



TRADITIONAL~KOBUDO~SPORT

Doryoku Ryu Karate Traditional~Kobudo~Sport
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Child Protection Policy

Introduction

Doryoku Ryu Karate is dedicated to the teaching and the practice of Karate.

More than 60% of our membership is aged under 16 years and we have produced this Child Protection Policy for implementation within the group because –

All educational organisations, which make provision for children and young people, have a 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 swiftly and appropriately.

#All staff (paid /unpaid) have a responsibility to report concerns to the appropriate officer.

Policy statement

Doryoku Ryu Karate teaches karate as a beneficial activity and has a duty of care to safeguard all children involved in training within our club 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.

Doryoku Ryu Karate will ensure the safety and protection of all children involved in our club through adherence to the Child Protection guidelines adopted by the Chief Instructor/Child Protection Officer based on those produced by the National Society for the Prevention of Cruelty to Children.

A child is defined as anyone under the age of 18 according to The Children Act 1989.

Policy aims

The aim of the Child Protection Policy is to promote good practice:
Providing children and young people with appropriate safety and protection whilst they are training in classes of Doryoku Ryu Karate.
Allow all instructors/assistant instructors to make informed and confident responses to specific child protection issues.

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.

An instructor/assistant instructor may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All suspicious cases of poor practice should be reported to the Chief Instructor/Child Protection Officer and relevant authorities, following the guidelines in this document.

If a child enters one of our classes having been subjected to child abuse outside the club environment, training 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.

Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge within the club or the child's parents. Such instances might include, for example, if a child were to sustain an injury and need to go to hospital, or if a parent fails to arrive to pick a child up at the end of a session.

Avoid spending excessive amounts of time alone with children away from others.

Avoid taking children to your home where they will be alone with you.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child or be alone with a child in a toilet or changing room.
- Allow or engage in any form of inappropriate touching by anyone
- training.
- Allow children to use inappropriate behaviour or bad 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.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within our karate classes:

Good practice means:

Always working in an open environment. Avoiding private or unobserved situations and encouraging others to work in an open environment.

Treating all young people/disabled adults equally and with respect and dignity.

Always putting the welfare and safety of each young person first.

Maintaining a safe/professional and appropriate distance with younger students.

Building balanced relationships based on mutual trust, which empowers children to share in the decision-making process and get the most out of training.

Making our activity fun and enjoyable, promoting fair play and good values.

Ensuring that if any form of manual/physical support is required, it should be provided openly, with good intention and in line with the values of Doryoku Ryu Karate.

Involving parents/carers wherever possible for the responsibility of their children in the changing rooms and in transit to and from training.

If groups have to be supervised in the changing room/toilets always ensure parents/carers/instructors and assistant instructors do so in pairs.

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. Never lose your temper, follow the club's policies and philosophies on discipline and motivation.

Recognising the developmental needs and capacity of young people and disabled adults, train them within individual levels and expectations.

It may sometimes be necessary for Instructors/Assistant Instructors to do things of a personal nature for children, e.g. if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the individual concerned. 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/assisting to carry out particular activities. Avoid taking on the responsibility of tasks for which you are not appropriately trained.

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 parents of the child are told.

If you accidentally hurt a child.

If he/she seems distressed in any manner.

If a child misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at Doryoku Ryu Karate Events:

There is evidence that some people have used martial arts events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all Instructors/Assistant Instructors be vigilant with any concerns to be reported to the Chief Instructor/child protection officer.

Video filming as a coaching aid: there is no intention to prevent club instructors using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and should be informed and asked for permission.

If parents/carers are filming/photographing at a Doryoku Ryu Karate event, the instructor should ask permission from all other minors parents/carers before allowing.

Also, the instructor should make the generic statement that any pictures or films taken are strictly not allowed to appear on the internet or any other social/public media.

Doryoku Ryu Karate reserve the right to allow or not to allow filming/photographing at all venues where class/events may take place.

Recruitment and selecting Instructors/Assistant Instructors.

Doryoku Ryu Karate 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.

When undertaking pre-selection checks Doryoku Ryu Karate will undertake the following :

All Instructors/Assistant Instructors will complete an application form. The application form will elect information about an applicant's past and a self-disclosure about any criminal record.

