



Colchester Karate Academy

Centre for Martial Arts Character Building with Life and Safety Skills

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CHILD PROTECTION & VULNERABLE ADULT POLICY

Introduction

Colchester Karate Academy is a member of UKTKF (UNITED KINGDOM TRADITIONAL KARATE FEDERATION) who in turn is affiliated with it's governing body, the ITKF (International Traditional Karate Federation).

Where we refer to children in this policy it is also assumed we refer to vulnerable adults.

With a lot of our membership aged less than 18 years of age CKA have produced this Child Protection Policy for implementation within our organisation as all sporting organisations, which make provision for children and young persons, 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) working within our sport has a responsibility to report concerns to the appropriate officer.*

Policy Statement

Karate as a sport and pastime 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.

CKA will strive to ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines adopted by the CKA as follows.

For the purposes of this Policy a child is defined, as under the age of 14 years, a young person is defined as over 14yrs but under the age of 18 years.

Policy aims

The aim of the CKA Child Protection Policy is to promote good practice by means of:

- Providing children and young persons with appropriate safety and protection whilst in the care of Karate instructors who are members of the CKA.
- Allow all staff /volunteers 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. 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 suspicious cases of poor practice should be reported to the CKA and or relevant authorities 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.

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 Karate:

Good practice means:

Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).

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

Always putting the welfare of each young person first, e.g. before winning.

Maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).

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 Coach Education Programme.

Keeping up to date with the technical skills, qualifications and insurance in sport.



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/coaches/officials work in pairs.

Ensuring that if mixed teams are taken away, they should always be accompanied by male and female staff members (NB however, same gender abuse can also occur)

Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms. Very young children should be accompanied by a responsible adult appointed by the family.

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.

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.

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 in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or 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.

Practice never to be sanctioned

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- 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, 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 players. 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 for tasks for which you are not appropriately trained.

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 student.
- He/she seems distressed in any manner.
- A student appears to be sexually aroused by your actions.
- A student misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at CKA and Karate 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 sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Child Protection Officer.

Videoring 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 aware that this is part of the coaching programme and care should be taken in the storing of such films.

Recruitment and selecting staff and volunteers

The CKA 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 the CKA will undertake the following:

- All volunteers /staff will complete an application form. The application form will elect information about applicants 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, one regarding previous work with children. These references must be taken up and confirmed through telephone contact and confirmed in writing.
- Proof of identity- Passport or Driving licence with Photo.

NB All current CKA employees and officers will complete a declaration of self-assessment.



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. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

The CKA 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.

Action if there are concerns

The following action should be taken if there are concerns

The Association Child Protection Officer will always inform the UKTKF on the appropriate form provided.

Poor Practice

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

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

Suspected Abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the CKA 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 CKA Child Protection Officer 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.

The CKA Child Protection Officer will also notify the relevant the UKTKF Child Protection Officer who will advise or and deal with any procedural issues and media enquiries.



If the CKA Child Protection Officer is the subject of the suspicion/allegation, the report must be made direct to the UKTKF Child Protection Officer who will refer the allegation to Social Services and OFSTED.

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 CKA Child Protection Officer
- The parents of the person who is alleged to have been abused (if not the abuser/s)
- The person making the allegation
- Social services/police
- The UKTKF Regional Development Manager and (sport) Child Protection Officer
- The alleged abuser and parents if the alleged abuser is a child.(SSD/Police to inform)

*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 whom 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 Child line on 0800 1111

What to do if there are concerns

Information

Information passed to the social services, OFSTED and/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?
- If it is not the child making the report has the child concerned been spoken to? If so what has been said?
- 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.
- Describe any visible bruising or other injuries.



- Behavioural and indirect signs
- Record the details of witnesses to the incident/s.
- 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.
- Has anyone been alleged to be the abuser? Record details.

