



Safeguarding Policy



August 2022 Edition
Next Review: Rolling Review



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INTRODUCTION

As an Association that promotes and develops martial arts participation across the United Kingdom, we have a responsibility to promote safeguarding best practice within all our clubs.

Our Safeguarding Policy is designed to guide everyone within our community – participants, parents, and instructors.

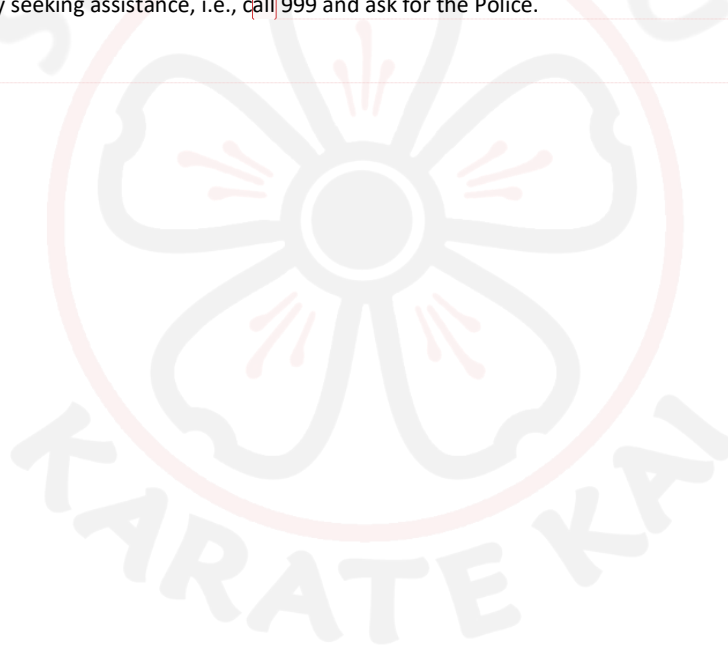
This policy has been written to try and provide easily manageable actions.

If there is any part of our safeguarding policy that is not clear or that causes any form of confusion to the reader please contact our Association.

If you have any immediate concerns regarding a young person or adult at risk, you should not delay seeking assistance, i.e., call 999 and ask for the Police.

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TERMINOLOGY

Throughout our safeguarding policy we may use certain terminology which is not always universal.

To ensure everyone is fully aware of what or who we're referencing, please refer to the below terminology:

Association: Shoto Ryu Karate Kai Association

Safeguarding Officer: The person who takes ultimate responsibility for policy and updating Instructors within the Association in line with our Association constitution

Instructors: Registered instructor in our Association.

Clubs: The collective group of club instructors or elected instructors within the Association. All clubs shall be assumed to have a lead instructor, who is ultimately responsible for management of the group.

Student: This is a term used for any person actively participating in training within a club.

Parent, Carer or Guardian: Any parent, carer, or guardian of a participant under the age of 18 or vulnerable adult within a club.

Young Person(s), Child(ren): Any person under the age of 18.

Vulnerable adult: Refers to anybody legally classed as being an adult at risk of harm or exploitation.

Vulnerable Person/People: Either/both, young person/child, or vulnerable adult.

Vulnerable Groups: Any of the above two groups as a collective, where safeguarding obligations are not separate or different in nature.

Member: anyone holding an active licence with the Association.

Locally: Describes matters of management, best practice and safeguarding at a club level (i.e.: decisions and actions taken by the club and not the Association)

Nationally: Describes matters of management, best practice and safeguarding at an Association level (i.e.: decisions and actions taken by the Association and not the individual clubs)



NATIONAL SAFEGUARDING POLICY

Statement of intent

We firmly believe that martial arts training presents a positive opportunity for all to learn self-defence, improve self-confidence and develop as an individual.

Every participant is entitled to do so in a safe and properly regulated environment. Accordingly, everyone involved in the delivery of martial arts has a moral and legal responsibility to ensure that, when given responsibility for vulnerable groups, the highest standards of professionalism and care are always exercised.

The Association is committed to implementing policies so that everyone within the chain of command accept their responsibilities to safeguard vulnerable groups from harm and abuse. This means following our procedures and reporting any concerns about welfare of vulnerable individuals to the appropriate authorities without delay.

The aim of this policy is to promote best practice; providing vulnerable groups, within any club registered under our Association, the appropriate safety and protection whilst in the care of an instructor. It is also to allow our instructors the opportunity to remain informed and confident of their obligations and requirements in relation to the safeguarding of vulnerable groups.

Whilst the Association takes all possible steps to safeguard and protect the welfare of vulnerable groups within the Association, or care of a registered or affiliated member, the ultimate responsibility for safeguarding must remain with the club.

The individual club instructor is expected to comply with all our safeguarding policies but, must also take their own necessary steps to ensure they safeguard vulnerable groups effectively at local club level.

The Association has a designated Safeguarding Officer who takes ultimate responsibility for policy and updating Instructors within the Association in line with our Association constitution.

Key Considerations

- A child/young person is defined as a person under the age of 18 (Children's Act 1989)
- Whilst the ultimate responsibility for safeguarding at club level must rest with the club's lead instructor, safeguarding is not specific to just the instructor; safeguarding is everyone's responsibility.



Policy Statement

Our Association is committed to the following, in respect of safeguarding vulnerable groups, and will expect individual members and clubs affiliated with us to always maintain the following priorities in relation to continuous safeguarding:

If you have any immediate concerns regarding a vulnerable person, you should not delay seeking assistance, i.e., call 999 and ask for the Police.

