



British Karate Federation

**Child Protection
&
Vulnerable Adults at Risk
Policy**

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This policy will be reviewed in September 2021

Child Protection Policy & Procedures

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SECTION 1

CHILD PROTECTION & VULNERABLE ADULTS POLICY

1.1 Introduction

Everyone who participates in **Karate** is entitled to do so in an enjoyable and safe environment. The **BKF**, have a moral and legal obligation to ensure that, when given responsibility for children and vulnerable adults, coaches and volunteers provide them with the highest possible standard of care.

The **BKF** is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people and vulnerable adults with appropriate safety/protection whilst in the care of the **BKF** and to allow staff and volunteers to make informed and confident responses to specific child protection and vulnerable adult issues. **A child is defined as a person under the age of 18 (Children's Act 1989)**

An adult at risk is defined by the DOH as a person aged 18 or over who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect him or herself against significant harm or exploitation

1.2 Policy Statement

The **BKF** is committed to the following:

- The welfare of the child and vulnerable adults is paramount.
- All children and vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Karate in a fun and safe environment.
- Taking all reasonable steps to protect children and vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All **BKF coaches, officials** etc who work with children and vulnerable adults will be recruited with regard to their suitability for that responsibility, and will be provided with

guidance and/or training in good practice child protection and vulnerable adult procedures.

- Working in partnership with parents, is essential for the protection of children.

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1.3 Legal and Procedural Framework for children

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. (See Appendix 16)

- The Children Act 1989.
- The UN Convention on the Rights of the Child.
- Human Rights Act (1998).
- The Data Protection Act (1998).
- Sexual Offenders Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Safeguarding Children: Working Together under the Children Act 2004
- All Wales Child |Protection procedures 2008
- Protection of Freedoms Act 2012

SECTION 2

PROMOTING GOOD PRACTICE

2.1 Introduction

To provide children and vulnerable adults with the best possible experience and opportunities in **Karate**, everyone must operate within an accepted ethical framework such as “The Coaches Code of Conduct” and an Equity Policy (**See appendix 1 & 2**).

It is not always easy to distinguish poor practice from abuse. It is therefore **NOT** the responsibility of everyone including participants and volunteers in **Karate** to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, and vulnerable adult as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of **Karate** fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all children and vulnerable adults equally and with respect and dignity.
- Always put the welfare of the child and vulnerable adults first, before winning.
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or vulnerable adult or to share a room with them).
- Avoid unnecessary physical contact with children and vulnerable adults. Where any form of manual/physical support is required it should be provided openly and with the consent of the child or vulnerable adult. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child’s /vulnerable adults consent has been given.
- Involve parents/carers wherever possible, e.g. where children/vulnerable adults need to be supervised in changing rooms, encourage parents to take responsibility for their own child/vulnerable adult. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs.

- Request written parental consent if club officials are required to transport children in their cars.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays.
- Ensure that if mixed teams are taken away, they should always be accompanied by a Male and Female member of staff.
- Ensure that at away events adults should not enter a child's or vulnerable adult's room or invite a child/vulnerable adult to their rooms.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of children/vulnerable adults.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the child/vulnerable adult without sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
- Secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children/vulnerable adults away from others.
- Taking children/vulnerable adults alone in a car on journeys, however short.
- Taking children/vulnerable adults to your home where they will be alone with you.
- Sharing a room with a child/vulnerable adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.

- Allowing children/vulnerable adults to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child/vulnerable adult even in fun.
- Reducing a child/vulnerable adult to tears as a form of control.
- Allow allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the child /vulnerable adult can do for themselves.

Where a case arises, where it is impractical or impossible to avoid certain situation e.g. transporting a child /vulnerable adult in you car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the child /vulnerable adult involved.

(See Appendix 3 & 4).

If during your care you accidentally hurt a child,/ vulnerable adult they seem distressed in any manner, appears to be sexually aroused by your actions and/or if the child /vulnerable adult misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed if an incident with a child occurs

2.4 Physical Contact in Sport

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques.
- Treat an injury.
- Prevent an injury.
- Meet the requirements of the particular sport.

Physical contact should:

- Not involve touching genital areas, buttocks or breasts.
- Meet the need of the child and not the need of the adult.
- Be fully explained to the child and with the exception of an emergency, permission should be sought.
- Not take place in secret or out of sight of others.

