing</p>	<p>EKF Board</p>	<p>EKF Safeguarding Team and EKF Board</p>

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	expected.		associations. Annual review to be initiated for all new associations.		
Lead Protection Officer has attended official training provided by the EKF every 3 years	Training logs of all Lead Protection Officers to be undertaken.	EKF Safeguarding Team	3 yearly	EKF Board	EKF Safeguarding Team and EKF Board
Incident/concern reporting procedures	Meeting to be held to discuss a sample of cases received and whether the policy and accompanying flowcharts aides successful management. Findings from the meeting will be documented through formal minutes.	EKF Safeguarding Team	6 monthly	EKF Board	EKF Safeguarding Team and EKF Board

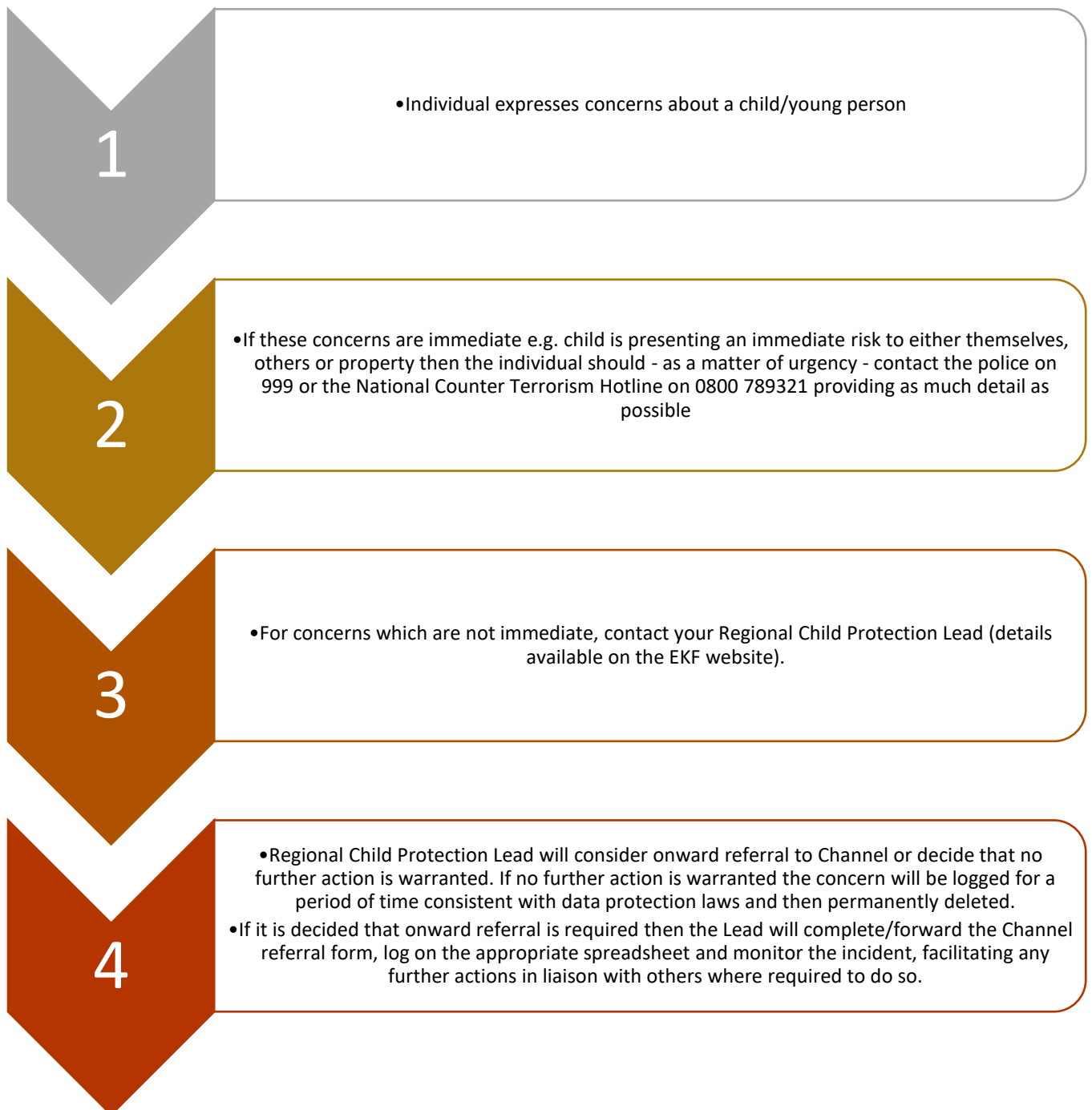
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Appendix 1 – Prevent reporting flowchart