- All vulnerable people, regardless of age, culture, ability, gender, language, racial origin, religious belief, sexual identity and/or discipline being practiced should be able to participate in martial arts in a safe environment.
- All members must take all reasonable steps to protect vulnerable groups and persons from harm, discrimination, degrading treatment. Furthermore, they must treat them with respect, dignity, and care at all times.
- Any suspicions or allegations of poor practice and/or abuse will be taken seriously and responded to swiftly and appropriately, with proper records being kept.
- All club instructors (or equivalents) shall be designated that responsibility based upon suitability and on the condition that they will meet the requirements set by the Association regarding safeguarding and best practice.
- All instructors of all levels are required to work to maintain a positive, open, transparent, and professional relationship with the parents, carers, or guardians of any student, to promote a culture of good standard and community welfare throughout.
- Safeguarding is essential for all persons coming into unsupervised contact with vulnerable groups



MONITORING & REVIEWING OF POLICY & PROCEDURES

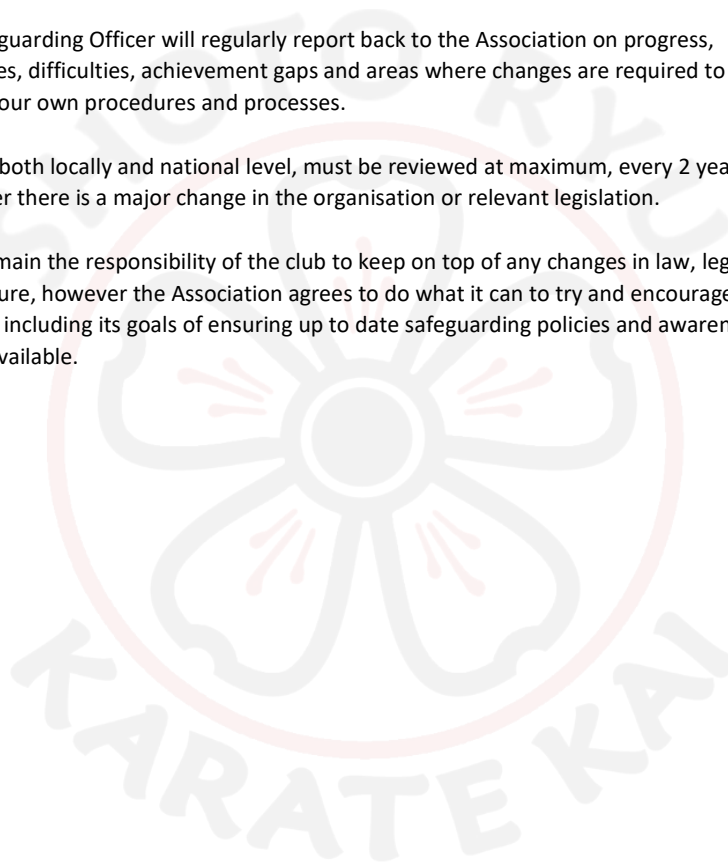
The implementation of procedures within the club should be regularly monitored and reviewed to ensure up to date best practice. This is the responsibility of the club instructor who should regularly report progress, challenges, difficulties, achievement gaps and areas where changes are required to the Safeguarding Officer.

As an Association, we shall ensure national safeguarding policies and procedures are monitored and reviewed to make sure they are up to date and fit for purpose.

The Safeguarding Officer will regularly report back to the Association on progress, challenges, difficulties, achievement gaps and areas where changes are required to better manage our own procedures and processes.

Policies, both locally and national level, must be reviewed at maximum, every 2 years or whenever there is a major change in the organisation or relevant legislation.

It will remain the responsibility of the club to keep on top of any changes in law, legislation, or structure, however the Association agrees to do what it can to try and encourage good practice, including its goals of ensuring up to date safeguarding policies and awareness are readily available.





PROMOTING BEST PRACTICE

Introduction

To provide vulnerable groups with the best possible experience and opportunities within martial arts, everyone must operate within the accepted ethical framework as set out in the Association's Constitution.

It is often not easy to distinguish poor practice from abuse, but it will be the responsibility of the club instructor (or equivalent) to identify possible abuse and act if they have concerns, regardless of how minor, in relation to the welfare of a vulnerable person as explained in this document.

The Association will do all that is reasonably possible to promote best practice by way of guidelines, articles, and support to its instructing members. It may not be reasonable to expect the Association to be able to readily identify instances of poor practice unless concerns are brought forward by other affiliated or non-affiliated members.

Therefore, it is paramount the club has solid safeguarding procedures in place, including club rules and guidelines to ensure everyone is clear on their expectations and responsibilities.

The Association shall be expected to introduce reasonable checks and balances to encourage and promote best practice and intervene wherever it suspects a club to be failing to take their safeguarding obligations seriously.



BEST PRACTICE

All members shall adhere to the below principles and action in relation to best practice with regards to safeguarding vulnerable people:

- Treat all young persons aged under 18 years of age, and all vulnerable adults, with respect, dignity, and courtesy.
- Treat all vulnerable people equally.
- Always put the welfare of vulnerable people first.
- Always work in an open environment avoiding any isolation, unobserved situation, encouraging an open and transparent club community.
- Keep physical contact to an absolute minimum.
- Never be alone with a vulnerable person.
- Where physical contact is essential as part of the safe and structured learning process of the discipline, the instructor must only do so with the consent of the child and/or adult, remaining appropriate, non-intrusive and ensuring that where physical contact is essential (for example, when assisting in an essential physical process for the purposes of safety, such as throws) ensuring there is always two suitable adults always present.
- The involvement of parents, carers or guardians is encouraged wherever possible, ensuring safeguarding of vulnerable people remains the top priority and that any adult may not be given the opportunity to cause harm, distress, or abuse to any vulnerable person present.
- Not take photographs, videos or create any other forms of media featuring any vulnerable person without written consent from the parent, carer, or guardian in advance.
- Remain an excellent role model both in and out of the dojo. This includes not smoking, drinking alcohol, or using any foul language in front of any vulnerable person.
- Ensure that any contact via social media or other digital formats are recorded and minimised. No instructor should have any communication with vulnerable people within the Association via any forms of social media.
- Recognise the development needs and capacity of the vulnerable person in the class and not risk sacrificing welfare or safety for the instructor's personal gain.
- In relation to the above this also means avoiding excessive training and not pushing the student if they are not fully confident.
- Secure written parental, carer, or guardian consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises, ensuring medical conditions and pre-existing injuries and allergies are recorded.
- Keep thorough records of any injuries or near misses that have occurred, along with details of any treatment given and further communication had with parents, carers, or guardians and/or vulnerable person.
- Follow Association guidelines and other Association policies relating to good practice or best practice



- The Association shall do everything possible to protect and safeguard the welfare and safety of vulnerable people participating in the clubs.
- Should a student not register as a member of the Association before training, the Association's ability to ensure good practice may be limited. **Therefore, it is reminded that the clubs must ensure they are in-keeping with Association guidelines.**

The Association is accountable for safeguarding its members regardless of whether they are registered students within the Association.

