

September 2022

Amendment of Safeguarding Children Policy and Procedures due to Covid-19

Due to the Coronavirus Pandemic, we have updated all Policies and Procedures accordingly. We will continue to update these policies in-line with Government guidance.

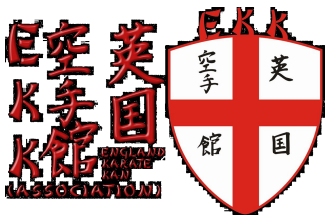
We follow government guidelines to help us implement appropriate measures to protect our students, instructors and parents in our community during coronavirus.

The below measures have been implemented during the pandemic, and are continuing to be used (as appropriate) with the most recent government guidelines:

1. Complete a COVID-19 risk assessment. This has been shared with our instructors and is available in our classes.
2. Clean more often. We have increased the frequency of how often we clean surfaces, especially those that are being touched a lot. As part of this, we will be requiring everyone to hand sanitize upon entry and exit.
3. Mandating everyone to wear face coverings upon entry and exit of the building. Face coverings are not required within the dojo itself, but are required within the communal indoor spaces prior to entering the dojo. Note, those unable to wear a face covering due to a medical need, are to inform instructors before hand.
4. We will turn people with coronavirus systems away upon entry for a lesson.
5. Students will be asked to leave immediately, if any COVID symptoms are displayed during any lesson (e.g. uncontrollable cough). Note the respective parent / guardian will be asked to collect the student in this scenario.
6. Ensuring everyone has to social distance in communal areas and within the Dojo during lessons.
7. Enforced (where feasible) a one way entry and exit system with the usage of signs for everyone to follow.
8. Increased ventilation by keeping doors and windows open where possible and running ventilation systems at all times (where feasible).
9. We have limited the use of changing rooms by encouraging students to arrive in sports kit and where possible, to travel home to change. Changing rooms are only available to use by 1 person at a time, and should be used as quickly as possible. Facilities should always be available for those with disabilities.
10. Encouraged contactless payments. Whenever possible use pre-payment cards or pay via bank transfer
11. Parents and guardians are no longer permitted to stay on the premises during classes unless there is a medical need.
12. Temperature checks upon entry. Any temperature reading above 37.5 will be turned away from class.
13. Managing occupancy levels and changeover by reducing class sizes and amending timetabling.
14. Allow a sufficient break time between classes held in order to appropriately clean and to prevent waiting in groups.
15. At EKK we will continue to take a register (as we normally do) which can be leveraged if Test and Trace is necessary.



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September 2019

Safeguarding Children Policy and Procedures

1. Commitment to Safeguarding

At England Karate Kan we are committed to safeguarding children and young people under the age of eighteen and we expect everyone who works in our Association to share this commitment. Adults in our Association take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

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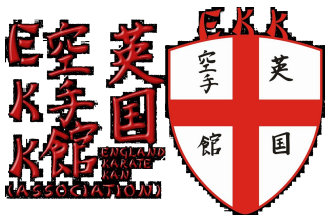
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2. Principles

England Karate Kan acknowledges the duty of care to safeguard and promote the welfare of children and young people, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance Working Together to Safeguard Children 2018 and complies with best practice requirements.

The policy recognizes that the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

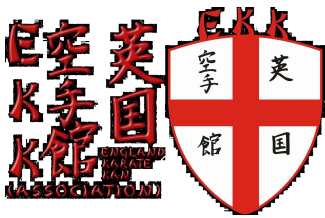
- have a positive and enjoyable experience in a safe and child centered environment.
- are protected from abuse whilst participating in activity organized within England Karate Kan premises or outside.

England Karate Kan acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy England Karate Kan will

- promote and prioritize the safety and wellbeing of children and young people.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- prevent the employment/deployment of unsuitable individuals.
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in England Karate Kan.





Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

3. Legislation & Statutory Guidance

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- The Care Act
- The Equality Act 2010
- Keeping Children Safe in Education 2018
- Sexual Offences Act 2003
- Data Protection Act 2018
- Rights of Persons with Disabilities Act, 2016

4. Definitions

In England, Northern Ireland and Wales a child is someone under the age of 18, whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018).