Escalation and Referral Process for Preventing Radicalisation of Children and Young People

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Appendix 2 – FGM Reporting Flowchart

You have concerns re: FGM

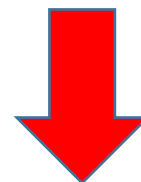
You observe a physical sign that FGM has occurred or a girl discloses to you that they have been subject to FGM.



You have an obligation to:

- Report an incident/concern to your Association Lead Child Protection Officer and EKF Regional Child Protection Lead
- Ring the police on 101

A parent or guardian disclosed that their child has had FGM or you consider that a girl may be at risk of FGM



You have an obligation to:

- Report an incident/concern to your Association Lead Child Protection Officer and EKF Regional Child Protection Lead
- If the risk is urgent then contact the police on 999



The responsible Child Protection Officer will then follow local safeguarding procedures and refer the child to children's social care as a matter of urgency

Appendix 3 – Incident reporting form

Child Protection Safeguarding Incident Form

Your name		Name of organisation	
Your role			
Your contact details:			
Address		Telephone number(s)	
Postcode		E-mail address	
Child's details:			
Name		Date of birth	
Ethnic origin		Does the child have a disability?	
Gender			
Parent/Guardian details:			
Address		Telephone number(s)	
Postcode		E-mail address	
Has the parent/guardian been notified of this incident?	YES/NO (please delete as appropriate)		
If 'Yes' provide details of what was said and any actions agreed			
Are you reporting your own concerns or responding on behalf of somebody else?	Own concerns/Somebody else (please delete as appropriate)		
If responding to concerns raised by someone else: <i>Please provide further information below</i>			
Name			
Position within the sport or relationship to the child			
Telephone number(s)			
E-mail address			

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Date and time of incident(s)	
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as a fact, opinion or hearsay)	
Child's account of the incident	
Where there any witness accounts of the incident?	YES/NO (please delete as appropriate)
If 'Yes' please answer below supplementary questions	
Name	
Position within the club or relationship to the child	
Date of birth (if child)	
Address	
Postcode	
Telephone number(s)	
E-mail address	

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:	
Name	
Position within the club or relationship to the child	
Date of birth (if child)	
Address	
Postcode	