The Association shall engage the following best practice principles and actions with regards to vulnerable groups safeguarding measures:

- The Safeguarding Officer shall have an enhanced DBS certificate, within the last 3 years and hold a relevant safeguarding qualification.
- All instructors who have contact with vulnerable groups will be required to have an enhanced DBS (Data Protection Service) certificate that is renewed at least every 3 years.
- All instructors will read, understand, and put into practice the Safeguarding procedures laid down in this policy.
- Any adult helping within a club with children or vulnerable adults will be required to hold an enhanced DBS (with Children's Barred List information) certificate.
- The Association shall keep records that, in the event of any complaint or criminal proceedings against a member of the Association regarding safeguarding, the relevant authorities will be freely allowed to have access to all documentation regarding that member.
- The Association will endeavour to ensure that the welfare, safety and safeguarding of vulnerable groups shall remain its highest priority and that such an objective shall be placed ahead of commercial or financial reward, without question.
- The Association shall ensure all instructors have relevant safeguarding knowledge.
- The Association shall ensure that all students are offered contact details for our Safeguarding Officer.
- The Association shall follow its own procedures and guidelines in line with the Association's Safeguarding policy to further develop the participation of safe, professional martial arts training.
- The Association shall promote best practice and take all reasonable actions to reinforce the importance of instructors following this policy and, if appropriate, creating and following discrete safeguarding procedures for their club.



POOR PRACTICE

The following practices shall be considered a breach of the safeguarding of vulnerable people, and all members must avoid these practices without exception:

- Spending unnecessarily excessive amounts of time alone with a vulnerable person away from others.
- Making unnecessary or excessive amounts of physical contact at any point
- Transporting or accompanying any vulnerable person home and/or to any other port of call via any mode of transport without another adult present.
- Engaging in rough, physical, or sexually provocative games, including horseplay either before, during or after class.
- Allowing or engaging in any inappropriate touching of any form, or permitting any such activity from any volunteer, visitor, guardian, carer, parent, or other student.
- Allowing any vulnerable person to use inappropriate language unchallenged.
- Making any sexually suggestive comment to a vulnerable person – even ‘for fun’ or ‘in jest’.
- Reducing a vulnerable person to tears as a form of control.
- Allowing any allegations made by a vulnerable person to go unrecorded, or not acted upon.
- Do things of a personal nature that any vulnerable person may be able to do for themselves.

The following shall be regarded as poor practice in respect of safeguarding vulnerable groups by the Association:

- Not doing all possible to make the importance of safeguarding procedures and the responsibility of instructors to take this issue seriously clear from the outset of membership being issued.
- Not referring all concerns relating to safeguarding procedure to the Safeguarding Officer.
- Not acting upon complaints relating to the safety and / or welfare of children and / or adults at risk within any clubs of its member(s).
- Not acting in a way that is open and honest regarding safeguarding procedures and any relevant changes to that procedure.

Where it is deemed there may be a complaint or safeguarding query relating to any club instructor, the Association shall be obliged to launch an investigation, guidelines of which will be provided separately in the Association’s complaints policy.

Where the Association does have immediate concerns relating to the safeguarding of a vulnerable person within the club, the Association may discharge from its membership the club instructor and expel the offending member(s) without delay or remuneration.



For this reason, the Association wishes to stress that whilst the Association shall do all possible to avoid poor practice in relation to safeguarding standards within clubs, it must ultimately be the responsibility of the club instructor to maintain best practice, rather than the Association.

If during the care of the club anyone should accidentally hurt a child or adult at risk or / and the child or adult at risk seems distressed in any manner and /or appears to be sexually aroused by the instructor or adult's actions and/or if the child or adult at risk misunderstands or misinterprets something done by the instructor or associated member, the incident must be reported without delay and written copies kept.

Parents, carers and / or guardians (as appropriate) must also be informed without delay. This is a serious point to consider and must not be considered optional.





DEFINING CHILD ABUSE

Introduction

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a vulnerable person regardless of their age, gender, race, or ability.

There are five main types of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying / harassment
- Neglect

The abuser may be a family member or someone the vulnerable person encounters in residential care or in the community, including sports and leisure activities.

Any individual may abuse or neglect a vulnerable person directly. They may also be responsible for abuse because they fail to prevent another person harming a vulnerable person.

Abuse in any form can affect a vulnerable person at any age. The effects can be so damaging that if not treated, it may follow the individual throughout their life.

Vulnerable People with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and being unable to protect themselves or adequately communicate that abuse had occurred.

It is not the role of a club or member to identify what form of abuse is taking place, but it is the responsibility of every member of society to raise concerns – however small – with authorities and via relevant channels.

Types Of Abuse

Physical Abuse:

- Where adults physically hurt or injure a person e.g., hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning, FGM (Female genital mutilation).
- Giving a vulnerable person alcohol or inappropriate drugs may also constitute abuse.
- When a parent/carer reports non-existent symptoms or illness, or deliberately causes ill health in a vulnerable person they are looking after. This is called Munchausen's syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregards the capacity of the vulnerable person's body or mental capability.



Emotional Abuse:

- The persistent emotional ill treatment of a person is likely to cause severe and lasting adverse effects on the persons emotional development or health.
- Telling a person, they are useless, worthless, unloved, inadequate, or valued in terms of only meeting the needs of another person.
- Setting expectations of a vulnerable person that are not appropriate to their age, development, or ability.
- Cause a person to be frightened or in danger by being constantly shouted at, threatened, or taunted which may make the person frightened or withdrawn.
- Ill treatment, whatever form it takes, will always feature a degree of emotional abuse.
- Emotional abuse in sport may occur when the vulnerable person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability.
- Name calling, bullying including cyber bullying which has been categorised as another form of abuse.

Bullying & Harassment:

May come from another young person or an adult.

