Safeguarding Policies:

1.1 Children's Safeguarding Policy
1.2 Safe Practice Policy
1.3 Compliments & Complaints Procedure Policy
1.4 Safeguarding Adults Goju-Ryu Karate- Do
1.5 Social Media Policy

1.1 Children's Safeguarding Policy Statement:

Goju-Ryu Karate-Do International (GKI) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and GKI requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of Karate at Goju-Ryu Karate-Do International (GKI) in a safe and child centred environment
- are protected from abuse whilst participating in Karate or outside of the activity.

Goju-Ryu Karate-Do International (GKI) acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Goju-Ryu Karate-Do International (GKI) will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone Goju-Ryu Karate-Do International (GKI) Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils.
- as a result of any other significant change or event.

(Last reviewed February 2020. Carly Barrett-Greening)

1.2 Safe Practice Policy

Goju-Ryu Karate-Do International (GKI) is a Martial Arts are activities where safe practice is essential to help prevent injury. Children* are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below. (*also includes Adults at Risk)

1. **Warm Ups**

   All activities should first include a thorough warm up which is appropriate for the activity taking place. To help reduce the risk of injury, specific attention should be paid to those muscle groups that will be used during later activity.

2. **Martial Arts involving throwing, grappling and strangling**

   Some examples are: Judo, Ju Jitsu and Aikido

   The risks include but are not limited to: falling on unsuitable surfaces; landing on the head; damage to the joints from locks; strangulation.

   Safe practice should include, but is not limited to:

   (a) Checking the matted area for suitability, particularly where the mats have been joined.

(b) Checking that there are no hard surfaces or sharp/hard objects around the matted area.

(c) Having an experience instructor who will ensure that children are not taught to use locks, throws or strangles which will cause injury.

3. Martial Arts involving strikes, punches and kicks

The risks include but are not limited to: concussion (brain injury) from heavy blows to the head; damage to internal organs and joints from heavy blows; injury from inappropriate stretching and other exercises.

- Is age a consideration regarding head contact? Best practice recommended by the Martial Arts Safeguarding Group is to consider the complete removal of any head contact from training and competition for U16s. There is a 'no contact' rule for under 16.
- To what degree, if at all, is head contact allowed E.G. CONTROLLED LIGHT CONTACT, NO FOLLOW THROUGH)? As above.
- Is equipment a consideration when sparring or in competition? Hand Mitts, shin shields are used in protection of hands and lower legs. Control and no contact rule exists for under 16.
- Is the age of the participants/athletes a consideration when sparring or in competition? Participants are placed within their age range and level of grade to enable fair play.
- Is height or weight of the participants/athletes a consideration when sparing or in competition? No. Age and grade is considered.
- What considerations are taken with mixed gender sparring and competition? Under 16 mixed gender. 'No contact rule'. Over 18 no mixed gender rule.
- Is supervision of the athletes considered when sparring or in competition? High levels of supervision. A senior instructor sits on each four corners of the spa area. With additional judges' panel to the front.
- What floor covering (e.g. mats) is considered when sparring or in competition? Full matted area is used for sparring.
- What are the steps taken if head injury occurs? Sparring called to immediate close. No neck movement is encouraged until first aider or paramedics are on site.

- Is appropriate medical supervision considered when sparring or in competition? Yes first aiders are on site.

(a) Avoiding excessive stretching and exercises such as press-ups on the knuckles or hitting heavy bags; the joints of children are still developing and can be damaged by these exercises.

4. Martial Arts involving weapons

Some examples are Kendo, Kobudo, Laido and Freestyle Forms Karate

Safe practice should include but is not limited to:

(a) No live blades (sharp or otherwise) in the training hall when children are present
(b) Safe protocols for the use of training weapons by children
(c) Good supervision at all times by Instructors

Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning a Martial Art.

1.3 Compliments & Complaint Procedure Policy

Goju-Ryu Karate-Do International (GKI) are committed to providing a high-quality service to all our participants, children/young people and adults; parents/carers. When something goes wrong, we need you to tell us about it. This will help us to improve our standards. Equally is something goes well that may benefit other students we also wish to know about maintaining standard.

If you have a compliment or complaint, please contact us with the details. We have 28 days to consider your complaint.