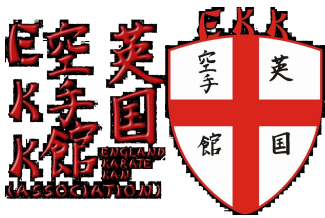
This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

5. Types of Abuse and Neglect (according to Keeping Adults & Children Safe)

All Association staff and volunteers should be aware that abuse, neglect, self harming and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse:





A form of maltreatment of an individual. Somebody may abuse or neglect an individual by inflicting harm or by failing to act to prevent harm. Individuals may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate online abuse. They may be abused by an adult or adults or by another child or children. 45.

Physical abuse:

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in an individual.

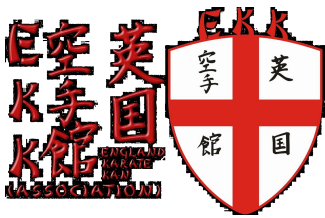
Emotional abuse:

The persistent emotional maltreatment of an individual such as to cause severe and adverse effects on the individual's emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the individual opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on individuals. These may include interactions that are beyond an individual's developmental capability as well as overprotection and limitation of exploration and learning or preventing the individual from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing individuals to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of an individual, although it may occur alone.

Sexual abuse:

Involves forcing or enticing an individual to take part in sexual activities, not necessarily involving a high level of violence, whether or not the individual is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving an individual in looking at, or in the production of, sexual images, watching sexual activities, encouraging individuals to behave in sexually inappropriate ways, or grooming an individual in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely





perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organizations working together to protect children. These include:

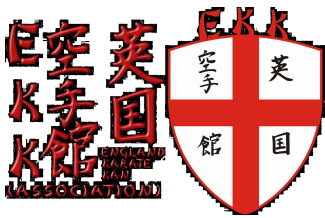
- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence.

Many of these areas are addressed in local multi-agency child or vulnerable adult safeguarding procedures. You may feel that these situations are so unlikely to arise that you would never be required to respond. However, it is as well to be aware of these other related areas, just in case your suspicions are raised.

Poor practice

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant Club/School/Academy/NGB Code of Conduct or brings Martial Arts into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students, which should never to be sanctioned include:





- use of excessive, physical or humiliating punishments;
- failure to act when you witness possible abuse or bullying;
- being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct;
- spending excessive amounts of time alone with young people away from others;
- inviting or allowing young people into your home where they will be alone with you;
- engaging in rough, physical or sexually provocative activity;
- allowing young people to use inappropriate language unchallenged;
- making sexually suggestive comments even in fun;
- reducing a person to tears as a form of control;
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- doing things of a personal nature for young people that they can do for themselves; sharing a bedroom with a young person you are not related to, even with parental permission.

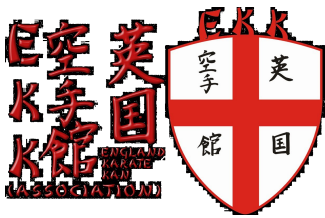
Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the instructor. Even if the instructor is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

6. Signs and Indicators of Abuse and Neglect

Indicators that a young person may be being abused may include 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 the explanation seems inconsistent;
- the young person describes what appears to be an abusive act involving him/her;
- someone else (a young person or adult) expresses concern about the welfare of another;
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper);
- inappropriate sexual awareness;





- engaging in sexually explicit behaviour;
- sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected;
- having difficulty in making friends;
- being prevented from socializing with other young people;
- displaying variations in eating patterns including overeating or loss of appetite;
- or a sudden weight change;
- becoming increasingly dirty or unkempt.

It should be recognized that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

Remember it is not the responsibility of England Karate Kan to decide if abuse is occurring but it is their responsibility to act on any concerns by reporting them.

7. What to do if you have a concern or someone raises concerns with you.

England Karate Kan recognizes 'everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action' (page 11 para 16 Working Together to Safeguard Children 2018).