Bullying is defined as deliberate hurtful behaviour, usually repeated over a time, where it is difficult for those bullied to defend themselves.

There are four main types of bullying written below with examples:

- Physical (hitting, kicking, slapping causing pain by striking)
- Verbal (racist or homophobic remarks, name calling, threats, abusive text messages)
- Emotional (tormenting, ridiculing, humiliating, ignoring, isolating form the group)
- Sexual (unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or instructor pushes the person too hard to succeed, or a member or other party uses bullying behaviour.

Neglect:

Occurs when an adult fails to meet the vulnerable persons basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the persons health or development. For example, failing to provide:

- Adequate food
- Shelter and clothing
- Protection from physical harm or danger
- Access to appropriate medical care or treatment
- Love, affection or attention

In sport this could occur when an instructor does not keep the vulnerable person way from or exposes them to undue cold/heat or unnecessary risk of injury.



Sexual Abuse:

Occurs when adults use children or vulnerable adults to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, intercourse, anal intercourse, and fondling.
- Showing a vulnerable person pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with a vulnerable person could potentially create situations where sexual abuse may go unnoticed.

Also, the power of the instructor over a vulnerable person, if misused, may lead to abusive situations developing.

Indications Of Abuse

Even for those experienced in working with abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition and nor should they be expected to be, but indications that a vulnerable person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The vulnerable person describes what appears to be an abusive act involving them
- Another child or adult expresses concern about the welfare of a vulnerable person
- Unexplained changes in a person's behaviour e.g., becoming very upset, quiet, withdrawn, or displaying sudden outbursts of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

Signs of **bullying** include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to train
- An unexplained drop off in performance
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching, and bruising, damaged clothes, bingeing e.g., on food, alcohol, or cigarettes
- A shortage of money or frequent loss of possessions

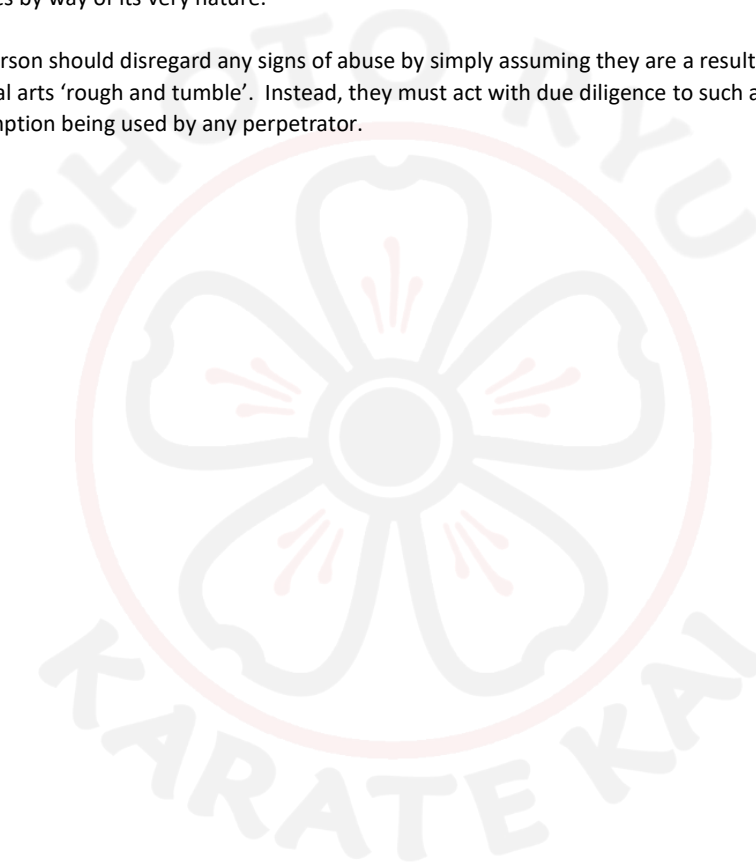


It must be recognised that the above lists are not exhaustive, but also that the presence of one or more of the indications is not proof that abuse/bullying is taking place.

It is NOT the responsibility of those within the club or the instructors to decide that abuse is occurring. It IS their responsibility to act on any concerns in line with the local and Association safeguarding policy.

All persons are also reminded that given the nature of martial arts, it may give rise to certain injuries by way of its very nature.

No person should disregard any signs of abuse by simply assuming they are a result of any martial arts 'rough and tumble'. Instead, they must act with due diligence to such an assumption being used by any perpetrator.





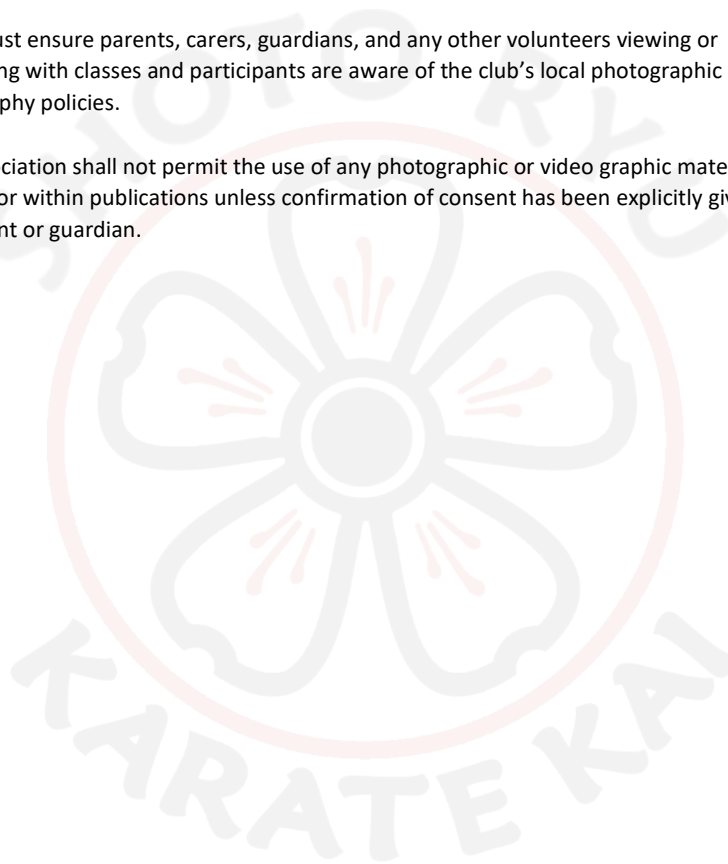
USE OF PHOTOGRAPHIC OR FILMING EQUIPMENT

The government has warned that abusers may use inter-club events or normal 'day to day' training as an opportunity to take inappropriate photographs or film footage of vulnerable people. All members should be vigilant, and any concerns should be reported to the Club Instructor (or equivalent).