If you have a compliment, please make contact and we will acknowledge this in writing and decide if there is good practice that could be implemented throughout practice with other instructors and students.

If you have a complaint, the following procedure is in place.

What will happen next?

1. We will send you a letter acknowledging receipt of your complaint within three days of receiving it, enclosing a copy of this procedure.
2. We will then investigate your complaint. This will normally involve passing your complaint to our client care partner who will review your matter file and speak to the member of staff who acted for you.

3. We will then invite you to a meeting to discuss and hopefully resolve your complaint. S/he will do this within 14 days of sending you the acknowledgement letter.
4. Within three days of the meeting, we will write to you to confirm what took place and any solutions s/he has agreed with you.
5. If you do not want a meeting or it is not possible, we will send you a detailed written reply to your complaint, including his/her suggestions for resolving the matter, within 21 days of sending you the acknowledgement letter.
6. At this stage, if you are still not satisfied, you should contact us again and we will arrange for someone unconnected with the matter.
7. We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

1.4 Safeguarding Adults – Goju-Ryu Karate-Do International (GKI) policy statement and procedure.

Introduction

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect.

This policy and procedures outlines what adult safeguarding is and what to do if you have a concern. The safeguarding children and young people policy, for those under the age of 18, is covered in a separate document [insert link or name the document].

Policy statement

his organisation is committed to creating and maintaining a safe and positive environment for all people involved in the sport/activity. It accepts its responsibility to assist in the welfare of all people and to safeguard them from poor practice, abuse and bullying.

All individuals within the organisation - players/members/volunteers/coaches/support staff - have a role and responsibility to help ensure the safety and welfare of adults.

organisation accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

Goju-Ryu Karate Do (GKI) also adopts the full policy from the– details to be found here https://www.gki.org.uk/

What is adult safeguarding?

The official definition of “Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities (Care Act 2014).

The safeguarding duties apply to an adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or is at risk of, abuse or neglect
- is unable to protect themselves from either the risk of, or the experience of, abuse or neglect, as a result of those care and support needs

Adults who fulfil this criteria are ‘adults at risk’.

People can have a need for care and support for a variety of reasons – for example they may have a learning disability, a physical disability, a chronic health condition or have a mental health issue. Such conditions may bring with them additional vulnerabilities, however having care and support needs does not mean that people are automatically adults at risk and need safeguarding.

Safeguarding adults is underpinned by:

- The Care Act 2014
- Mental Capacity Act (MCA) 2005

Types of abuse suffered by adults identified in the Care Act 2014 are:

- Physical
- Sexual
- Psychological/Emotional/Mental
- Financial and material
- Neglect and act of omission
- Discriminatory
- Organisational
- Modern Day Slavery
- Domestic Violence
- Self Neglect – including hoarding

Other types of harm that adults may experience include:

- Cyber Bullying
- Forced Marriage
- Female Genital Mutilation
- Mate Crime
- Radicalisation

Safe recruitment and safeguarding training

We want to make sure that all of our volunteers and staff have the right skills and qualities to create a safe environment. All staff and volunteers will be subject to safe recruitment procedures and will also be updated with any relevant legislation, policies and procedural changes. Appropriate training will also be identified and offered, including safeguarding adults training.

Communication

The organisation will make available its Safeguarding Adults Policy and Procedures to all staff, volunteers, members and partner organisations.