Records of injuries should be fully recorded

SECTION 3

DEFINING CHILD /VULNERABLE ADULT ABUSE

3.1 Introduction

Abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child /vulnerable adult regardless of their age, gender, race or ability.

There are four main types of abuse relating to children: **physical abuse, sexual abuse, emotional abuse and neglect. There are additional categories for adults, financial, institutional etc.**

The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child/vulnerable adult directly, or may be responsible for abuse because they fail to prevent another person harming the child/vulnerable adult.

Abuse in all of its forms can affect a child/vulnerable adult at any age. The effects can be so damaging that if not treated, may follow the individual into adulthood.

Children/vulnerable adults with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Physical Abuse: Where adults physically hurt or injure a child/vulnerable adult e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. Giving children alcohol or inappropriate drugs could also constitute abuse.

This category of abuse can also include when a Parent/Carer reports non-existent symptoms or illness deliberately causes ill health in a child/vulnerable adult they are looking after.

In a sports situation, physical abuse may occur, when the nature and intensity of training, disregards the capacity of the child's immature and growing body.

Emotional Abuse: The persistent emotional ill treatment of a child/vulnerable adult likely to cause severe and lasting adverse effects on the child/vulnerable adults emotional development. It may involve telling a child/vulnerable adult they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children/vulnerable adult that are not appropriate to their age or development.

It may cause a child/vulnerable adult to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children/vulnerable adult whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child/vulnerable adult is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child/vulnerable adult too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 5)**

Neglect occurs when an adult fails to meet the child/vulnerable adults basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child /vulnerable adult safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children/vulnerable adults to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children/vulnerable adults pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children/vulnerable adults could potentially create situations where sexual abuse may go unnoticed. Also the power of the Coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child /vulnerable adult abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child/vulnerable adult is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The child /vulnerable adult describes what appears to be an abusive act involving them.
- Another child or adult expresses concern about the welfare of a child/vulnerable adult.
- Unexplained changes in a child's behaviour/vulnerable adults, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions.
- An unexplained drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. On food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility

of those working in the **BKF** to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

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

All parents and performers should be made aware when coaches use video equipment as a coaching aid. **(See Appendix 6 & 7)**

SECTION 4

RESPONDING TO CONCERNS & ALLEGATIONS

4.1 Introduction

It is not the responsibility of anyone working in the **BKF** in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person/vulnerable adult.. This applies **BOTH** to allegations/suspicious of abuse occurring within the **BKF** and to allegations/suspicious that abuse is taking place elsewhere. **(See Appendix 8 & 9)**

This section explains how to respond to allegations/suspicious.

4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child/vulnerable adult that they are not to blame and that it was right to tell.
- **Listen** to the child/vulnerable adult showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** the child /vulnerable adult that you have to inform other people about what they have told you. Tell the child/vulnerable adult this is to help stop the abuse continuing.
- **Safety of the child /vulnerable adult** is paramount. If the child/vulnerable adult needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection/vulnerable adult issue.
- **Record** all information.
- **Report** the incident to the club/welfare officer.

In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour help line Tel No: 0800 1111

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions. (See Appendix 10)

Information should include the following:

- The child/vulnerable adult name, age and date of birth.
- The child/vulnerable adult home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child/vulnerable adults account, if it can be given, of what has happened and how any bruising/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 detail.

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported to the Club or Association Designated Child Protection Officer. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The **BKF** expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the designated Club Child Protection Officer is not available you should contact the Association Child Protection Officer alternatively you could seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 10**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the Police are immediately involved.
- **Child Protection** in which case the Social Services (and possibly) the Police will be involved.
- **Disciplinary or Misconduct** in which case **BKF** will be involved.

As mentioned previously in this document the **BKF** are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child /vulnerable adult protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: It may be just one of a series of other incidences which together cause concern.

Any suspicion that a child/vulnerable adult has been abused by an employee or a volunteer should be reported to the **BKF** who will take appropriate steps to ensure the safety of the child/vulnerable adult in question and any other child/vulnerable adult who may be at risk. This will include the following:

- The **BKF** will refer the matter to social services department
- The parent/carer of the child/vulnerable adult will be contacted as soon as possible following advice from the social services department
- The Chief Executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- The Child Protection Officer should also notify the relevant sport governing body
- If the club Child Protection Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.**

What I do if I am concerned about a vulnerable adult?