All parents, carers, guardians, and students should be made aware when instructors use video equipment as a coaching aid or by way of any advertising / marketing material with consent provided in advance.

Clubs must ensure parents, carers, guardians, and any other volunteers viewing or interacting with classes and participants are aware of the club's local photographic and videography policies.

The Association shall not permit the use of any photographic or video graphic material on its website or within publications unless confirmation of consent has been explicitly given by the parent or guardian.





RESPONDING TO SUSPICIONS & ALLEGATIONS

Introduction

It is not the responsibility of any person within the club, be that in a paid or unpaid capacity, to decide whether child abuse or the abuse of a vulnerable adult has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the vulnerable person. This applies BOTH to allegations and suspicions of abuse occurring within any club or lesson and to allegations or suspicions that abuse is taking place elsewhere, even if completely removed from the martial arts setting.

Evidence Of Possible Abuse

Instructors may become aware of abuse in various ways. The instructor may see it happening, may suspect it because of symptoms or signs (such as those previously listed) or it may be reported to the instructor by the child / adult, or another third party. Especially in the case that a vulnerable person might directly confide any form of abuse the club must take immediate steps to safeguard that person effectively.

If a vulnerable person indicates that they are being abused, the instructor to whom the disclosure is made should:

- Stay calm so as not to frighten them.
- Reassure the person that they are not to blame and that it was right to inform you.
- Listen to the person, showing that you are taking them seriously.
- Keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and vulnerable person abuse cases have been dismissed where it is felt that the vulnerable person has been led or words and ideas have been suggested during questioning. Accordingly, the instructor must only ask questions to clarify details – not to question further.
- Inform the person that you need to inform other people about what they have told you. Tell the person this is to help stop the abuse continuing.
- Assess the safety of the vulnerable person. Safety of the vulnerable person is paramount. If the person needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure they are made aware that this is a safeguarding issue. Stay with the person as they may be frightened.
- Record all information. [Appendix B](#)
- Report the incident to the club instructor and, where appropriate to the Association without delay.
- Refer to Safeguarding flow chart as to course of actions available. [Appendix A](#)

If the instructor is not clear on the action required and there is a real or immediate threat to the child or adult at risk, they should contact the Police by calling 999.

The Safeguarding Officer should be contacted once the child or adult is safe.



Any member or non-member can contact:

The Local Authority Designated Officer (LADO)

NSPCC Helpline: 0808 800 5000 (24hrs)

The local Social Services

REMEMBER the vulnerable person may fear the outcome, so the person whom the vulnerable person told should stay with them whilst the authorities are informed, especially if any injury is involved and they are required to go to hospital.

If information is made available to the Association, either through direct or indirect contact with any member of the public or any member of the club / Association, the Association will be bound to seek immediate guidance from either the Safeguarding Officer or, in the case of immediate or real potential threat, the Police / LADO / NSPCC / Social Services.

The member (or instructor) in question shall not have the opportunity to override the Association's response to a safeguarding alert where it is deemed a person may be being abused. Depending on the nature of the allegation, the Association may not be able to share or disclose details with the instructor prior to involvement of law enforcement.

Recording Information

To ensure that information is as accurate and helpful as possible in any subsequent police or local authority investigation, clubs and the Association will be required to keep detailed documentation relating to any disclosure or suspicion.

It is for this reason that it is compulsory to ensure a written account is taken at the soonest opportunity post disclosure.

The instructor or other person to whom the disclosure was made must confine themselves to the facts and distinguish as clearly as possible what is the instructor's personal knowledge and what is that of other people. No opinions should be included.

Information should include (but not necessarily be limited to) the following:

- The vulnerable person's, age, and date of birth
- The vulnerable person's home address and telephone number
- Whether or not the person making the report is expressing their concern or someone else's
- The nature of the allegation, including dates, times, and any other relevant information
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The vulnerable person's account, if it can be given, of what has happened and how any bruising/injuries occurred
- Whether the parents, carers or guardian been contacted. If so, what was said.
- Whether anyone else been consulted? If so, what was said



- Whether anyone has been alleged to be the abuser? Details should be recorded.

Confidentiality must be maintained, disseminating information on a 'need to know' basis.

As part of the Association's safeguarding policy, the above records shall also be kept, where appropriate or possible, in relation to any concerns raised directly to the body.

Reporting a Concern

All suspicions and allegations MUST be reported appropriately and without delay. Use the [Safeguarding incident form](#) to record the information.

Although it must be up to the individual club instructor to distinguish what course of action is appropriate in each instance in their own safeguarding policy, it is recognised by the Association that misplaced loyalty to a fellow martial artist or colleague may cause strong emotional conflicts. The Association will not allow such loyalties to affect the process of due notification, and any club member is bound to the same obligation.

Members found not to be acting accordingly will be reported as such to the relevant authority and their membership will be terminated without delay or remuneration.

The Association expects all members to discuss any concerns they may have for the welfare of a vulnerable person immediately, with the club instructor, or person in charge, and to check that appropriate action has been taken.



Where any individual is not satisfied with the course of action or response at a local level, or where any allegation concerns the local club instructor, the individual should immediately and without delay escalate their concerns to the Safeguarding Officer.

If this advice cannot be followed for any reason, the individual should take responsibility for reporting and seek advice from:

The local authority designated officers (LADO)

The Police.

NSPCC Helpline: 0800 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

Local Social Services

Telephone numbers can be found in the local directory or online.

Where there is a complaint against an instructor or member of any club, there may be multiple types of investigation:

- Criminal - for any vulnerable person, in which case the police are immediately involved
- Child protection - in which case the social services (and possibly) the police will be involved
- Disciplinary or misconduct - in which case the 'local' club will be involved, and the Association will likely intervene, depending on the nature of the allegations.