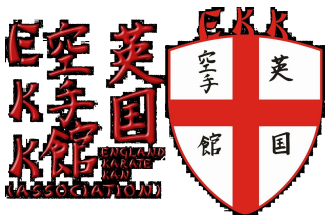
Whilst accepting this duty it is recognized England Karate Kan is not responsible for deciding if abuse has occurred. It does however have a duty to respond and report concerns.

The England Karate Kan will have an appropriately trained Designated Safeguarding Lead and Deputy.

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, must be reported to the DSL / Deputy. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of the England Karate Kan (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with children at the England Karate Kan the DSL/Deputy must report the matter to the Local Authority Designated Officer.

Instructors and volunteers must also report the following to the DSL / Deputy and make a written record of what they have done, seen or heard:





- They have accidentally hurt a child;
- a child seems distressed in any manner;
- a child appears to be sexually aroused by their actions;
- a child misunderstands or misinterprets something they have said or done.

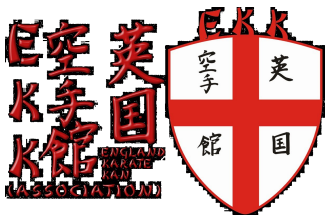
If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy.

8. How to respond to a concern

It is always difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your Designated Safeguarding Lead and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.





- Contact your Designated Safeguarding Lead.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about a member of staff or a volunteer, this must like all other concerns be reported to the Designated Safeguarding Lead (DSL) or Deputy. The DSL if they consider the concern to be serious, for example potentially child abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.

When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL/Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

Safeguarding Children Flowchart

9. Recording

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the Association report form. Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation. Note or describe clearly any visible injury.

Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.

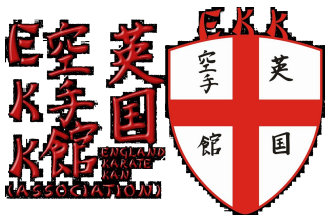
Recording of any incident, including possible abuse or poor practice incidents, should also follow this procedure. In all situations, including those in which the cause of concern arises either from a disclosure of abuse or from suspicion of abuse, it is vitally important to record the details, regardless of whether they are shared with a statutory agency, as soon as possible using the Incident Referral Form

The record should be clear and factual as it may be needed by child or adult protection agencies and may, in the future, be used as evidence in court. Records should be kept securely and shared only with those who need to know about the incident.

Throughout the process of any safeguarding cases, accurate records should be made and maintained.

Codes of Conduct and Ethics





The codes of conduct and ethics for all those involved at England Karate Kan can be found as a separate guidance sheet. It is essential these are followed in so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. All those involved at [insert name of school/club] will show their understanding and commitment to the codes of conduct and ethics by signing a copy of the relevant guidance sheet.

Safer Recruiting

At the England Karate Kan we take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. A guidance sheet can be found which outlines safer recruiting in further detail.

Supervision, support and training

Once recruited, all staff and volunteers at the England Karate Kan will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

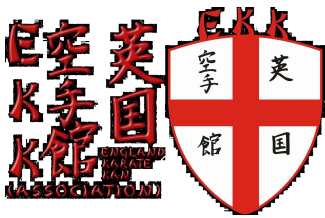
England Karate Kan will ensure that training and resources are available to encourage the development of staff and volunteers. This will include:

- an induction to the club environment
- a trial period in which to develop skills whilst supervised
- ongoing support and monitoring

There are currently no formal qualifications specifically for safeguarding and protecting children in sport. However, training developed by sports and other organizations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.

Whistleblowing





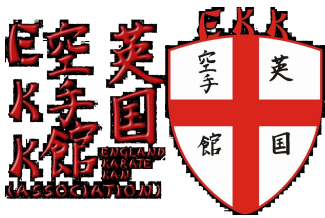
It's important that people within the England Karate Kan have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organization. The NSPCC has a whistleblowing advice line to support professionals who have concerns about how child protection issues are being handled in their own or another organization.

More detail can be found on the Whistleblowing Guidance Sheet.

