



Safeguarding and protecting of children and vulnerable adults

Version 3 - 2010

**TRADITIONAL KARATE GREAT BRITAIN
CONSTITUTION AND BY LAWS**

August 2010

1. Introduction

With regard to this document Traditional Karate Great Britain is herein referred to as TKGB

With regard to this policy and in line with 'The Children's Act 1989' and 'The Protection of Children Act 1999' a child is defined as a person under the age of 18

TKGB has a duty of care to safeguard all children and vulnerable adults involved in its activities and clubs from harm either through wilful acts or through negligence. All children have a right to protection and the needs of the disabled and others who may be particularly vulnerable must be taken into account.

TKGB will ensure the safety and protection of all children and vulnerable adults involved in its activities and clubs through adherence to the guidelines adopted by TKGB and advised by Local Authority Children's Services and the Child Protection in Sport Unit.

This policy will be reviewed at an interval of not more than 14 months.

2. Aims and objectives

TKGB will ensure that all children and vulnerable adults have the right to protection from abuse

TKGB will ensure that all suspicions and allegations of abuse will be taken seriously and responded to quickly, sensitively and in the appropriate manner

That the welfare of the child or vulnerable adult is at all times paramount

That all instructors, coaches, assistants and volunteers working either paid or unpaid within clubs which are a part of TKGB at all times follow best practice in these regards

TKGB will provide a suitable individual to act as Child Protection Officer, a role that will also encompass that of protection of vulnerable adults

Confidentiality will be upheld in accordance with the Data Protection Act 1984

3. Definitions of best practice

Always working in an open environment thus avoiding private or unobserved situations

Encouraging open communication, treating children, young people and vulnerable adults with respect and dignity at all times

Keeping up to date with all qualifications, technical skills, insurance and regulations relevant to the role within the organisation

Encouraging involvement of parents and/or carers wherever possible.

Being a strong role model by giving enthusiastic, constructive feedback rather than negative criticism and by setting example in all situations both within and without the dojo

Recognising the developmental needs and capacity of all children and vulnerable adults

Ensuring parental consent to act '*in loco parentis*' if the need arises for the administration of emergency first aid and/or other emergency medical treatment

Keeping up to date records of students including contact numbers and information of any medical conditions. Also ensuring that such information is kept confidential and treated in accordance with the Data Protection Act.

Except in exceptional circumstances such emergency medical treatment being given or sought avoids spending time alone with children away from others.

The following should never be sanctioned, all instructors, coaches, assistants and volunteers working either paid or unpaid within clubs that are a part of TKGB a TKGB official should never:

Engage in rough physical or sexually provocative games, including horseplay.

Share a room with a child not their own

Allow or engage in any form of inappropriate touching.

Allow children to use inappropriate language unchallenged.

Make sexually suggestive comments to a child, even in fun.

Reduce a child to tears as a form of control.

Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Do things of a personal nature for children or disabled adults that they can do for themselves.

Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled.

These tasks should only be carried out with the full understanding and consent of parents and the persons involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

4. Definitions of abuse

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Abuse can come in various Physical, Sexual or Emotional forms and can come from either direct action, inadvertent results of action (such as children bullying children) or neglect.

5. Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parent / carer of the child / vulnerable adult are informed:

If you accidentally hurt a student in one of these groups

If he/she seems distressed in any manner

If a student appears to be sexually aroused by your actions

If a student misunderstands or misinterprets something you have done.

6. Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Child Protection Officer.

Video as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However,

performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

7. Recruitment and training of instructors and volunteers

TKGB recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

All volunteers should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.

An enhanced CRB check from an applicant must be produced, as a volunteer no charge ought to be levied for this

8. Responding to allegations or suspicions

It is not the responsibility of anyone working in TKGB or its member clubs, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

We will assure all staff/volunteers that they will be fully supported and protected, anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation; a criminal investigation, child protection investigation, a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

9. Action in the case of reports or suspicions of abuse

9.1. Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue.

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

9.2. Concerns about suspected abuse:

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Child Protection Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Child Protection Officer should also notify the relevant Local Authorities officer who in turn will inform the Local Authorities Child Protection Officer who will deal with any media enquiries.

If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the most senior TKGB official available who will inform the appropriate Local Authorities Manager or in his/her absence the Duty Social work Child Protection Officer who will refer the allegation to social services.

9.3. Confidentiality

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

This includes the following people; The Child Protection Officer, the parents / carer of the person who is alleged to have been abused, the person making the allegation, social services/police, the alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

9.4. Internal enquiries and suspension

- The Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Child Protection Officer will ask the chair to raise a Disciplinary Committee to assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

9.5. Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open

meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, Email: bac@bacp.co.uk, Internet: www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator. On occasions it is possible that there can be malicious, unfounded accusations of abuse and while these must be thoroughly investigated the effect on the alleged abuser will be profound.

9.6 Allegations of previous abuse

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

9.7 Action if bullying is suspected

As has been previously stated, bullying is in itself a form of abuse whether it be physical or emotional. If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in the dojo

Take all signs of bullying very seriously.

Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.

Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.

Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.

Keep records of what is said (what happened, by whom, when).

Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring).

9.8. Concerns outside the immediate sporting environment (egg a parent or carer):

Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible who will appropriate Local Authorities Manager or in his/her absence the Duty Social work Child Protection Officer who will refer the allegation to social services.

If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately rather than wait for the Child Protection Officer to become available

9.9. Information for social services or the police about suspected abuse:

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

The name, age, date of birth, address and telephone number of the person who has received the alleged abuse

Whether or not the person making the report is expressing their own concerns or those of someone else.

The nature of the allegation. Include dates, times, any special factors and other relevant information.

Make a clear distinction between what is fact, opinion or hearsay.

A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.

Details of witnesses to the incidents.

The direct account, if it can be given, of what has happened and how any bruising or other injuries occurred.

Have the parents been contacted? If so, what has been said? Has anyone else been consulted? If so, record details.

If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?

Has anyone been alleged to be the abuser? Record details.

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

David Clare

David Clare
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