All allegations are taken seriously and recorded in writing. Any witness will be asked to make a statement in writing, confirming the time, date, and details of the incident.

- Person(s) under investigation will be treated sensitively, fairly and with respect.
- Facts will be recorded and kept secure. All parties concerned will receive written updates of the procedure(s) taken and outcomes of any meetings.

Neither the club instructor nor the Association are child or adult protection experts, and it is neither's responsibility to determine whether abuse has taken place.

All suspicions and allegations must be shared with professional agencies that are responsible for their protection so that qualified persons external to the circumstance being reported can make an informed assessment.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, the instructor or individual must report the incident: it may be just one of a series of other incidences which together cause concern.



The Association cannot stress this strongly enough:

- Every person within the club has a moral and legal duty to safeguard effectively.
- You must, always and without question, report any concerns promptly.
- There is no concern too foolish or unimportant to not warrant escalation.
- Any suspicion that a vulnerable person has been abused by an instructor or a member should be reported to the Safeguarding Officer who will take appropriate steps to ensure the safety of the vulnerable person in question and any other vulnerable person who may be at risk.

Depending on individual club policy, however the Association recommends that at minimum the following be considered:

- The incident and any subsequent incidences should be recorded on the provided form in Appendix C and kept up to date.
- The instructor or Safeguarding Officer, if separate, should refer the matter to the relevant outside agency.
- The parent, carer or guardian of the vulnerable person should be contacted as soon as possible following advice from the relevant outside agency if it doesn't put the vulnerable person at more risk.
- The Safeguarding Officer should be notified immediately and immediately implement any disciplinary proceedings in accordance with the Association's constitution. They should also decide who will deal with any media inquiries.
- The Safeguarding Officer should notify the Association's officers.
- If the club instructor is the subject of the suspicion/allegation the report must be made to the Safeguarding Officer who will refer the matter to the appropriate outside agency. Allegations of abuse are sometimes made well after the event. Where such allegation is made, the instructor should follow the same procedures and have the matter reported to social services with just as much urgency. This is because other vulnerable people in the sport or outside, may be at risk from the alleged abuser.
- Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with vulnerable people.

Considerations

- The vulnerable person's wishes and feelings
- The parents, carers, or guardians right to know (unless this would place the vulnerable person or some else in danger or interfere with a criminal investigation)
- The impact of telling or not telling the parent, carer, or guardian
- The current assessment of the risk to that vulnerable person and the source of that risk
- Any risk management plans that exist



Concerns Outside the Immediate Teaching Environment or Club

All members have a responsibility to remain vigilant in all areas of their professional or personal lives for signs of abuse. Where any concerns may be noted outside of the immediate teaching environment, the following is recommended as a minimum course of action but may also be accompanied by additional local club safeguarding guidelines if appropriate:

- Concerns should be initially reported to the club instructor if they are relevant in any way to the club's safeguarding duties
- If the club instructor is not available, the person being told or discovering the abuse should contact the Safeguarding Officer immediately or/and inform the police/social services. Please also contact our office via email: help@shotoryukarate.co.uk
- Social Services/police and the club instructor or safeguarding officer will decide how to inform the parents, carers, or guardian
- The club instructor (or equivalent) should also report the incident to the Safeguarding Officer without delay if not already contacted. The Association should ascertain whether the person/s involved in the incident play a role in the Association and act accordingly based upon the guidelines stated within the Association's safeguarding policy.
- Confidentiality must be maintained.

Confidentiality

It is important that all information is only ever discussed or shared on a need-to-know basis. The instructor has a duty to ensure confidentiality. If you have any immediate concerns regarding a young person or adult at risk, you should not delay seeking assistance.

Information should only be shared where absolutely required, or under the guidance of the police or other relevant authority.

Where a disclosure is made to the Association, even if this is only a request for information or guidance, there are certain circumstances in which the Association will be legally bound to report this onto a relevant authority.



Internal Inquiries & Suspensions

It is deemed to be the club's responsibility to ensure that the following is properly addressed within their local safeguarding policy:

- Whether or not the accused person(s) should be suspended pending further police or social services investigations. Clubs can and should ask the police or relevant authorities for guidance on this.
- Irrespective of the findings of the police or social service, the club shall have an obligation to report such incidents to the Safeguarding Officer or Associations officers for review of conduct and, if required, disciplinary proceedings. The outcome of such an investigation shall be handled as per the below guidance from the Association.
- Whilst the club instructor may have their own internal guidance as per their local safeguarding policy procedure, ultimate disciplinary outcomes shall be overruled by the Association.

Where the Association deems there to be an ongoing risk of future incidents, they may take the action to expel without delay or remuneration, the club (and any associated members of that club) and if required, make a necessary report to any local authority for further observation.

Irrespective of the findings of the police or social services, the Association will make the following decisions and processes in relation to any suspected or reported breach of safeguarding protocol:

- The Association shall ensure the safety of the vulnerable person is paramount and will take any such action that is reasonably possible to prohibit the accused person(s) from having any opportunity to have further contact with any other children or adults at risk.
- Where police or social services do not press charges, the Association may not automatically discount the possibility of abuse having taken place and must reach a decision by mutual agreement of the Association officers, whereby all members of the committee must debate and agree, that it is more likely than not that the allegation is true or that the incident was not properly handled by the club or the club's safeguarding officer, if one has been appointed.

The Association shall have the final ruling on such a matter and may take any action, including expulsion, without justification, delay, or remuneration in such a situation.

The Association may only act in a way that is in keeping with its duties to protect other members of the Association and its reputation, so that it may continue to provide support to reputable members and clubs.



In such an instance the Association may discharge a member or club without notice, delay, or remuneration to inhibit any further opportunity for potential unprofessional conduct or safeguarding concerns. Where this happens, the Association must take a view as to whether it deems there to be sufficient evidence to further raise concerns with relevant authorities after expulsion.

The Association may report to local authorities, any expelled member, where it feels there is reasonable suggestion that malpractice or safeguarding offences have occurred.