Responding to the Child:

- Do not panic – react calmly so as not to frighten the child
- Acknowledge that what the child is doing is difficult, but that they are right to confide in you.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, you can understand what the child is saying.
- Be honest straight away and tell the child you cannot make promises that you will not be able to keep.
- Do not promise that you keep the conversation secret. Explain that you will need to involve other people and that you will need to write things down.
- Listen to and believe the child; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to a minimum, but do clarify any facts or words that you do not understand – do not speculate or make assumptions.
- Avoid closed questions (i.e. questions which invite yes or no answers).
- Do not probe for more information than is offered.
- Encourage the child to use its own words.
- Do not make negative comments about the alleged abuser.
- End the disclosure and ensure that the child is either being collected or is capable of going home alone.
- Do not approach the alleged abuser.

Dealing with disclosures of Abuse:

False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that he or she is being abused, or you have reason to suspect that this is the case. This may involve dealing with the child, his parent or carer, colleagues at your club / organisation, teachers, external agencies or the media.

The following guidelines are included in the CKA Child Protection Policy and Procedures, and it is strongly recommended they be incorporated into the framework of your own club / organisation

Children who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child might place their trust. Children want the abuse to stop. By listening and taking what a child is telling you seriously, you will already be helping to protect them.



It is useful to think in advance about how you might respond to this situation in such a way as to avoid putting yourself at risk.

Timing And Location:

It is understandable that the child may want to see you alone, away from others. The child may therefore approach you at the end of a session when everyone is going home, or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students / children, check equipment or set up an activity – you cannot simply leave a session unattended. Therefore, try to arrange to speak to the child at an appropriate time.

Location is very important. Although it is important to respect the child's need for privacy, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place – try to ensure that other members of staff are present or at least nearby.

All records should:

- Be written as soon as possible, signed and dated.
- Clearly distinguish between fact, observation, allegation and opinion
- Note the name, date, the event, a record of what was said, and any action taken in cases of suspected abuse
- Be held separately from main records
- Be exempt from open access

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 abused 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.

Internal Enquiries and Suspension

The CKA 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 UKTKF Disciplinary Committee 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, the UKTKF Disciplinary Committee 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.

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.

Remember: In all Child Protection issues –
<p>Maintain confidentiality on a NEED TO KNOW basis only.</p> <p>Ensure the CKA Child Protection Officer follows up with Social services & OFSTED</p> <p>The CKA Child Protection Officer will also report the incident to the UKTKF Child Protection Officer who will advise, support and report as necessary.</p> <p>ALL CHILD PROTECTION CONCERNS MUST ALSO BE REPORTED TO OFSTED.</p>

CHILD PROTECTION

RECORD OF DISCLOSURE:

Name:(child).....Age..... D.O.B.....
 Address.....
Postcode:..... Tel.....
 Name and address of person reporting(if different to above)

 Date:.....Time:.....Place (of disclosure).....
 What the child said:

Your own observations:



Any actions that you have decided to take:

(Parent */Police/Social Services/Ofsted/C.P.O.*/Other*)

Your name.....

Signature.....

License/Insurance No:..... Club reference Number.....

Other members of staff present:

1..... License No:.....

2..... License No:.....

*Unless named as alleged abuser

CHILD PROTECTION CONTACTS

Name of the person in your normal coaching environment to whom you should report any concerns about child protection issues:

Landé Fourie

Job Title: Chief Instructor

Address Unit E2 Cowdray Centre, Cowdray Avenue, CO1 1BP

Tel No: 07753627204

(Alternatively, if the complaint is about the above named person please contact the Coaching Coordinator, Mr Stewart Brown on 01753 650854)

OFSTED

0300 123 4666 if you want to make a complaint or have a concern about any service Ofsted inspects or regulates (8.00am to 6.00pm). Or write a written complaint to:

Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA

Social Services Contact:

Essex Safeguarding Children's Board. PO Box 11, County Hall, Chelmsford, Essex, CM1 1LX

Tel No: Telephone: 01245 430436 Fax: 01245 435204 e-mail: escb@essexcc.gov.uk

Police Station Contact:

Colchester Police Station – Child Abuse Investigation Unit – DC Cheryl Hays or Olivia DC Mitchell

Tel No: 01206762 412

Name of local hospital:

Colchester General Hospital, Turner Road, Colchester.

Tel No: 01206 747474