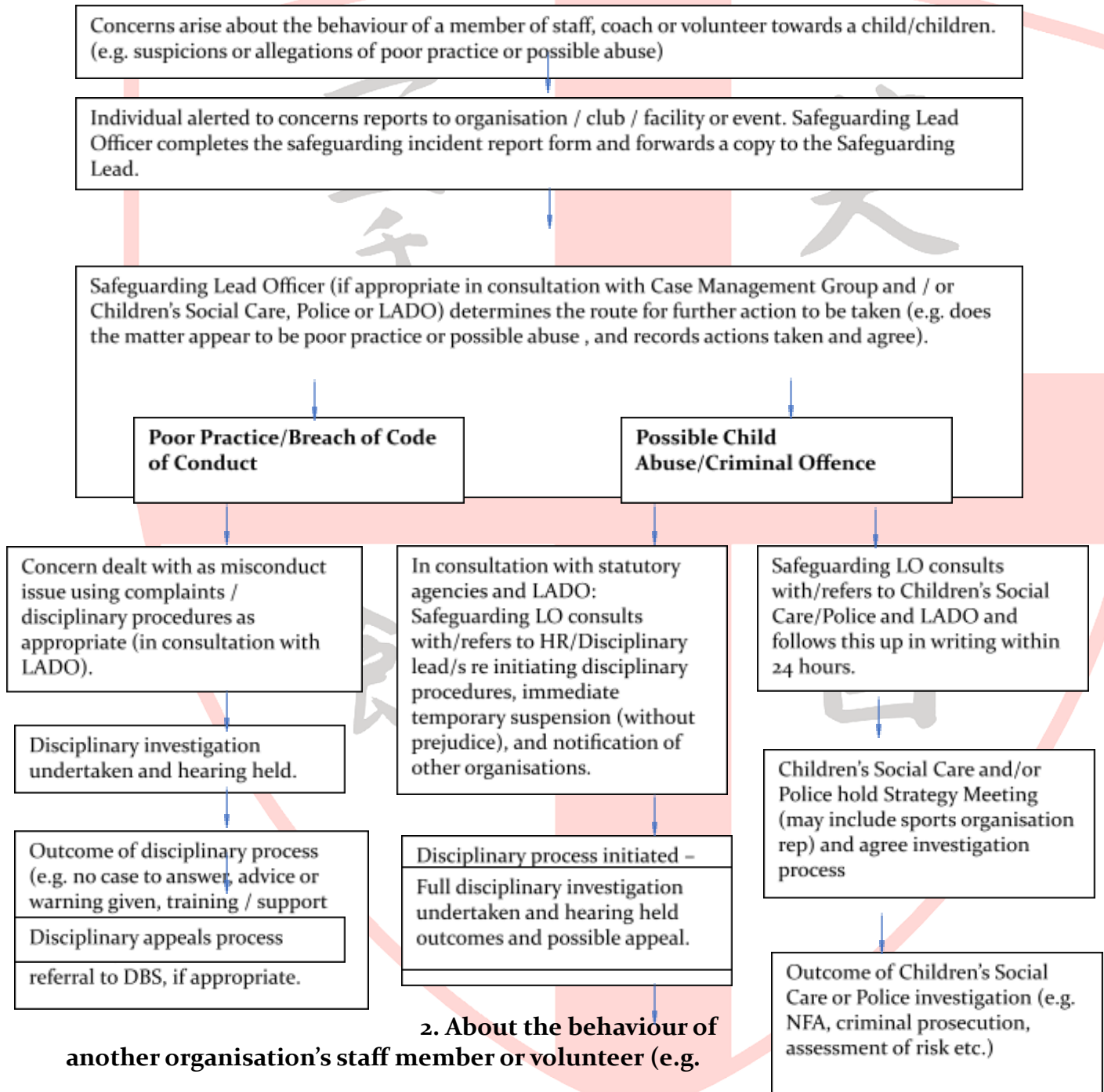


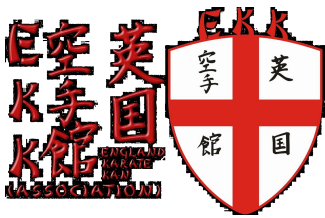
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Safeguarding Procedure Flowcharts

1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)





allegations reported about an individual working for a partner organisation)

Concerns arise about the behaviour of a member of staff, coach or volunteer from another organisation towards a child/children (e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to organisation/club/facility or event. Safeguarding Lead Officer completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead.