If the person is in immediate danger you should first ensure that they are safe, and contact the emergency services if necessary, report suspected abuse by contacting Social Services.

If you think that a criminal act has or may have taken place you can contact the police.

4.5 Whistle Blowing

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have, about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

The **BKF** is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated CPO. All staff and volunteers will be encouraged to talk to the designated if they become aware of anything that makes them feel uncomfortable.

4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the Club Child Protection Officer (**See Appendix 11**).
- If the Club Child Protection Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately.
- Social Services and the Club Child Protection Officer will decide how to inform the parents/carers.
- The Club Child Protection Officer should also report the incident to the **BKF**. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.
- Maintain confidentiality on a need to know basis.

4.7 Confidentiality

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

- The Club Child Protection Officer.
- The parents of the child.
- The person making the allegation.
- Social Services/Police.
- The **BKF** and your Sport Governing Body Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child).

Seek Social Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspension

The **BKF** 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 **BKF** 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; especially where there is insufficient evidence to uphold any action by the police. In such case the **BKF** Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child/vulnerable adult should remain of paramount importance throughout.

4.9 Working with the Aftermath

After a suspicion or allegation about a child protection/vulnerable adult concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact.
- Guilt and blame - if suspicions had been around for some time.
- Impact - on individuals, or the nature of what occurred and to whom.
- Gaps in the organisation in terms of roles and post held.

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

SECTION 5

RECRUITING & SELECTING

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children/vulnerable adults. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children/vulnerable adults the following steps should be taken when recruiting

5.2 Controlling Access to Children

- All BKF Coaches are required to hold a current Disclosure & Barring Service DBS check
-

5.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
 - Their qualifications should be substantiated.
 - The job requirements and responsibilities should be clarified.
 - They should sign up to the organization's Code of Ethics and Conduct.
 - Child Protection Procedures are explained and training needs identified e.g. Basic Child Protection awareness.
-

5.4 Training

In addition to pre-selection checks, the safeguarding process requires coaches to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

The **BKF** requires:

- **All** staff and volunteers who have access to children/vulnerable adults to undertake relevant child protection training to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection and hold a current a DBS check.
- **All** staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.
- **All** coaches, trainee coaches and leaders should have an up to date First Aid qualification.

SECTION 6 USEFUL CONTACTS

Childline UK

Post 1111
London N1 OBR
Tel - 0800 1111

DBS customer services

customerservices@dbs.gsi.gov.uk

Telephone: 0870 90 90 811

Minicom: 0870 90 90 344

Monday to Friday, 9am to 5pm

[Find out about call charges](#)

Transgender applications

sensitive@dbs.gsi.gov.uk

Sensitive applications team
Customer services
PO Box 165
Liverpool
L69 3JD

NSPCC Child Protection Helpline

National Helpline 0808 800 5000

www.nspcc.org.uk

Police and Social Services

Consult your telephone directory for the most relevant local number

APPENDIX 1

Code of Conduct (Coaches)

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
2. Coaches must place the well being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sports Governing Body and hold appropriate insurance cover.
3. Coaches must develop an appropriate working relationship with performers, especially children/ vulnerable adults based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour.
5. Coaches should hold up to date Nationally recognised Governing Body Coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should at the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
8. Coaches should co-operate fully with other specialists e.g. other coaches, officials, sports scientists, doctors and physiotherapists in the best interest of the performer.
9. Coaches should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

This charter is reproduced by courtesy of **Sportscoach UK**. For more information on guides for sports visit

<http://www.sportscoachuk.org>

APPENDIX 2

Code of Conduct for Young People

As a member of the WKGB and/or its member association you are expected to abide by the following junior code of practice:

Children /young people are expected to:

- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and be trustworthy
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach.
- Play within the rules and respect the official and their decisions
- Show respect to others and show team spirit
- Take care of equipment owned by the club (and the WKGB)
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Pay any fees for training or events promptly
- Not smoke on club premises or whilst representing the club at competitions
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club

APPENDIX 3

Code of Conduct for Parents

- Encourage your child to learn the rules and work within them.
- Discourage unfair play and arguing with Instructors.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in a martial art.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept Officials and Instructors judgements.
- Support your child's involvement and help them enjoy their martial art.
- Use correct and proper language at all times.
- Leave the coaching to the Coaches.
- Ensure mobile phones are turned off during your child's session.
- Actively discourage breaches of conduct in other parents.

