



KDS Safeguarding Policy

ADOPTED AT THE MANAGEMENT COMMITTEE MEETING OF SATURDAY 15TH JANUARY 2022 AT REDBRIDGE SCHOOL, SOUTHAMPTON.

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Contacts

- The KDS Lead Safeguarding Officer (LSO) is:
Neil Cooper ukkds.safeguarding@gmail.com
07840 117186.
(Should the Lead Safeguarding Officer be unavailable, please contact the Deputy Safeguarding Officer.)
- The KDS Deputy Safeguarding Officer is:
- *Other contact details:*
The KDS Chairman of the Management Committee (MC) is:
Susannah Hann
- The KDS Chairman of the Technical Executive (TE) is:
Mark Hallam

In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour helpline:

(0808 800 5000)

or the via the web:

<https://www.nspcc.org.uk/services-and-resources/nspcc-helpline>

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SECTION 1: SAFEGUARDING POLICY

1.1 Introduction

Everyone who participates in karate is entitled to do so in an enjoyable and safe environment. The KDS has a moral and legal obligation to ensure that when given responsibility for children, members provide them with the highest possible standard of care. The aim of this policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of the KDS and to allow KDS members to make informed and confident responses to specific safeguarding issues.

A child is defined as a person under the age of 18 (Children's Act 1989)

1.2 Policy Statement

The KDS is committed to the following:

- The welfare of the child is paramount.
- All children, 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 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 KDS instructors will be recruited with regard to their suitability to act responsibly, and will be directed to guidance in good safeguarding practice.
- All KDS instructors will be required to undertake and regularly update safeguarding training.

To ensure our policies reflect best practice the KDS follows the guidance of bodies such as The NSPCC Child Protection in Sport Unit:



Child Protection in Sport Unit

See <https://thecpsu.org.uk/>

The UK Coaching safeguarding resources:



See <https://www.ukcoaching.org/resources/duty-to-care-hub/safeguarding>

And the English Karate Federation EKF vision and Values:



See <https://www.englishkaratefederation.com/organisational-vision-and-values>

All these sites provide guidance and information on safeguarding.

This Safeguarding Policy will be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1.3 Vulnerable Adults

A vulnerable adult is someone 18 years or older who has:

- a dependency upon others, or a requirement for assistance from others, in the performance of basic physical functions
- severe impairment in their ability to communicate with others
- an impairment in their ability to protect themselves from assault, abuse or neglect
- has been detained in lawful custody or is being supervised as a result of a court order

(Safeguarding Vulnerable Groups Act 2006)

This Policy Document refers to both children and vulnerable adults. However at times the management and concerns of issues and incidents involving vulnerable adults may differ from those involving children. Specifically when referring any matters to any statutory agency the consent of the adult should be sought whenever possible.

SECTION 2: PROMOTING GOOD PRACTICE

2.1 Good Practice

The following good practice points are shared in common with many sports and activities which involve young people. Everyone should adhere to the following principles and action:

- Follow the Instructors Code of Practice and Equality Policy (see Appendix 1 and 2).
- 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 equally, with respect and dignity.
- Always put the welfare of the child first, before improving performance.
- Maintain a safe and appropriate distance with students and avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child.
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, instructors etc. work in pairs.
- Ensure children are not left unsupervised, e.g. when dropped off before practice and picked up afterwards.
- Request written parental consent if club members are required to transport children in their vehicle (e.g. older teenager to a course) and adults must not travel on their own with children.
- Be an excellent role model, giving enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training and not pushing them against their will.
- **Always keep** a written record of any injury that occurs, along with details of any treatment given.

Good Practice with Residential Courses

- Overnight stays/residentials
 - Gain written parental consent for any overnight stays.
 - Club instructors are responsible for their students at all times while on residential courses.
 - **Only children 17 years old will be taken on overnight stays.**

- **Special approval from the TE must be given for such stays.**
- **A detailed risk assessment must be written and approved by the:**
 - **Club SO,**
 - **KDS LSO and**
 - **Chair of the TE****before such stays can take place.**
- Ensure that at events involving training which includes an overnight stay that:
 - all adults accompanying the overnight stay, including non-instructors and parents, **must have** an Enhanced DBS through the KDS
 - adults **must not** enter a child's room unless there is an emergency and in which case there **must be** two adults present, one at least of the same sex as the child and the adults must ask whether the child is properly dressed before entering
 - adults **must never** invite a child to their rooms or allow a child into their rooms
 - if mixed groups are taken away, they **must always** be accompanied by a male and female adult
 - all supervisory staff **must be** issued with all relevant information of children e.g. name/contact number of parent in case of emergency, pick up/drop off point, name of parent/carers to collect, a second and third emergency telephone number/s and name/s should the parent not be available (**Appendix 3**)