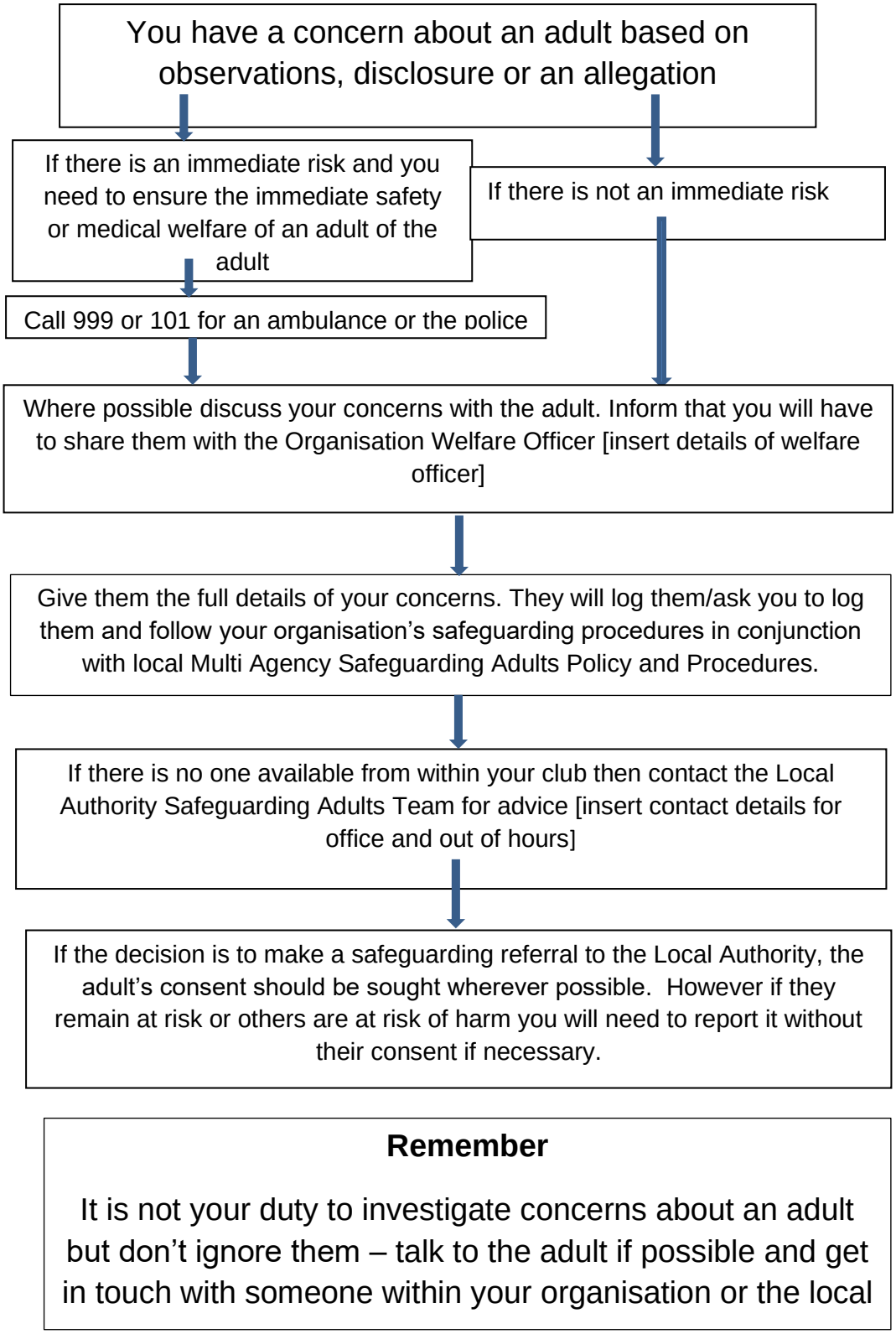
What to do if you have concerns about an adult member

Organisation members, staff and volunteers are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the organisation setting.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to the Welfare Officer or Deputy Welfare Officer.

If you cannot contact someone within the organisation or feel that your concerns are not being dealt with properly you can contact [details of a national or other local safeguarding lead], the local authority safeguarding adults team [insert details] or ACT, the national safeguarding adults organisation www.anncrafttrust.org

What to do if you have a concern about an adult



Remember

It is not your duty to investigate concerns about an adult but don't ignore them – talk to the adult if possible and get in touch with someone within your organisation or the local

1.5 Social media policy

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube) are a common means of communication and self-expression.

It's essential that volunteers, members and players make informed decisions about how they use the internet, mobile phone and email communications to protect our club and our people.

Everyone involved in our club has the responsibility to safeguard both on and off the field/pitch/court, including communications.

It is the responsibility of all members to:-

1. Refrain from publishing comments about other clubs, players or referees and any controversial or potentially inflammatory subjects.

2. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person`s race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.

3. Clubs should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.

4. The club will be responsible for reviewing responses to online posts and resolving any concerns before they are posted.