Safeguarding Lead Officer (if appropriate in consultation with Case Management Group and / or Children's Social Care, Police or LADO) determines the route for further action to be taken (e.g. does the matter appear to be significant poor practice or possible abuse, and records actions taken and agreed).

Poor Practice/Breach of Code of Conduct

Possible Child Abuse/Criminal Offence

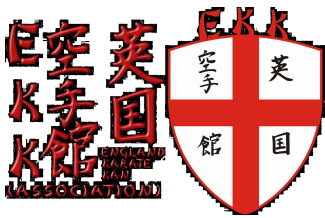
Inform subject of concerns of intention to pass information to employing / deploying organisation safeguarding lead in line with safeguarding policy and / or any interorganisational information sharing arrangements.

If matter appears urgent and indicates a high level of risk to child/ren, either contact Children's Social Care or Police direct to refer, or Contact the safeguarding lead in the individual's employing/deploying organisation to pass on the information. Secure and record their commitment to refer to statutory agencies, and seek confirmation when this has been undertaken. If not agreed - contact statutory agencies directly.

Contact safeguarding lead in employing / deploying organisation and pass on concerns. Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

Safeguarding Lead Officer records actions and plans agreed and follows up referrals in writing within 24 hours.





3. About children and young people arising outside of sport (e.g. at home, school or in the community)

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety. (e.g. suspicions of bullying at school, allegations of abuse within the family etc.)

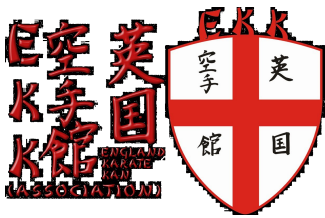
If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.

Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer, and completes the safeguarding incident report form and forwards a copy to the Safeguarding Lead

Safeguarding Lead Officer makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken / agreed (including who will inform parents).

Safeguarding Lead Officer sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.





Complaints

In order to ensure we develop an open culture where individuals feel able to express any concerns, we have a procedure for dealing with complaints from a child, worker, volunteer, parent or carer.

This should be linked to the organization's complaints procedures, ensuring the provision of support and advocacy for the people involved.

Links to other organizational procedures

It's useful to cross-reference other relevant organizational policies, including your:

- equity policy
- complaints and grievance procedures
- disciplinary procedures
- health and safety policy
- Adults at Risk Safeguarding Policy

Useful contacts

Club England Karate Kan Welfare Officer/ Designated Safeguarding Lead

- Name: Wendy Quirino
- Email: info@karatekan.co.uk
- Telephone : 07961897481

Local Authority Safeguarding Lead (This information needs to be completed)

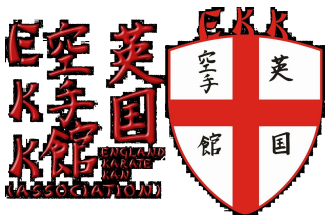
- Name: **Kingston Safeguarding Children Partnership**

Room 53
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Kingston upon Thames
KT1 1EU

- Email: lscb-support@kingrichlscb.org.uk
- Telephone: 07834 386459



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- NSPCC
- 0808 800 5000
- help@nspcc.org.uk

PLEASE NOTE:

This document provides indicative/generic examples of some of the safeguarding issues that should be individually considered by clubs when they are formulating or reviewing their own specific safeguarding policy.

This document is not advice and should not be adopted in whole or in part without careful and informed consideration being given to the specific needs and requirements of any given club and its characteristics.

Therefore, while the document may be used to inform the development and assessment of safeguarding at clubs, it is essential that clubs and organisations take a broad evaluative approach in considering the relevance of each aspect of the document, and also endeavour to give detailed consideration to any conceivable safeguarding concerns that are not covered by the document. Safeguarding in all clubs should also be kept under ongoing review.

Neither EduCare nor Sport England or any of their associated organisations or affiliates bears any responsibility or liability for reliance on the document. EduCare and Sport England are under no obligation to update, review, reissue, retract, modify, or amend the document to reflect current or future best practice.

