

# Toyakwai Karate Association



## Child Protection Policy

# Statement

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## Introduction

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 swiftly and appropriately;

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.

This Child Protection Policy has been accepted by the Toyakwai Karate Association and is mandatory for all our member Associations.

The English Karate Governing Body is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children and young people, the majority of our membership.

Adopting best practice will help to safeguard those participants from potential abuse as well as protecting coaches and other adults in positions of responsibility from any potential allegation of abuse.

This document is binding for all our member members and Associations, It provides procedures and guidance to everyone in Karate in England, whether working on a voluntary or professional capacity.

## **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.

The Toyakwai Karate Association will ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines adopted by the EKGB Council, March 2003 and approved by Sport England and the NSPCC Child Protection in Sport Unit.

The policy will be implemented by all our Member and Associations it is applicable to all Association officers, club instructors and officials and officers and staff of Toyakwai Karate Association

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.

## Policy aims

The aim of the EKGB'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 the Toyakwai Karate Association.
- 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 in the delivery and management of English Karate, a young person is recognised as being under the age of 18 years [Children's Act, 1989].
- The Toyakwai Karate Association recognised that young people above the age of 18 are vulnerable to undue influence by adults in positions of responsibility, for example junior international athletes aged under 21 years and provision is made for this instance within the EKGB Ltd's World Class programmes Athlete Charter.
- Through the EKGB's implementation plan attached as an appendix each of our member Associations will provide a suitably experienced and qualified individual to act as their Child

Protection Officer and commit to a series of awareness raising and training seminars to help them fulfil their role and will use EKGB template forms and reporting sheets.

- Confidentiality will be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

## **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 Toyakwai Karate Association 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.

## **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 (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 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/coaches/officials work in pairs.

### **Good Practice Guidelines (cont)**

- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (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.
- 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 coaching portfolios, 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.

### **Good Practice Guidelines (cont)**

- 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.

The EKGB has purchased a copy of the NSPCC Safe Sports Events document and follows the specific guidance around our events and also events we and our members will be travelling to. And our guidance covers – Transport arrangements, travel checklists, supervision and staffing, emergency procedures, insurance special overnight arrangements and any special health requirements. Within our provision for young talented athletes we follow, Sport England, UK Sport and BOA guidelines as detailed within our Athlete Charter.

## **Practice never to be sanctioned**

The following should never be sanctioned.

You should never:

engage in rough, physical or sexually provocative games, including horseplay;

spend excessive amounts of time alone with children away from others;  
take children to your home where they will be alone with you.

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 player.*

*if he/she seems distressed in any manner.*

*if a player appears to be sexually aroused by your actions.*

*if a player misunderstands or misinterprets something you have done.*

## **Guidelines for Use of Photographic Filming Equipment at Toyakwai Karate Association 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 to be reported to the Club Child Protection Officer Any parent who wishes to photograph their child must seek permission from the instructor or competition organiser. Official photographers must be registered with an event organiser and wear identification.

The Toyakwai Karate Association has a policy of recording authorised camera operators and this is implemented at our National junior and senior Championships.

There is a charge for the pass of £5 per pass, one pass covers both items (camera & video). All passes must be worn while filming or taking snap shots. If an operator is asked to produce your pass when asked by an official, you may be asked to leave the Centre.

This pass is for use in the spectator seating or Balcony areas. It is not for permission to use around the Areas. 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 authority.

Videoing 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. The EKGB 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
- Player permission has been sought via our Athlete Charter

## **Recruitment and selecting staff and volunteers**

The Toyakwai Karate Association 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.

### **• New staff –**

When undertaking recruitment, The Toyakwai Karate Association will undertake the following :

Ensure there is a job description and person specification for all roles  
All volunteers /staff involved in Karate will complete an application form. The application form will elicit information about an 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 – an enhanced disclosure. [The EKGB is a registered body for disclosure through the Criminal Records Bureau].

Advertising will reflect the aims of the EKGB, key responsibilities of the role and necessary experience and our open and positive stance on child protection and equity will be implicit.

Pre-application information will be sent and an application form is necessary for all posts.

Following short listing formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once their CRB check has been cleared by the EKGB Coaching department.

There will be a period of induction, on going training and support plus monitoring and appraisal.

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 (Passport or driving licence with Photo).

- **Existing Staff**

All current Toyakwai Karate Association employees and officers are completing a declaration of self-assessment and will go through an enhanced disclosure.

It is a requirement of all new Associations that their officers have been CRB checked before they are accepted into membership and this is contained within our application and Information pack enclosed as an appendix.

## **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 Toyakwai Karate Association 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 should always inform the EKGB on the appropriate form provided.

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

Allegations should be reported to The Toyakwai Karate Association Child Protection Officer in the first instance for the The Toyakwai Karate Association to guide action by the club and to enable The Toyakwai Karate Association 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 Toyakwai Karate Association Child Protection Officer in consultation 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 Club 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 The Toyakwai Karate Association.

## **Suspected Abuse**

Any suspicion that a child has been abused by either a member of staff 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 also notify the relevant the EKGB Child Protection Officer who 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 Toyakwai Karate Association Child Protection Officer who will refer the allegation to Social Services.

## 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 Toyakwai Karate Association Child Protection Officer;
- 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)

## **What to do if there are concerns**

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

### **YES**

Is it poor practice/alleged breach of the code of ethics and conduct?  
Could it also be child abuse?

### **YES YES**

The Club Child Protection Officer in consultation with The Toyakwai Karate Association will deal with this.

All reports to be forwarded to The Toyakwai Karate Association

Report concerns to the Association/Club Child Protection Officer unless the allegations relate to the Association/Club CPO [see below] who must ensure the safety of the child and other children. This person will then refer concerns to The Toyakwai Karate Association and social services [who may involve the police].

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

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 Board/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/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.

## **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.

## **Internal Enquiries and Suspension**

The Toyakwai Karate Association 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 the Chief Exec on advice from the CPO)

Irrespective of the findings of the social services or police inquiries The Toyakwai Karate Association 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 Toyakwai Karate Association 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 –

Maintain confidentiality 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 report the incident to The Toyakwai Karate Association Child Protection Officer who will advise, support and report as necessary.