It is the Association's role to always try and provide as much impartial and easy to digest safeguarding guidance to clubs and instructors, however a member's lack of knowledge on the subject will not be an excusable defence in the event of disciplinary action occurring.





USEFUL CONTACTS & SUMMARY NOTES

Key Contacts

Clubs and members who wish to make a safeguarding disclosure or wish to obtain any additional guidance and information on how to effectively safeguard at club level are welcome to contact the Safeguarding Officer or Officers directly at any time.

It is worth checking – especially in the instance of making a disclosure – that this information remains up to date.

KEY CONTACTS

Safeguarding Officer: Owen Luscombe

E-Mail: help@shotoryukarate.co.uk

General Secretary: Suzanne Hick

Email: secretary@shotoryukarate.co.uk

SUMMARY NOTES FOR INSTRUCTORS & CLUBS

You are obligated to ensure safeguarding at club level is effectively managed.

This includes ensuring:

- The Association safeguarding policy is administered and respected.
- Appropriate Enhanced DBS certificate issued within the last 3 years.
- The club instructors have a full safeguarding policy in place.
- The instructor holds professional insurance.
- There are rules and regulations on medical disclosures, conduct, safeguarding and the vetting of any volunteers.
- Following any other Association regulation or guideline around best practice and safeguarding in martial arts.

What the Association is keen to stress is that we are here to help, not hinder. Our legal duty to escalate safeguarding concerns notwithstanding, where a club instructor approaches us for guidance, advice or help getting everything together, our door will always be open.

We actively encourage proactive approaches to safeguarding.

Please do not feel you can't drop us an e-mail or contact us in anyway.

A key part of your professional competency and will help to protect you and your club from unfounded allegations.

[Safeguarding Flow Chart](#)

[Safeguarding Continuous Reporting Form](#) – Inhouse Club level

[Safeguarding Forms Incident Reporting](#)



SUMMARY NOTES FOR PARENTS & CARERS

Safeguarding is the primary role and concern of the Association and club, but that doesn't exclude you as a parent, carer, or guardian from playing an active role in keeping vulnerable people safe.

We would fully recommend studying this safeguarding policy – especially the sections from what abuse is through to identifying abuse, and how to report concerns – to ensure you are equipped to deal with any concerns you may spot.

Your club instructor or, if one has been appointed, the club safeguarding officer, should take any questions or concerns you raise seriously.

If you feel they are not doing so, or if the concern is regarding the club instructor specifically, you can escalate questions and queries to us directly and in complete confidence.

Please contact our office via email: help@shotoryukarate.co.uk

This is a secure inbox that is only monitored by the Safeguarding Officer. Your concern will not be disclosed to any other staff, executives, committee members or instructors. We respond to all safeguarding emails immediately during working hours.

Remember to trust your instincts, and don't be afraid to escalate concerns, without delay, to the relevant authorities.

Where you feel there is an immediate risk to the safety of a vulnerable person, please bypass our Safeguarding Officer and call 999. If, after the concern has been raised and when cleared to do so by the police, you could make a disclosure to us so we can ensure it is properly monitored from a martial arts perspective, that would be appreciated.



SUMMARY NOTES FOR PARTICIPANTS & VULNERABLE PERSONS

As a martial arts participant you have the right to train in a club that is safe and friendly, free of abuse and bullying.

The Association has a zero tolerance approach to any form of bullying or safeguarding neglect, and we will take action to keep you safe.

If you are under the age of 18, we would recommend raising any concerns with your parent, carer or guardian who can raise the matter on your behalf.

If you are at risk of immediate harm, or you are frightened for the safety of another vulnerable person, call 999 immediately and ask for the police.

If you do need to reach out to us for advice or guidance, or if you wish to make a complaint about your club or instructor, please **email** at help@shotoryukarate.co.uk

Please **DO NOT** use Facebook Messenger or any other social media platform for safeguarding disclosures as this is a channel of communication monitored by numerous members.

If you have any immediate concerns regarding a young person or adult at risk, you should not delay seeking assistance, i.e., call 999 and ask for the Police.



CONTROLLING ACCESS TO CHILDREN & ADULTS AT RISK

Suitability of Instructors (and Volunteers etc.) To Work in Contact with Vulnerable Persons

Introduction

It is essential to take all reasonable steps to prevent unsuitable people from working with vulnerable people. This applies equally and without prejudice to all persons, regardless of position, voluntary or paid status or background. This is the responsibility of the Association officers.

To prevent unsuitable persons from working with children the club instructor (or equivalent) MUST:

- Properly vet any persons – whether within the club or from an external source – prior to assisting with any class, for their suitability to be in contact with vulnerable people
- Insist that suitable references are taken and followed up for any person whom the instructor has not known in a professional position for more than 3 years.
- Insist that, without fail, any person is required to obtain an enhanced DBS check with the relevant barred and referred list checks and complete safeguarding awareness training. The results of the DBS check MUST be confirmed and found to be suitable for that person to be working in close contact or unsupervised contact with vulnerable people.
- Follow any in-house or 'local' safeguarding policy issued by the club.
- Follow Association based guidelines on safeguarding.
- Provide suitable training opportunities to the individual that will allow them to analyse their own safeguarding practice and ensure their practice is considered 'best practice' (see above) and is not likely to facilitate any false accusations about their conduct.

It is therefore deemed to be the ultimate responsibility and duty of the club at a local level to ensure that only suitable persons may be allowed access to work or supervise children or adults at risk. The club instructor must therefore ensure they are suitable and safe for their purpose based upon their own local safeguarding policy.

The Association, will do the following to try and prevent any unsuitable person from encountering a vulnerable person:

- Withhold permission for a member to be an instructor until all relevant DBS checks and safeguarding checks have been completed, and evidence has been provided to our Association for verification.
- Ensure that any past convictions of a sexual or violent nature – regardless of time lapsed – shall prohibit any person from obtaining membership or affiliation to the Association.

