

**Traditional Karate Great Britain
Protection of Children and Vulnerable Persons Policy**

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Introduction

TKGB has produced a Protection Policy for Children and Vulnerable Persons for implementation throughout its member clubs in the UK.

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

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to directly and in an appropriate manner;
- All staff (paid /unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

The Children Act 1987 defines a child as a person under 18.

Traditional Karate Great Britain is committed to working in partnership with all relevant agencies to ensure best practice when working with children and young people. Adopting best practice will help to safeguard participants from potential abuse as well as protecting Instructors and other adults in positions of responsibility from any potential allegation of abuse. This document is recommended for all our member clubs and provides procedures and guidance, whether working in a voluntary or professional capacity.

1]. Policy statement

Karate as an activity has a duty of care to safeguard all children involved in Karate, from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

TKGB will ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines adopted by the TKGB Management Committee. The policy will be strongly recommended to be implemented by all member clubs and where applied should be applicable to all Association officers, club instructors and officials and officers and staff of TKGB.

Sport can and does have a very powerful and positive influence on people, especially young people. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. We have to ensure that for these positive experiences to take place that sport in the hands of those who have the welfare of young people uppermost in their mind and that we have proper procedures and practices to support, and empower them.

1.2 Policy aims

The aim of TKGB's Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Karate clubs and instructors affiliated to TKGB.
- Ensure that all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Allow all staff /volunteers to make informed and confident responses to specific child protection issues.
- The Policy recognises and builds on the legal and statutory definition of a child
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good practice a young person is recognised as being under the age of 18 years [Children's Act, 1989].
- TKGB will provide a suitable individual to act as Child Protection Officer and commit to raising awareness to their role.
- Confidentiality will be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

The Policy will be overseen by TKGB management.

2]. Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All cases of poor practice and suspected case of abuse should be reported to the TKGB and or relevant authorities following the guidelines in this document.

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

2.1] Good Practice Guidelines

All those involved in Karate should be encouraged to demonstrate exemplary behaviour in order to safeguard children and young people and protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Karate:

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations, involving parents or carers no secrets).
- treating all young people/disabled adults equally, and with respect and dignity.
- placing the welfare and safety of the child or young person above the development of performance or competition
- maintaining a safe and appropriate distance with players.
- building balanced relationships based on mutual trust, which empowers children to share in the decision-making process;
- making sport fun, enjoyable and promoting fair play.
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the TKGB Instructor Training Programme.
- keeping up to date with the technical skills, qualifications and insurance in Karate.

- ensuring your teaching practice reflects the high standards expected of Karate
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/instructors/officials work in pairs.
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- giving enthusiastic and constructive feedback rather than negative criticism.
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- having up to date records of pupils, including contact numbers and information about medical conditions and lesson plans
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- requesting written parental consent if club officials are required to transport young people in their cars.

Within our Instructor program, we make particular reference to children and young people practicing together and this guidance is now included here.

- Karate Instructors need to understand the added responsibilities of teaching children and also basic principles of growth and development through childhood to adolescence. Exercises should be appropriate to age and build. Instructors should not simply treat children as small adults, with small adult bodies.
- There is no minimum age for a child beginning Karate, as the build and maturity of individuals varies so much. However the nature of the class must be tailored to consider these factors. For practical purposes however, the *minimum* age that the Traditional Karate Great Britain will accept children is from 5 years of age.
- In general, the younger the child, the shorter the attention span. One hour is generally considered sufficient training time for the average 12 year old or below. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically, that is, at a steadily maintained rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that more suit Karate training.
- Children should not do assisted stretching - they generally don't need to, and there is a real risk of damage with an inconsiderate or over-enthusiastic partner.
- Children should be carefully matched for size and weight for sparring practice.
- Great care must be taken, especially where children train in the proximity of adults, to avoid collision injury.
- Children should not do certain conditioning exercises, especially those which are heavy load bearing, for example weight training or knuckle push-ups. Children should not do any heavy or impact work but should concentrate on the development of speed, mobility, skill and general fitness.

3]. Guidelines for Use of Photographic Filming Equipment at TKGB and other Karate Events

There is no intention to stop people photographing their children, cub mates, or photography and video been used as an educational tool but this is in the context of appropriate safeguards being in place.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant, with any concerns

reported to the Child Protection Officer. Any parent who wishes to photograph their child must seek permission from the instructor or event organiser. Official photographers must be registered with an event organiser and wear identification. It is also our policy that written permission must be sought from all parents/carers present for photography to be permitted concerning their child.

If this privilege is abused and contradicts the well being, ethics and integrity of which it was intended, the person will be held responsible and asked to leave the Sports Hall and also reported to the proper authorities.

Videoring as a coaching aid:

Whilst it is not our normal practice to use video as a coaching aid, there is no intention to prevent club instructors and teachers using video equipment as a legitimate coaching aid should they elect to do so. However, participants and their parents/carers should be aware if video is employed, that this is a genuine part of the Instructors program and care should be taken in the storing of such films.

The TKGB also follows closely the guidance issued by the Child Protection in Sport Unit advising that :

- Models or illustrations are used in promotional material
- Avoid using the first name and surname of individuals in a photograph
- If the player is named, we do not use their photograph,
- If the photograph is used, we do not name the individual,
- Seek parental permission to use an image of a young participant. Our parental consent form is enclosed as an appendix
- Participant permission has been sought

4]. Recruitment and selecting staff and volunteers

The 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. It is essential that the same procedures are used consistently for all posts whether staff are paid or voluntary, full time or part time.

Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

All current TKGB instructors should complete a declaration of self-assessment. It is a requirement of all new instructors to have been CRB checked before they are accepted in this role.