2.2 Poor Practice

The following are regarded as poor practice and **must always** be avoided:

- Unnecessarily spending excessive amounts of time alone with children away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home where they will be alone with you.
- Sharing a room with a child, including changing rooms and toilets. (Adults and children **must not** change or shower or use the toilets in the same changing areas.)
- Engaging in rough, physical or sexually provocative games.
- Allow or engage in inappropriate touching of any form.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allow allegations made by a child to be ignored, unrecorded or not acted upon.
- Do things of a personal nature that the child can do for themselves.

Where it is impractical or impossible to avoid a certain situation within an emergency the tasks should only be carried out with the full understanding and consent of the parent/carer and the child involved if at all possible. In such emergency situations, there **must**, unless impossible, be two adults present one of whom should be the same sex as the child.

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child 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 **must** also be informed of the incident, as **must** the Lead Safeguarding Officer.

2.3 Physical contact in martial art

Many martial arts, by their nature, may require a degree of physical contact between adults and children. Physical contact between adults and children should only be used when the aim is to:

- Develop skills or techniques.
- Treat or prevent an injury

Physical contact **must**:

- **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.

2.4 Managing Challenging Behaviour.

The KDS recognises that sports like karate are essential in promoting the wellbeing and a positive life experience and outcomes for all young people. The organisation is committed to enabling any child to participate in the martial art.

Some children will exhibit challenging behaviour due to specific circumstances, medical condition or life events. The potential for behavioural issues to emerge and how best to manage them alongside any other needs the child may have should be discussed with parents/carers. It is also important to plan activities to accommodate any actions which may be necessary to ensure that an appropriate approach is taken. Only in exceptional circumstances where the safety of a child or of other children cannot be ensured, or where in spite of interventions and support the child's behaviour is preventing the practice from taking place, will exclusion of a child be considered.

Instructors, parents and carers, children and young people should be aware of what comprises unacceptable behaviour. Issues of the control of unacceptable behaviour should be discussed by instructors, parents/carers and children.

In managing behaviour, physical intervention **must only** be used in an emergency situation (such as to prevent harm to a child). It should be the result of a conscious choice by the adult, who has satisfied themselves that the action they take would be considered justifiable by a wider audience of their colleagues and peers and the public at large. During any physical intervention the adult should:

- Cause the minimum level of physical intervention, be aware of any feelings of anger. Punches or kicks or locks **must not** be used.
- Summon help from other instructors and talk in a calm & professional manner throughout.

In an emergency situation when physical intervention has been used written reports **must** be kept. The instructor concerned should advise the club Safety Officer **immediately** following the incident and provide a written report as soon as possible afterwards, or at least within 24 hours. The KDS's Lead Safeguarding Officer **must** also be informed as soon as possible or within 24 hours. The report should include:

- Name(s) of the student(s) involved.
- When and where the incident took place.
- Name(s) of any other instructors and students who witnessed the incident.
- The reason that force was necessary.
- The nature of the force used.
- Description of how the incident began and progressed.
- Student's response and outcome of the incident.
- Details of any injury suffered by student/instructor/witness or any damage to property.

Instructors may find it helpful to seek advice from the KDS Lead Safeguarding Officer when making a report.

SECTION 3: Roles and Responsibilities in Safeguarding

3.1 Safeguarding Roles

Role of ALL instructors, members and volunteers

All instructors, members and volunteers play a role in creating a friendly and safe environment for everyone to enjoy karate. It is **everyone's responsibility** to:

- Treat children and vulnerable adults with respect in accordance with the law and the ethos of KDS.
- Understand and comply with the law regarding safeguarding and the KDS Safeguarding Policy and Procedures.

Role of KDS LSO

The KDS Lead Safeguarding Officer (LSO) is responsible for dealing with any concerns about the protection of children. The LSO should ensure they are knowledgeable about Safeguarding and that they undertake any training considered necessary to keep themselves updated on new developments. Each club with children or vulnerable adults practising should have a club Safeguarding Officer (SO).