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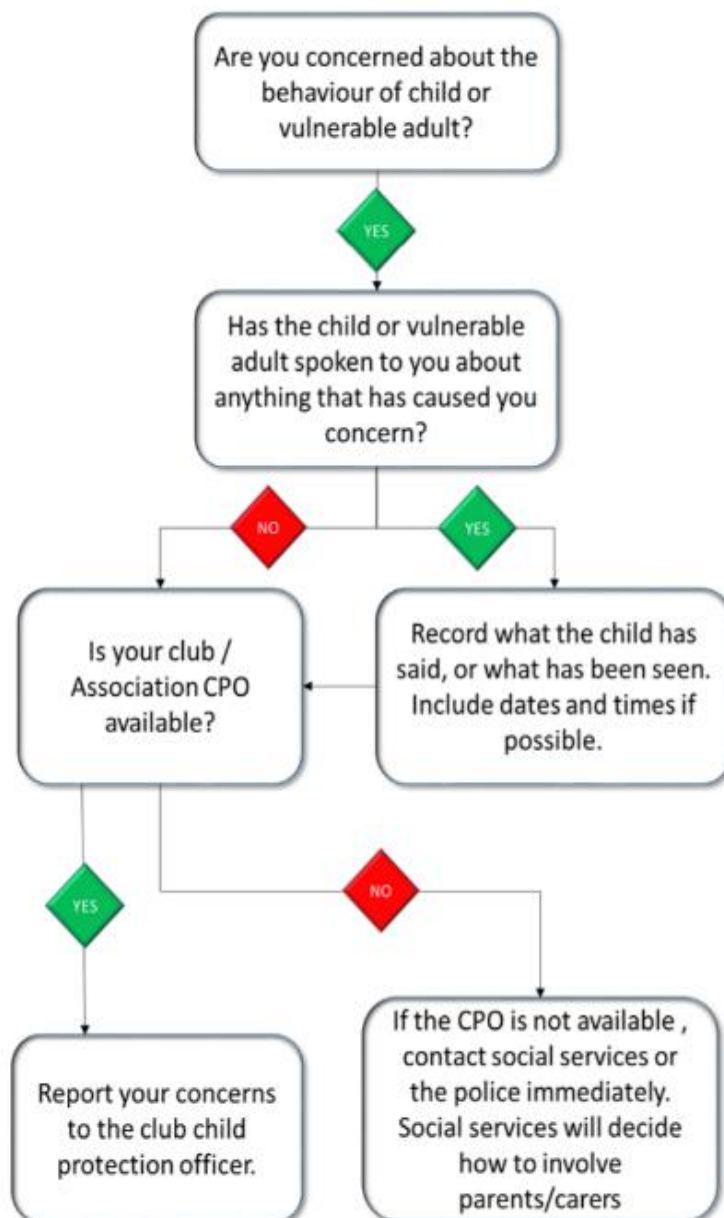
Telephone number(s)	
Email address	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies?	YES/NO (please delete as appropriate)
If YES please provide further details:	
Name of organisation/agency	
Contact person	
Telephone number(s)	
Email address	
Agreed action or advice given	

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with reporting procedures.

Appendix 4 – Child Safety and Welfare Concern Flowchart 1

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:



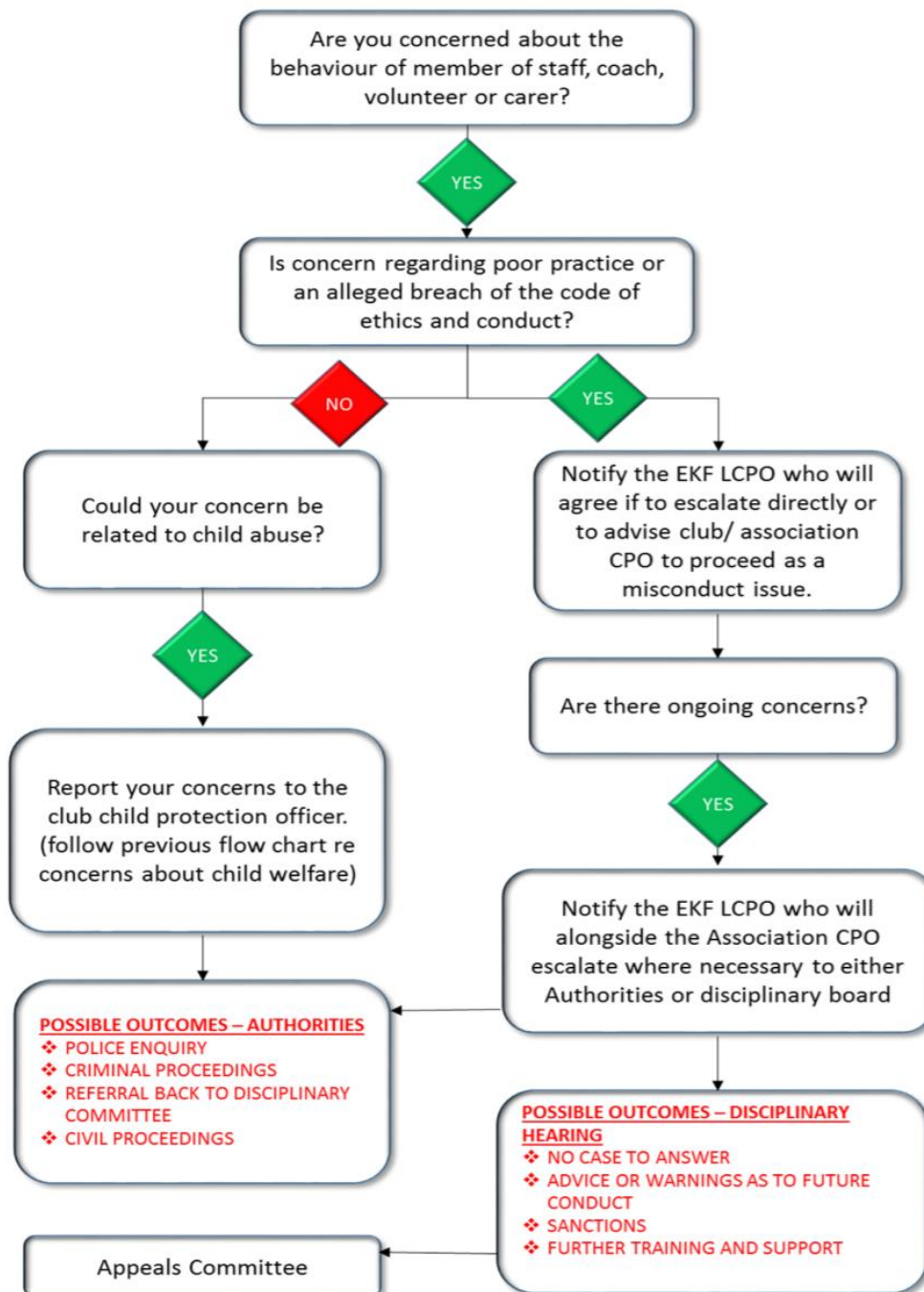
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The Club/Association Child Protection/Safeguarding Officer should always inform the EKF Lead Child Protection Officer on the appropriate form within 24 hours of receiving a concern.

Appendix 5 – Child Safety and Welfare Concern Flowchart 2

Flow chart of action to take if there are concerns about staff, a coach or carers conduct The following action should be taken if there are concerns (cont.):



Appendix 6 – Job Description for Association Child Safeguarding Officers

JOB DESCRIPTION FOR ASSOCIATION CHILD SAFEGUARDING OFFICERS

About the role

The person within a karate organisation or club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the club in accordance with EKF policy.

Job Description

- Work collaboratively with other to promote a positive child-centred environment
- Assist in ensuring the Association/club meets its requirements to the EKF
- Act as a point of contact for staff, volunteers, coaches, parents and athletes to raise concerns
- Liaise with the EKF Safeguarding Team and other relevant bodies e.g. police and local authority when concerns are raised
- Keep detailed records of concerns raised ensuring these are stored securely
- Maintain confidentiality

Person specification

- DBS checked or willingness to undertake
- Understanding of child protection and safeguarding and the difference between the two
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police and the NSPCC)
- Commitment to the cause of safeguarding
- Basic administration and computer skills
- Ability to communicate effectively with members
- Knowledge of key contacts and where to signpost concerned parties
- Boundaries to the role – recognition that this is not an investigatory role

N.B Training will be provided by the EKF for Association Safeguarding Officers.

