Goju-Ryu Karatedo International

GKI UK Child Protection Policy

This document outlines the Child Protection Policy and key principles relating to good coaching practice which are applicable to Karate Clubs within the UK GKI Association.

Best practice guidance and templates are also included.

Record of Document Versions

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1. Overview of GKI UK Child Protection Policy

1.1 Introduction

Sport can have a very powerful and positive influence on people – especially children – and should provide opportunities for enjoyment and achievement. Through sport, children can develop valuable qualities such as leadership, confidence and self-esteem. These positive outcomes are only possible when the safeguarding and welfare of young participants has been considered and best practices put in place to ensure a safe and secure environment.

There is increasing pressure for all clubs and activities in which children participate, to have a documented Child Protection Policy and nominated Child Welfare Officer. There is much more of a focus on children's sports with regard to good practice and duty of care - this is especially true of contact sports. Many such clubs have been forced to close due to failure to meet these requirements, mainly as regards to professional indemnity insurance.

While there is not yet a legal requirement for clubs to have Disclosure and Barring Service (DBS) checks, a child protection policy and a welfare officer, it will become increasingly difficult to explain in a court of law why none of these measures were taken in cases where allegations are made.

"All sporting organisations, which make provision for children and young people, have a responsibility to ensure that:

- The welfare of the child is paramount
- All children, regardless of age, gender, culture, disability, language, racial origins, 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 / unpaid) working in sport have a responsibility to report concerns to the appropriate officer."

Quoted from NSPCC Child Protection in Sport Unit.

What Is Safeguarding?

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

 protecting children from maltreatment;
 preventing impairment of children's health or development;
 ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
 and taking action to enable all children to have the best outcomes.

Working Together 2018

What is child protection?
 a duty to protect children from maltreatment
 a duty to prevent impairment

Department of Health, Department for Education and Employment and Home Office (2000) Framework for the Assessment of Children in Need and their Families. The Stationery Office, London.

1.2 Policy Statement

A child is defined as a person under the age of 18 (The Children Act 1989).

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

GKI will ensure the safety and protection of all children involved in our sport through adherence to the guidelines approved by the NSPCC, Child Protection in Sport Unit, and Sports Coach UK (scUK) also in adherence to the Child Protection guidelines adopted by GKI.

An integral part of the GKI Child Protection Policy is the adherence to 4 key principles :-

1. **Rights:** coaches will respect and champion the rights of every individual to participate in sport.
2. **Relationships:** coaches will develop a relationship with participants which is based on openness, honest, mutual trust and respect.
3. **Responsibilities: personal standards -** coaches will demonstrate proper personal behaviour and conduct at all times.
4. **Responsibilities: professional standards -** to maximise the benefits and minimise the risks to participants, coaches will attain high levels of competence in karate through qualifications and a commitment to ongoing training that ensures safe and correct practice.

1.3 Policy Aims

The aims of the GKI Child Protection Policy are to promote good practice and thereby:

- Provide all children and young people with appropriate safety and protection whilst in the care of Karate instructors affiliated to GKI Clubs
- Allow staff / volunteers to make informed and confident responses to specific child protection issues
- Ensure that all staff left solely in supervision of a karate class containing children should have the following:
- an up-to-date licence
- a current coaching qualification
- professional indemnity insurance for each dojo for voluntary groups and adequate cover for each professional instructor
- DBS check
- scUK Good Practice and Child Protection Certificate
- Completed NSPCC risk assessment for safeguarding
- Complete online NSPCC safeguarding training: https://learning.nspcc.org.uk/training/introductory/child-protection-in-sport-online-course/
- Adhere to The Working Together to Safeguard Children July 2018. Namely Chapter 2 para.63: Sports Club / Organisations. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
- The above policy introduced 'Local Safeguarding Boards. Each Dojo adhere to local Safeguarding procedures where contact numbers and agencies to 'reportable safeguarding incidences' can be logged.
- **Awareness of The Counter-Terrorism and Security Act 2015** Prevent terrorism and extremism. *Preventing Radicalization: prevent Home office online course.* https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html

1.4 Policy Application and Awareness

This policy applies to all staff and volunteers or anyone working on behalf of GKI Clubs.

A copy of this Policy document and associated information is issued to all GKI Karate Club Instructors and a record of receipt of the information is kept by the Child Protection Officer.

An annual Child Protection Awareness session is organised by the Child Protection Officer (or nominated representative) and attended by all GKI Karate Club Instructors.

A review of this policy and associated documentation will be carried out annually by the Child Protection Officer and/or Chief Instructors.