Consent should be obtained from an applicant to seek information from the Criminal Records Bureau and the appropriate check will be carried out – usually enhanced disclosure.

Two confidential references, including where possible, one regarding previous work with children. These references must be taken up and confirmed through telephone contact.

Evidence of identity and address (Passport or driving licence with Photo).

Instructor Accreditation Programme

In order for someone to become a Doryoku Ryu Karate Instructor they must gain accreditation. In order to qualify as an accredited instructor they must:

#Undergo a DBS check.

#Hold Instructor Indemnity Insurance.

#Be first aid trained.

#Sign up to the Doryoku Ryu Karate Code of Conduct.

#Attend regular courses on class management / health and safety and good practice.

Social media and electronic communication between adults and minors

Definitions:

“Adults”- People 18 years of age and over who are involved in our club. This includes Instructors, Assistant Instructors, Students and Parents of Students.

“Minors” - People under 18 years of age who are involved in our club. This includes Junior Assistant Instructors, Students and spectators of Students.

1. Adults must not privately communicate with a Minor via social media unless prior permission has been given by a guardian or parent.

2. Any private message received by an Adult from a minor MUST be reported immediately to the Club Child Protection Officer.

3. If a Minor wishes to communicate privately with an Adult via social media they must inform their guardian or parent. The message should be signed or referenced by the guardian or parent.

4. Any message received by a Minor from an Adult, that is not strictly of a club related nature, must be reported immediately to the Club Child Protection Officer.

5. If a Student, Adult or Minor, wishes to contact an Instructor, this must be done via the Instructors official “Sensei” social media outlet. Private messaging from Minors should be avoided where possible, the best place to ask questions would be at class.

6. All safeguarding issues, questions or concerns must be reported to the Club Child Protection Officer Ann Birch.
admin@doryokuryu.com.

We would like to reinforce the importance of safeguarding procedures and urge all parents and all students to read our policy.

The Doryoku Ryu Karate Child Protection Officer/Chief Instructor will refer the allegation to the social services department who 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.

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 Chief Instructor/Child Protection Officer;

The parents 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 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 to 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 Child Line on 0800 1111)

Responding to suspicions or allegations

It is not the responsibility of Doryoku Ryu Karate Instructors/Assistant Instructors to determine whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Doyoku Ryu Karate 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 an Instructor/Assistant Instructor 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.

Action if there are concerns:

Concerns about Poor Practice:

If, following consideration, the allegation is clearly about poor practice, the Chief Instructor and the Instructor Training Officer will deal with it as a misconduct issue.

Concerns about suspected abuse:

Any suspicion that a child has been abused by either an Instructor/Assistant Instructor or another student should be reported to the Chief Instructor/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.

Internal Enquiries and Suspension

The Doryoku Ryu Karate Child Protection Officer and/or Chief Instructor 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 Doryoku Ryu Karate Chief Instructor/Child Protection Officer will assess all individual cases to decide whether an Instructor/Assistant Instructor can be reinstated and how this can be handled sensitively.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Doryoku Ryu Karate Chief Instructor/Child Protection Officer 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.

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 help-lines, support groups and open meetings will maintain an open culture and help the healing process. A directory is available from The British Association for Counselling 01788 550889 or www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

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, Doryoku Ryu Karate will 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.

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. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to help the victim and prevent bullying in sport:

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. Create an open environment.

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).

Action towards the bully(ies):

Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology for the victim(s).

Inform the bully(ies) parents.

Insist on the return of 'borrowed' items and that the bull(ies) compensate the victim.

Provide support for the victim's instructor.

Impose sanctions as necessary.

Encourage and support the bully(ies) to change behaviour.

Hold meetings with the families to report on progress.

Inform all Doryoku Ryu Karate instructors of action taken.

Keep a written record of action taken.

**Concerns outside the immediate sporting environment
(eg parent or carer):**

Report your concerns to the Child Protection Officer/Chief Instructor, who should contact social services or the police as soon as possible.

The Child Protection Officer and Social Services will decide how to involve the parents/carers.

Maintain confidentiality on a need to know basis only.

Important information for social services and/or the police:

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
- Age of child and date of birth
- 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. Also any indirect signs, such as behavioural changes.
- 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 the child was not the person who reported the incident, has the child concerned 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 who took the referral should also be recorded.