Appendix 7 – Parental Consent Form – Photography

Parental Consent Form for the use of photography of children and young persons

Children and young persons are photographed in connection with English Karate Federation:

- Administration (ID badges etc)
- Coaching and training aids
- Advertising, Publicity and Promotional works

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice

We may require on a per event basis your permission for photography to be taken. **'Photography'** includes photographic prints and transparencies, video, film and digital imaging. **'Events'** means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by English Karate or their Association members by any means whatsoever, wherever children or young people are the responsibility of English Karate Federation, their staff or members or their Associations staff or members.

I give permission for photography of my child to be taken by authorised personnel for or on behalf of the EKF.

(Child's name):.....

Signed (Parent/Guardian):.....

Date:.....

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I do not give permission for photography of my child to be taken.

(Child's name):.....

Signed (Parent/Guardian):.....

Date:.....

Appendix 8

Equality Impact Assessment Tool

		Yes/No	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:	No	
	• Race	No	
	• Ethnic origins (including gypsies and travellers)	No	
	• Nationality	No	
	• Gender (including gender reassignment)	No	
	• Culture	No	
	• Religion or belief	No	
	• Sexual orientation	No	
	• Age	No	
	• Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are there any valid exceptions, legal and/or justifiable?	No	
4.	Is the impact of the document/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?	n/a	
6.	What alternative is there to achieving the document/guidance without the impact?	n/a	
7.	Can we reduce the impact by taking different action?	No	

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Appendix 9 - Document Development Checklist

Type of document	Policy
Lead author:	EKF Safeguarding Team: Steve Coupland Christine Eccles Gregg Peers
Is this new or does it replace an existing document?	Replaces existing
What is the rationale/ Primary purpose for the document	To raise awareness of child safeguarding practices and to ensure robust measures are implemented and adhered to across all affiliated Associations in England. This policy will set the standard for Associations to follow and will hold Associations to account for poor performance and/or non-compliance.
What evidence/standard is the document based on?	The evidence is based on pre-existing publications already in the public domain but has drawn heavily upon national guidance and legislation as well as the extensive work undertaken by the Child Protection in Sport Unit of the NSPCC.
Is this document being used anywhere else, locally or nationally?	This is a national document and will be adopted at a local level by Associations and karate clubs across England
Who will use the document?	The EKF Safeguarding Team, EKF Governing Body and all affiliated Associations
Is a pilot run of the document required? (optional)	No
Has an evaluation taken place? What are the results? (optional)	An evaluation of the revised policy will take place in 12 months' time as there have been significant changes to the document. Should the policy be working well then the review dates will be every 3 years unless urgent change is required as set out under the Monitoring and Compliance section of the policy.
What is the implementation and dissemination plan? (How will this be	This will be shared via the Social Media pages of the EKF and on the Official EKF

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shared?)	website.
How will the document be reviewed? (When, how and who will be responsible?)	The document will be reviewed every 3 years following initial 12 month review. This will be undertaken by the EKF Safeguarding Team who will validate any changes before the policy is ratified by the EKF Board.
Are there any implications as a consequence of any changes made? (How will any change to services be met? Resource implications?)	The EKF Safeguarding Team and EKF Board fully acknowledge that there are limited resources in terms of child safeguarding not just within the EKF but across all Associations as funding is limited and the majority of the karate clubs operate on a voluntary basis/good will of instructors and support staff. The measures set out in this policy will be resource intensive in the first instance however once compliant, the impact of the changes will be dramatically reduced. The EKF Safeguarding Team are available to offer support and guidance to Associations as required.
Keywords (Include keywords for the document controller to include to assist searching for the policy on the internet)	Child safeguarding, Duty of Care, CPSU, Prevent, FGM, Breast ironing, Breast flattening, GDPR, DBS Checks, Photographic filming
Staff/stakeholders consulted	This policy has been reviewed in consultation with advice given by the CPSU and following extensive discussions with the members of the EKF Safeguarding Team.
EIA	Completed – no issues identified
Signed and dated By validating officer	EKF Safeguarding Team April 2021
Signed and dated By ratifying officer	EKF Governing Body April 2021

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