- Provide information and advice on Safeguarding within the KDS.
- Keep up with legislation concerning safeguarding and protection and advise instructors/KDS about best practice in this area.
- Ensure that the Safeguarding Policy and procedures are followed and particularly:
 - to inform Social Services of relevant concerns about individual children or adults,
 - to inform the Police of relevant concerns about individual children or adults.
- 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 KDS, particularly the committee Chairs, i.e. Technical Committee and Management Committee, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the KDS, the liaison with other agencies and the outcome and that such records are kept secure.
- Advise the KDS of training needs.
- Monitor the implementation of the Safeguarding Policy in clubs and advise instructors where changes or improvements are needed.
- Ensure the KDS keeps a register of:
 - Instructors teaching children.
 - children practising karate.

Role of Club SO

- Provide information and advice on Safeguarding to the club.
- Ensure that Safeguarding Policy and procedures are followed at the club and particularly to inform Social Services of relevant concerns about individual children.
- Liaise with Social Services and other agencies as appropriate.
- Keep the KDS LSO informed about any incidents, action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the club, the liaison with other agencies and the outcome, and that such records are kept secure.

3.2 Vetting of Volunteers

Adults volunteering with children and vulnerable adults must have an Enhanced DBS disclosure processed. The DBS is an Executive Agency of the Home Office which facilitates safe choices about engaging volunteers. Before working unsupervised with children or vulnerable adults, DBS clearance is essential and vetting through DBS application must be undertaken in accordance with KDS policy.

The Disclosure and Barring 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 young people, either directly as registered bodies or through 'umbrella' organisations.

The KDS **requires**:

- **All** instructors to undergo an enhanced DBS check through the KDS and for this then to be placed on the Update Service.
- **All** instructors to undertake relevant Safeguarding training, either face-to-face or online from a reputable organisation or agency such as UK Coaching. Training is to be renewed every 3 years to ensure awareness and understanding of up to date legislation and good practice.
- **All** instructors to acquaint themselves with the KDS safeguarding policy which includes information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child.
- **All** instructors **must** have an up to date First Aid qualification which is renewed every 3 years.
- **All** instructors **must** have approved Professional Indemnity insurance.
- **All** instructors **will have** completed the KDS instructors training course/programme.
- **All** instructors **must** embark on Continuous Professional Development.
- **All** instructors **must** have confirmed in writing that they have read and understood this safeguarding policy.

- **All club Safeguarding Officers:**
 - **must** undergo an enhanced DBS through the KDS and for this then to be placed on the Update Service.
 - **must** be to undertake relevant Safeguarding training, either face-to-face or online, to ensure their practice is exemplary and to facilitate the development of positive culture towards Good Practice and Child Protection. **This is to be to Level 3**, at least.
 - **must** have confirmed in writing that they have read and understood this safeguarding policy.
- The KDS Lead Safeguarding Officer and the KDS Deputy Safeguarding officer:
 - **must** undergo an enhanced DBS through the KDS and for this then to be placed on the Update Service.
 - **must** be to undertake relevant Lead Safeguarding Officer training as endorsed by the EKF.
- The KDS Lead Safeguarding Officer and the KDS Deputy Safeguarding officer:
 - **must** undergo an enhanced DBS through the KDS and for this then to be placed on the Update Service.
 - **must** be to undertake relevant Safeguarding training, either face-to-face or online, to ensure their practice is exemplary and to facilitate the development of positive culture towards Good Practice and Child Protection. **This is to be to Level 3**, at least.
 - **must** have confirmed in writing that they have read and understood this safeguarding policy.
- The KDS Chair of TE and Chair of MC:
 - **must** undergo an enhanced DBS through the KDS and for this then to be placed on the Update Service.
 - **must** be to undertake relevant Safeguarding training, either face-to-face or online, to ensure their practice is exemplary and to facilitate the development of positive culture towards Good Practice and Child Protection. **This is to be to Level 3**, at least.
 - **must** have confirmed in writing that they have read and understood this safeguarding policy.

SECTION 4: DEFINING CHILD ABUSE

4.1 Introduction

Child 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 regardless of their age, gender, race or ability.

There are five main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying**. Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming the child.

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

4.2 Types of Abuse

Physical Abuse: Where adults physically hurt or injure a child e.g. hitting, shaking. Giving children alcohol or inappropriate drugs would also constitute child abuse. This category of abuse can also include when a parent/carer reports non-existent symptoms or illness or deliberately causes ill health in a child they are looking after.