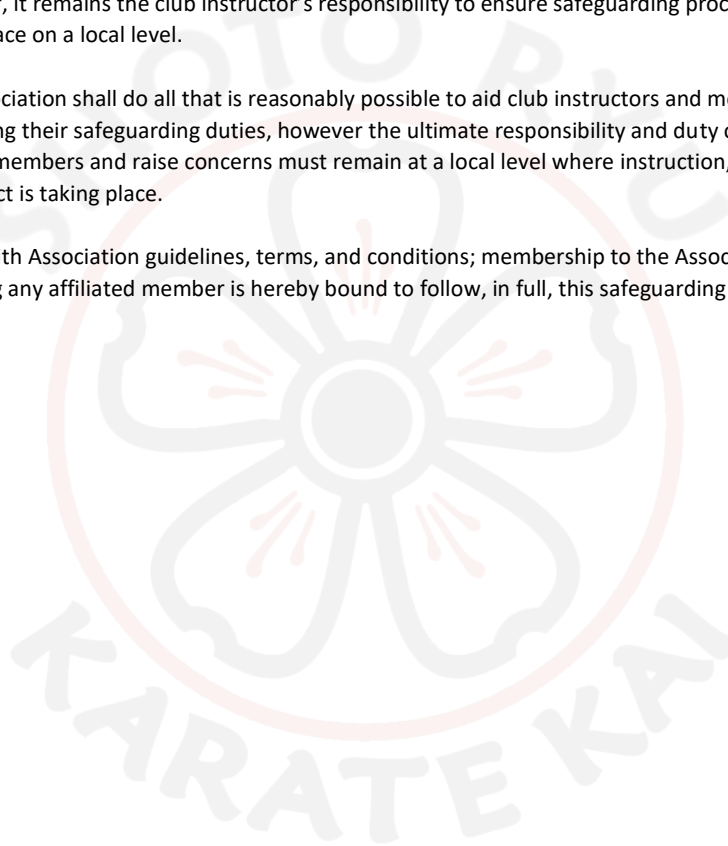


- Do all possible to raise the awareness of safeguarding procedures and the importance of due diligence for all clubs to follow
- Do all possible to advise students and members of the public to seek a local safeguarding policy and report any concerns to our Association
- Follow up on any concerns or complaints in line with our safeguarding policy and make recommendations to club instructor, if we deem there to be a concern
- Exclude any club instructor or member that does not take their safeguarding duties seriously, or fails, when requested, to provide safeguarding where concerns have been raised or information has not been provided

However, it remains the club instructor's responsibility to ensure safeguarding procedures are in place on a local level.

The Association shall do all that is reasonably possible to aid club instructors and members in fulfilling their safeguarding duties, however the ultimate responsibility and duty of care to protect members and raise concerns must remain at a local level where instruction, training or contact is taking place.

In line with Association guidelines, terms, and conditions; membership to the Association including any affiliated member is hereby bound to follow, in full, this safeguarding policy.





FORMS

Safeguarding - Continuous Incident Recording Sheet

| Date & Time | Name of Vulnerable Person | Observation | Action Taken if any | Follow-up action & Club Instr initials |
|-------------|---------------------------|-------------|---------------------|--|
| | | | | |
| | | | | |
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Safeguarding Flow Chart

I have a concern about a vulnerable person

Inform Club Instructor or person in charge that you have concerns about a vulnerable person issue

Discussion with the SO how to deal with concern to reach a decision on next course of action by telephone immediately.

If the vulnerable person is at significant risk of harm and the club instructor or SO is non-contactable make the referral yourself to the police

Inform
Club instructor or SO within 24 hrs.
Contact the General Secretary if the others are unavailable.

Option 1
Concerns are logged in a confidential manner

Option 2
Referral to relevant agency by telephone by Club instructor (Police/Social Services)

Concerns are written up by club instructor and sent to SO within 48 hrs

SO, acknowledges receipt of written referral within 48 hrs

Record kept on file by SO for monitoring

If further concerns arise
Continue to refer each issue to the SO separately.

Feedback to all parties
As appropriate.

Safeguarding Incident Report

| | | | |
|---|---|---|--------------|
| Your Name: | | Date: | Your details |
| Name of Club & Position held: | | Tel & Email: | |
| Vulnerable Persons Name/DOB: Address: Tel & Email: | | Details of vulnerable person | |
| Name of person(s) the allegation is against: | | | |
| Date/time/place of incident(s): | | | |
| Your observations: <i>(Visual bruising, behavioural etc)</i> | | | |
| What the person has said/ What you said. <i>(Do not lead the person – be factual and as accurate as possible: location, dates, times, witnesses, allegations etc)</i> | | | |
| Are you reporting your own concerns or on behalf of someone else? Own Concerns/ Someone else (delete one as appropriate) | | Who reported concerns | |
| Name of person whom you are reporting for: Tel: _____ Email: _____ | | | |
| Parent/Carers/Guardians address if different to above: Name: Tel: _____ Email: _____ Have they been informed? Yes / No | | Carers Details | |
| Has the Safeguarding Officer been informed? Yes / No | Has the police or social services been informed? Yes / No | | |
| Signature of the person who completed this form: | | Signature of club instructor (If different) | |
| Date: | | Date: | |

Safeguarding Incident Report

To be completed by the Association's Safeguarding Officer

| |
|--|
| Record discussions had about the vulnerable person or accused staff member: |
| Record decisions made: |
| If appropriate, have the parent/carers/guardians been informed that contact is going to be made with social services: Yes / No <i>NB: parents/carers/guardians should always be informed unless to do so could place the child at risk of further harm, please seek advice of this point from social services if you are uncertain.</i> |
| If you contacted Social Services, please provide: |
| Contact details [name, etc]: |
| Information given: |
| Details of advice received: |
| If a referral was made to the social services, have you followed up in writing within 48 hours? Yes / No |
| If no, please state why: |
| If you contacted the Local Authority Designated Officer (for allegations against instructors only), please provide: |
| Contact details [name, etc]: |
| Information given: |

Safeguarding Incident Report

| | |
|--|----------|
| Details of advice received: | |
| If a referral was made to the Local Authority Designated Officer, have you followed up in writing within 24 hours? If no, please state why: | Yes / No |
| Any other external agencies contacted (contact details, date and time, information given, and advice received) | |
| Outcomes: | |
| Disciplinary actions: | |
| Signature: | |
| Name: | |
| Date | |