Further details of the Child Protection Procedures, Good Practice Code of Conduct and Information about the Child Protection Officer follow. Example templates which may be used by the UK GKI Clubs are contained in the Appendices attached.

2. Child Protection Issues, Procedures & Guidelines

These procedures apply to all staff and volunteers or anyone working on behalf of GKI Karate Clubs, to help in the recognition and response to signs and/or allegations of abuse.

2.1 Overview

Child abuse can occur within many situations including the home, school and sporting environment. Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation.

It is a fact that some individuals will actively seek employment or voluntary work with young people in order to harm them.

Anyone having regular contact with young people, such as a coach or instructor, may be an important link in identifying cases where a young person needs protection.

ALL suspicious cases of poor practice should be reported to the child protection officer whose responsibility it is to contact the relevant authorities.

If a child is subjected to abuse outside of the club, karate can play a crucial role in improving a child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

2.2 Recognising Categories and Signs of Abuse

Know your A B C

•Appearance: such as unusual injuries or consistently poor hygiene.
• Behaviour: such as being withdrawn, overly anxious, disruptive or self-harming, or any other sudden changes in behaviour.
• Communication: such as talking aggressively, using sexual language or becoming secretive.

The term "child abuse" is used to describe a range of ways that people harm children. They can be inflicted on a child or knowingly not prevented. In many cases, children are subjected to a combination of forms of abuse. There are 4 main categories of abuse:

1. Physical abuse
2. Sexual abuse
3. Emotional abuse
4. Neglect
5. Witnessing Domestic Abuse

Current and emerging safeguarding themes:

County Lines,
Online Bullying Sexual exploitation
Self Harm and Suicidal Ideation
Forced marriage
Female Genital Mutilation
Gang Activity
Peer on Peer abuse
Youth Knife Crime
Trafficked Children
Attitudes to physical punishment
Fabricated Induced Illness
Private fostering
Violent extremism racialisation
Modern day slavery

The effects of child abuse are wide-ranging and profound. They vary according to the type of abuse and how long it has been endured, but can include:

- behavioural problems
- educational problems
- mental health problems
- relationship difficulties
- drug & alcohol problems
- suicide and other self-harm
- in extreme cases, death following abuse

For more information, please refer to the NSPCC website (www.nspcc.org.uk)

2.3 How to Respond to Signs or Suspicions of Abuse

It is not the responsibility of anyone at GKI Karate Clubs to determine whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. In this case the first contact would be the GKI Child Protection Officer, who will contact further appropriate authorities should it become necessary.

If following consideration, the allegation is clearly about poor practice; the GKI Child Protection Officer will deal with it as a misconduct issue (with the knowledge and/or aid of the committee if appropriate)

If the allegation is about the Child Protection Officer, or if the matter has been inadequately handled and concerns remain, it should be reported to the Chief Instructor who will decide how to deal with the allegation and whether or not to initiate disciplinary action.

The same procedure should be followed if bullying is suspected. All environments where children are provided with services or are living away from home should have rigorously enforced anti bullying strategies in place.

2.4 How Information will be Recorded

Confidential records will be kept of allegations/disclosures and the action taken – these records will be kept by each Chief Instructor or Child Protection Officer, who will have undergone a criminal record check themselves.

Any records will be stored in a secure place with access limited to designated people, in line with data protection laws.

2.5 Confidentiality Policy

GKI UK have a privacy Policy compliant with GDPR. All members of GKI need to have signed privacy permissions to be contacted and personal details stored.
Every effort will be made to ensure confidentiality for all parties. Information should be handled on a ***need to know*** basis only. This includes the following people:

- The Club Child Protection Officer (if different to the GKI Child Protection Officer);
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- The GKI Child Protection Officer;
- The alleged abuser (and parents if abuser is a child. If this is the case seek social services advice on who should approach the alleged abuser.)

3. Good Practice Code of Conduct

3.1 Introduction

This Good Practice Code of Conduct applies to all staff and volunteers, or anyone working on behalf of GKI Clubs, to help in the prevention of abuse / allegations of abuse.

Good practice means always working in an open environment, avoiding private or unobserved situations and encouraging an open environment i.e. no secrets.

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

3.2 Good Practice

When working with children and young people, it is important to:

- Treat all young people/disabled (vulnerable) adults equally and with respect.
- Always put the welfare of the child first.
- Empower children to share in the decision making process.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Program.
- Keep up-to-date with the technical skills, qualifications and insurance in sport.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Give constructive criticism/positive feedback i.e. sandwich compliment
- Recognise the developmental needs and capacity of young people and not push them against their will.
- Secure parental consent in writing to *act in loco parentis* should the need arise and for all events where a child is being taken to an event and will be under club supervision.
- Keep a written record of any injury that occurs along with details of the treatment given.