APPENDIX 4

Equity Policy

Statement of Intent

The **BKF** is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

Legal Requirements:

The **BKF** is required by law, not to discriminate against its employees, members or volunteers and recognises its legal obligation under the following acts

- Equal Pay Act 1970.
- Sex Discrimination Act 1975.
- Race Relations Act 1976.
- Disability Discrimination ACT 1995.
- Rehabilitation of Offenders Act 1974.
- Children's Act 2004.

Types of Discrimination:

Discrimination can take the following forms:

Direct Discrimination - This means treating someone less favourably than you would treat others in the same circumstances.

Indirect Discrimination - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

The **BKF** is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

Harassment - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

The **BKF** is committed to ensuring that all staff, volunteers and competitors are able to conduct their activities in an environment that is free from harassment or intimidation.

A copy of this document will be available to all staff, members, competitors and volunteers. Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the **BKF** Equity Policy.

APPENDIX 5

Guidelines for Transporting Children & Vulnerable Adults

It is important to ensure that all steps are taken to ensure the safe transport of children and vulnerable adults.

If children /vulnerable adults are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance.
- Ensure sufficient supervisors are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- Parents/carers are issued with detailed information of pick up and drop off points and times.
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there.

If private cars are used for transport, you should ensure parental consent has been obtained.

APPENDIX 6

Supervision of Children

Prevention is the most important aspect of supervision of children and young people. From the moment the child /vulnerable adult arrives at the event, staff and volunteers are acting in Loco Parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children/vulnerable adults are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/vulnerable adults (attached to their consent form) in the event of them having to report a participant missing to the police.

APPENDIX 7

Anti Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive/offensive comments of a sexual nature.
- Unwanted and/or unwarranted comments via Social Networking (refer to WKGB Social Networking Policy)

Emotional and verbal bullying is more likely, however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches, players, staff and volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously.
- Investigate any incidents.
- Talk to bullies and victims separately.

Decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim.
- Inform parents of the bully(ies).
- Insist on the return of items 'borrowed' or stolen.
- Insist bullies compensate the victim.
- Hold club discussions on bullying.
- Provide support for the coach of the victim.

APPENDIX 8

Photographic/ Recorded Images

While the **BKF** recognises that publicity and pictures/recordings of children and vulnerable adults enjoying **Karate** are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/children/vulnerable adults have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and young Permission Form (**See Appendix 4**).
- All children/vulnerable adults must be appropriately dressed, for the activity taking place.
- Photography or recording should focus on the activity rather than a particular person and personal details, which might make the child/vulnerable adult vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Club's or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents, children/vulnerable adults should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

APPENDIX 9

Parent/Guardian Permission Form for the use of Photographs and Recorded Images at WKGB Events

I _____ (insert parent/carer full name)
Consent to the photographing/videoing and publication of,

_____ (name of young person) Under
the **BKF** Child Protection and Best Practice guidelines and I confirm that I am legally entitled
to give this consent.

I also confirm _____ (name of child/vulnerable adult) is
not under a court order.

Signature of Parent/Guardian: _____

Date: _____

I _____ (name of child vulnerable
adult) consent to the photographing/videoing and publication of images of my involvement
in **Karate** under the **BKF** Child Protection and Best Practice Guidelines.