5]. Responding to suspicions or allegations

It is not the responsibility of anyone working in Karate, in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. This is the role of the child protection agencies. However, there is a responsibility for all involved in Karate to act on any concerns through contact with the appropriate authorities.

Advice and information is available from the local Social Services Department, the Police or the NSPCC 24 hour Helpline 0800 800 5000

The TKGB assures all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

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

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

5.1] Action if there are concerns

The following action should be taken if there are concerns

The Association Child Protection Officer should always inform the TKGB on the appropriate form provided.

5.2] Poor Practice

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

Allegations should be reported to the TKGB Child Protection Officer in the first instance for the TKGB to guide action by the club and to enable TKGB to maintain central records and for monitoring purposes. If the allegation is about poor practice by the Association Child Protection Officer, or if the matter has been handled inadequately and concerns remain, the TKGB Child Protection Officer in consultation with the management and the technical committees will decide how to deal with the allegation and handle the situation.

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT OR CARER?

Report your concerns to the Child Protection Officer. If this person is not available, the person being told of or discovering the abuse should contact social services or the police immediately. Social services and/or the police will advise on how best to involve parents/carers and deal with the situation.

YES

Record what has been said, or what has been seen. Include dates and times on the form provided. Send a copy to social services within 48 hours and a copy to TKGB.

5.3] Suspected Abuse

Any suspicion that a child has been abused by either a member or a volunteer should be reported to the Association 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 Association Child Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the police or social services *out-of-hours duty service*.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department. [In cases of suspected abuse within the family social services department/police must give advice on who should contact and when].

The Association Child Protection Officer will advise or and deal with any procedural issues and media enquiries.

If the Association Child Protection Officer is the subject of the suspicion/allegation, the report must be made direct to the TKGB management committee who will refer the allegation to Social Services.

5.4] Confidentiality

Every effort will 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 Association Child Protection Officer;

The parents of the person who is alleged to have been abused;

The person making the allegation;

Social services/police;

The TKGB CPO

The alleged abuser (and parents if the alleged abuser is a child). *

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

Information will 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).

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000, or Childline on 0800 1111).

5.5] What to do if there are concerns

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER?

If Yes:

Is it poor practice/alleged breach of the code of ethics and conduct?

Could it also be child abuse?

If Yes:

The Child Protection Officer in consultation with the TKGB will deal with this. All reports to be forwarded to the Association Child Protection Officer unless the allegations relate to the Association CPO [see below] who must ensure the safety of the child and other children. This person will then refer concerns to the TKGB and social services [who may involve the police].

The Child Protection Officer in consultation with the TKGB will deal with this. All reports to be forwarded to TKGB. If concerns remain, keep in close consultation with TKGB who will take advice and offer guidance All reports to be forwarded to TKGB. If the allegation/concern relates to the Association Child Protection Officer reference must be made directly to TKGB who will facilitate referral to social services who may involve the police.

Management / Disciplinary investigation

Possible outcomes of investigation:

No case to answer

Warrants advice/warnings as to future conducts/ possible sanctions which may result in ban from sport

Further support and training Monitoring of outcome

#Possible appeal

Possible outcomes of investigation:

Child Protection investigation

Criminal proceedings

Referral back to Management /Disciplinary

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure or concern. Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following:

- Name of child
- Details of child - Age and date of birth, race, ethnic origin, any relevant disability or special needs
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else?
- What is 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. Behavioural signs indirect signs?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

A form has been provided should you require it.

Traditional Karate Great Britain – Alleged Abuse Report Form

Name	
Position	

Please complete the following if you have received a concern or have received an allegation that relates to behavior/actions towards a Child, Young Person or Vulnerable Adult

Actions taken on receipt of Allegation/Concern

Date of receipt of allegation/concern:	
Action/Response:	

External agencies contacted

Social services:	YES/NO [delete as applicable]
If yes – where:	
Date:	Time:
Name and contact number:	
Details of advice received:	

Police:	YES/NO [delete as applicable]
If yes – where:	
Date:	Time:
Name and contact number:	
Details of advice received:	

Local Authority:	YES/NO [delete as applicable]
If yes – where:	
Date:	Time:
Name and contact number:	
Details of advice received:	

Social services:	YES/NO [delete as applicable]
If yes – where:	
Date:	Time:
Name and contact number:	
Details of advice received:	

CPSU:	YES/NO [delete as applicable]
If yes – where:	
Date:	Time:
Name and contact number:	
Details of advice received:	

CONCERN/ALLEGATION RECORD

Name of alleged victim:	
Date:	Time:
Race/Ethnicity	
Address:	
Any relevant disability or special needs	
Is the person making the report expressing their own concerns or those of someone else?	
What is the nature of the allegation? [Include dates, times, any special factors and other relevant information.]	
Witnesses to the alleged incidents: [Name and contact number]	
A description of any visible bruising or other injuries. Behavioural signs indirect signs?	
The alleged victim's account if it can be given, of what has happened	
If it is not the child making the report has the child concerned been spoken to? If so what was said?	
Has anyone been alleged to be the abuser? Record details.	

This form should be sent directly to the TKGB Child Protection Officer

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

5.6] Internal Enquiries and Suspension

The TKGB 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. (This should be undertaken by the Chairman on advice from the CPO)

Irrespective of the findings of the social services or police inquiries TKGB will 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, TKGB will 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 children should always remain paramount.

5.7] Action if Bullying is Suspected

The same procedure should be followed as set out in the Section relating to responding to suspicions or allegations, if bullying is suspected.

Remember: In all Child Protection issues –

Confidentiality should be maintained at all time and on a **need to know** basis only.

Ensure the Association Child Protection Officer follows up with social services.

The Association Child Protection Officer should also advise, support and report as necessary.