3.3 Practice to be Avoided

Except in emergencies (e.g. A child is injured and needs to be taken to hospital) the following should be avoided:

- 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.

If the need arises that involves either of the above situations, full disclosure should be made to the chief instructor of the club and/or the parents of the child.

3.4 Practice Never to be Sanctioned

- Coaches engaging in rough, physical or sexually provocative games including horseplay with children (bearing in mind that wrestling and grappling are part of the syllabus and the club is teaching a fighting art. In these cases, a child should not be partnered with an adult without full supervision. The moment a child is unhappy or uncomfortable with a situation it stops. Again full disclosure applies.)
- Share a room with a child.
- Allow or engage in any kind of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child or vulnerable adult that they can do for themselves.
- Invite or allow children to stay with you unsupervised.

3.5 Incidents to be reported immediately to one of the senior instructors

- If you accidentally hurt a player.
- If he/she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions. (Please bear in mind the age of the player involved. This case should be reported immediately to the Child Protection Officer and/or the Chief Instructor, not anyone else!)
- If a player misunderstands or misinterprets anything you have done.

3.6 Use of Photographic and Filming Equipment

All such equipment should be used openly and with the full knowledge of the Chief Instructor of the club/Child Protection Officer and the child's parents. Any concerns must be reported to the Child Protection Officer.

Videoing is a legitimate coaching aid but both the performers and their parents/carers should be aware that it is part of a coaching program and care should be taken over the storing of films.

Permission should be sought from parents/carers ***before*** photographs of children appear on the GKI website or are used in GKI publicity materials. An example of a "Publicity Permission" form which may be used to record parental/carer consent is in Appendix C.

3.7 Overnight Accommodation

From time-to-time, students of the GKI may attend karate events or activities which require overnight accommodation. In such cases, a child must **never** share a room with an adult other than the child's parents or legal guardians.

3.8 Transportation

In 2013, proposed changes to the law will impact the transportation of children**.** Until such time as these changes are implemented, the following guidance should be used when transporting GKI UK Junior Club members to organised karate events:

- Refrain from one-to-one vehicle occupancy when transporting children, regardless of their age
- When transporting groups of children always have a minimum of 2 adults present –
    - If the group includes children under the age of 8, have a ratio of 1 adult for every 8 children.
    - If the group includes children above the age of 8, have a ratio of 1 adult for every 12 children.

Should any instructor offer transport to events/training etc. in contradiction to the above guidance, a signed form of consent should be signed by the child's parent or legal guardian.

Appendix A - Nominated Child Protection Officer and Role

The Nominated Child Protection Officer for the GKI is

What a Child Protection Officer does -

- Ensures the promotion and implementation of good practice.
- Raises awareness of good practice and child protection.
- Acts as the first point of contact for any concerns over a child's welfare.
- Liases with the appropriate authorities in the event of any concerns.
- Ensures that no allegation made by a child is allowed to go unchallenged, unrecorded or not acted upon.
- In cases of alleged abuse, informs the person accused of the allegation – unless it is the parent/relative of the child in which case ensures social services are aware.
- Maintains complete confidentiality within the perimeters set out by the policy.
- Ensures that all records are kept in a secure place and that information is available on a need to know basis only.
- Deals with misconduct issues ***if they are clearly*** concerned only with poor practice.

What a Child Protection Officer does <u>not</u> do -

- Decide if abuse has taken place.
- Disclose any information to anyone except within the perimeters set out in the policy.
- Take any action against an alleged abuser other than informing the appropriate authorities and the person accused if appropriate.
- Make judgements on a situation.
- Interview a child unless the child happens to disclose to the child protection officer.
- Act as a councillor to a child, alleged abuser or any other party involved.
- Take sides; while a child's welfare is the officer's chief concern and he/she should not doubt an allegation, it is not their responsibility to decide what has happened or to met out punishment to accused parties.

Data Protection Act 2018 Information Sharing: Advice for Practitioners 2018

"Fears about information sharing must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children" Working Together 2018

• Common Law of Confidentiality
• Seeking Consent – implicit/explicit
• Sharing information without consent (exceptional circumstances if visual physical injury)
• to protect children from harm
• to promote the welfare of children
• to prevent crime and disorder
• Potential loss of evidence / jeopardising police investigation
• Placing another/child at risk including staff member

• Reasonably unable to contact parent/carer
• Duty of Confidence to Young People – Fraser guidelines

Principles for information sharing:

Is there a legitimate purpose for sharing information?
Is the information confidential?
Is there a statutory obligation or court order to share?
Have you properly recorded your decision?
Is there sufficient public interest to share? If you share, is it the right information in the right way?
Do you have consent to share?
Does the information enable a person to be identified?