Signature of Athlete: _____

Date: _____

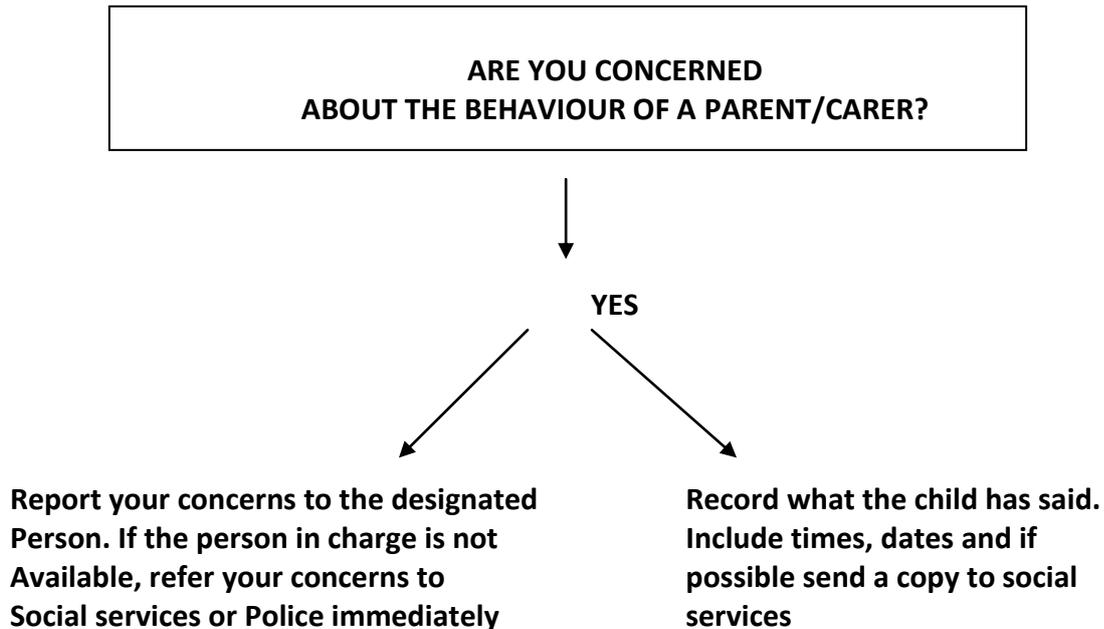
Please return this form to:

British Karate federation
10 Craig Way
Acton
Wrexham
LL12 7NU

APPENDIX 10

Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.



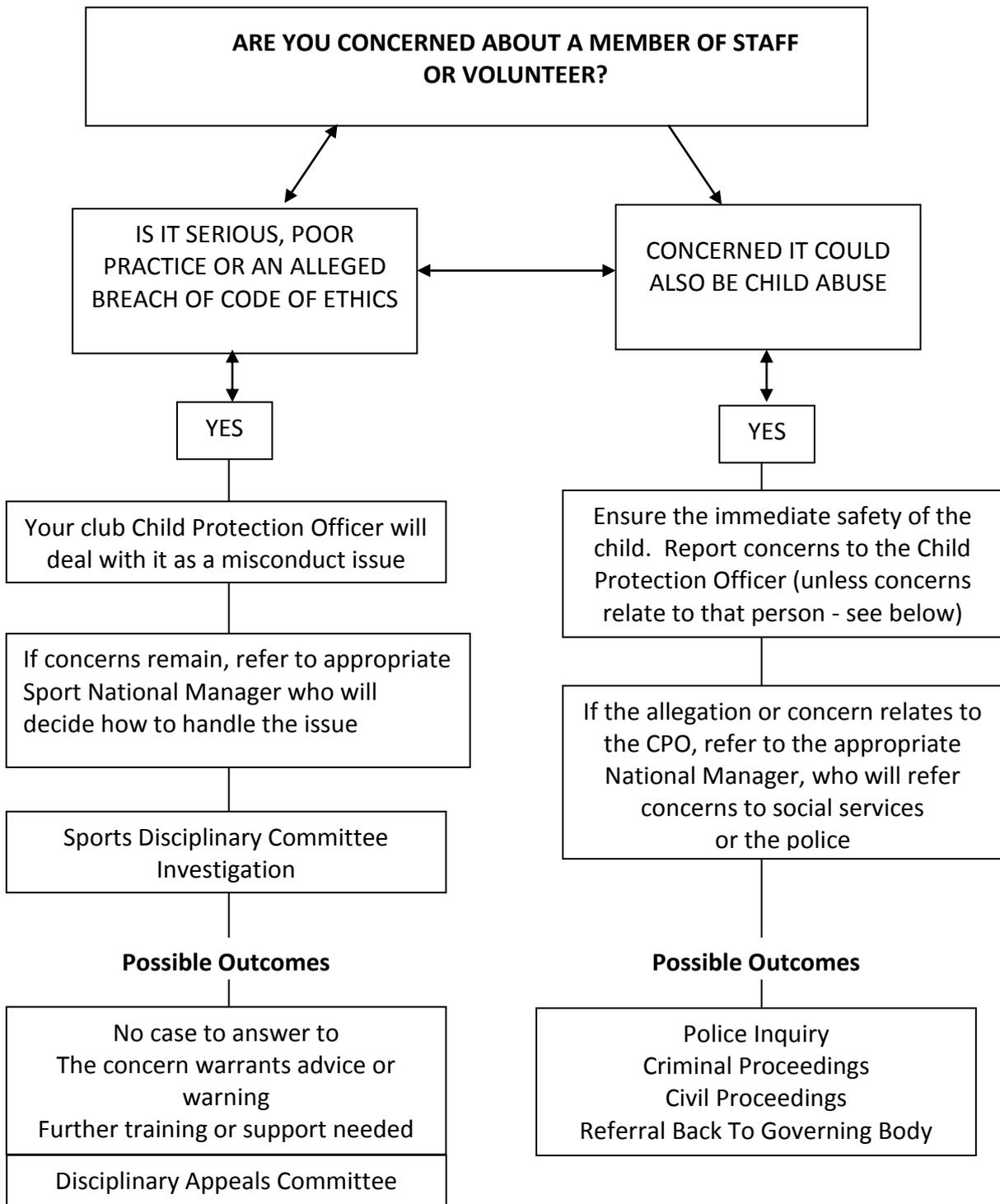
Remember:

- **Maintain confidentiality.**
- **Ensure the person in charge follows up with social services.**

APPENDIX 11

Responding to Concerns About a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.



APPENDIX 12

Incident Report Form

Name of Child/Vulnerable Adult: _____ Age/D.O.B.: _____

Parent/Carer's Name: _____

Home Address: _____

Telephone Number: _____

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

Brief description of the concerns: include date, time, location etc. of specific incidents

Any physical signs? Behavioural Signs?

Have you spoken to the child/vulnerable adult? If so what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

Your name/position: _____

To whom reported and date of reporting? Give contact information for future reference.

Signature: _____

Date: _____

Forward this form to your organisation's Designated Safeguarding Officer in line with [insert NGB names] reporting procedures.

APPENDIX 13

Child Protection Officer (CPO)

Every BKF Member Association should designate a person or persons to be responsible for dealing with any concerns about the Protection of Children/Vulnerable Adults

Individual Member Association CPO's BKF role/responsibilities and how they can be contacted should be available to all association members. The Child Protection Officer should ensure they are knowledgeable about child/vulnerable adults protection and that they undertake any training considered necessary to keep themselves updated on new developments.

Role:

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area.
- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection/vulnerable adults policy and procedures are followed and particularly to inform social services of relevant concerns about individual athletes.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing.
- Liaise with social services and other agencies as appropriate.
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.

APPENDIX 14

Disclosure & Disbarring Service (Formerly the Criminal Records Bureau)

The Disclosure & Disbarring Service (DBS) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and vulnerable adults, either directly as registered bodies or through 'umbrella' organisations.

APPENDIX 15

Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

The Data Protection Act 1984 and 1998

www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm (the Act)

www.homeoffice.gov.uk/ccpd/dpu98news.htm (the overview)

The Human Rights Act 1998

www.homeoffice.gov.uk/hract/hramenu.htm

The Protection of Children Act 1999

www.doh.gov.uk/scg/childprotect

Sexual Offences (Amendments) Act 2000

www.hmso.gov.uk/acts/en/2000en44.htm

The United Nations Convention on the Rights of the Child

www.un.org

Our Duty to Care

www.volunteering-ni.org

Working Together to Safeguard Children

www.the-stationary-office.co.uk/doh/worktog.htm

Publications

SafeSportAway: a guide to planning

Available from the NSPCC Child Protection in Sport Unit

Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk

Code of ethics and conduct for sports coaches

Sports Coach UK

www.brianmac.demon.co.uk/ethics.htm

Sportscheck: a step by step guide for sports organisations to safeguard children

E mail: cpsu@nspcc.org.uk