What makes a good Referral?

Meets threshold for referrals Timely Phoned into local Multi-Agency Safeguarding Hub (MASH) first for advice. Details found on local authority Children's Safeguarding Board.
Have parents been informed?
Consent given (required for Early Help and S17 , recommended for S 47 unless exceptional circumstances)
Factual – descriptive, relevant and precise information (use record of cause for concern form
Can contain opinions based on what you know
Referrer's name, mobile/out of hours contact tel. no.
Child's DOB, address and post code any other alias
Family members including all siblings, parents' names and
contact numbers and any other know addresses plus other
schools/settings if known

Appendix B – Glossary of Terms Used

(Some of these are coined terms for the express purpose of this document, some are legally recognised terms)

Child - anyone under 18 years of age. In this policy it may also denote a vulnerable adult or an adult with the mental age of someone under 18 (e.g. mentally handicapped, severely physically handicapped etc.)

Good Practice - a list of guidelines is included in the policy. A basic definition in this context is to ensure that instructors/staff deport themselves in a manner that ensures the welfare of the child. It is also concerned with protecting the instructor in the sense of raising awareness about putting themselves in compromising positions, unwittingly, to avoid misunderstandings with students/staff/parents etc.

In Loco Parentis - empowered by the parents or guardians of a child to make decisions in their place regarding the child, should the need arise.

Full Disclosure - any situation that gives you cause for concern or may cause concern later should be disclosed to the appropriate people. No details should be omitted to avoid any unpleasant misunderstandings. However **only** the designated people should be told ; while the term means you tell ***all*** you know, it ***does not mean*** you tell everyone. Under certain circumstances the full details of a situation should be presented to the child protection officer, chief instructor (of the club) and child's parents in advance. For example if you know a child will end up spending time alone in your care because you give him/her lifts to class. Advance notice is not always possible but the appropriate people should be informed, in ***full,*** afterwards as soon as is practically possible

Misconduct - this can fall into two categories - Actual abuse or Failure to adhere to good practice. This is outlined in the Policy.

Record of a Cause for Concern

This form should be used where there is a feeling that something may not be 'quite right' but there is insufficient evidence/need for a full child protection investigation. These forms should be completed by any member of staff/volunteer within the group and stored by the senior instructor. If more than one Cause for Concern is raised then the situation should be discussed with the Child Protection Officer to discuss the 'Next Steps'.

Name of Person Raising the Concern:	Date of Concern:
Name of Person Causing the Concern:	
Details of Concern (What did you see and/or hear to cause this concern. Please put your concern into context e.g. after spending a weekend at dad's house XX was …..)	
Who have you discussed this with? (Senior Instructor/Child Protection Officer Club/GKI)	
Agreed action at this point: (File and monitor/escalate to GKI Child Protection Officer/follow Child Protection procedures and contact outside agencies)	
Signed:	Date:
Signed:	Date:

Appendix C – Template forms relating to Child Protection Policy

Publicity Consent Form

Example "Publicity Permission" Form - to be used to record consent of parent / guardian

I [Parent/Guardian*] _____ give permission for

photographs of my son(s)/daughter(s)* _____
to be used in promotional material for the GKI <insert club name> Karate Club as indicated :-

- ☐ Newspaper articles about the club
- ☐ GKI Karate Club website
- ☐ GKI Karate Club promotional leaflets

Signed : _____

Date : _____

* delete as applicable

Child Protection Contacts

The below template can be used by any of the GKI UK Clubs to assist with contacting the relevant people in the event of any child protection issues :-

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

Address : _____
_____
_____

Tel : _____ Mob : _____

Club welfare / child protection officer
(if different from above) : __

Carly Barrett-Greening_____

Tel : _01305 849192_____ Mob : 07850 732303

UK GKI lead welfare / child protection officer :
Tel : _____ Mob : _____

Social Services Contact : Weymouth & Portland Children Social Care local office
Tel: 01305 760139

Dorchester local Office. Tel : 01305 221196

Out Of Hours. Tel: 01202 657279

Police Station Contact : Dorset Police by calling 101 or you can call Crimestoppers anonymously on 0800 555 111

Name of local hospital : Dorchester County Council Hospital

Tel : 01505 251150

NSPCC Child Protection Helpline (24 hrs) : 0808-800 5000