In a martial arts situation, physical abuse may also 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, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the child frightened or withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in martial arts may also occur when the child 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 child 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 four main types of bullying:

- 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)
- sexual (e.g. unwanted physical contact or abusive comments).

In martial arts bullying may also arise when a parent or instructor *pushes* the child too hard to succeed, or an opponent uses bullying behaviour.

Neglect occurs when an adult fails to meet the child's 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. Refusal to give love, affection and attention can also be a form of neglect.

Neglect in martial arts could also occur when an instructor does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include sexual intercourse, masturbation, showing children pornography or talking to them in a sexually explicit manner.

In martial arts, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also, the power of the instructor over young students, if misused, may lead to abusive situations developing.

4.3 Indicators of Abuse

Even for those experienced in working with child 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 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 describes what appears to be an abusive act involving them.
- Another child or adult expresses concern about the welfare of a child.
- Unexplained changes in a child's behaviour, 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 overeating 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 practice or courses.
- 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 in the KDS to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant and any concerns should be reported to the club's SO and the KDS LSO. All parents and students should be made aware when instructors use video equipment as a teaching aid. **(See Appendix 3)**

3.5 Use of the Internet and Social Media

Clubs and individuals will use internet sites for publicity purposes and other sites such as Facebook to share information and ideas.

Images of children and young people should be avoided if at all possible. Sometimes young people may be visible on images (such as standing near a photographed practice demonstration). If such images are to be uploaded, written consent must be obtained from the child/young person or protected (vulnerable) adult's parents/guardians before any images are posted.

The content of photographs or videos should only depict a child, young person or protected adult in karate activity.

Information about a child or young person must never include personal information that could identify a child (or protected adult). If the material is changed from the time of consent, the parents/carers must be informed and consent sought for the change. For photographs or videos of groups of children, young people or protected (vulnerable) adults, only the group rather than individual members should be referred to.

Specific care must be taken when considering images of children who are may be particularly vulnerable, e.g. living in foster care or experiencing a custody dispute. Photographs of any children and young people (or protected (vulnerable) adults) with physical, learning and/or communication disabilities require special consideration, as such people could be particularly vulnerable to abuse.

3.6 Anti-bullying Policy

KDS activities should provide a friendly and safe environment for all of our members so they can enjoy their participation in martial arts and achieve as best they can.

All members should be able to tell if bullying occurs and should know that incidents will be dealt with promptly and effectively.

Bullying within training is unacceptable and will not be tolerated within any KDS activity.

Bullying such as pushing, pinching, kicking, name calling, ridicule, ignoring, and comments concerning sexual, gender, religious, and disability issues which arise within activities will be dealt with immediately.

Some bullying (such as cyber bullying), may occur outside of training venues but impact upon children's and young people's ability to train within classes. This mean that the KDS has an 'open door' approach to encourage everyone to share

concerns with an instructor or club official. All complaints will be listened to and taken seriously.

The KDS will:

- take every report seriously and investigate every incident,
- support children and their parents/carers.

Instructors will not allow bullying to be tolerated within KDS activities and will take appropriate action if bullying is reported:

- In cases of bullying occurring within training the senior instructor present will deal with the incident as quickly as possible ensuring that both the bullies and victims are talked too separately.
- The instructor can obtain an apology from bully or bullies to the victim.
- Parents of the bully or bullies and victim should be informed.
- The bully (or bullies) should be encouraged and supported to change his or her behaviour.

In cases of serious bullying, the incident(s) will be documented by instructors. Parents will not only be informed but will be asked to meet to discuss the problem. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

SECTION 5: WHISTLE BLOWING, RESPONDING TO CONCERNS & ALLEGATIONS

5.1 Introduction

It is not the responsibility of anyone in the KDS 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 child. This applies BOTH to allegations/suspicions of abuse occurring within the KDS and to allegations/suspicions that abuse is taking place elsewhere.

False allegations of abuse do occur, but they are rare. You should always take immediate action if a child says or indicates that they are being abused, or you have reason to suspect that this is the case. Children who are being abused will only tell people they trust and with whom they feel safe. Instructors can share a trusting relationship with students and they may therefore be people a child might disclose to. **Children want abuse to stop.** By listening and taking what a child says seriously, is the first part of helping to protect them. It is useful to think in advance about how one might respond to this situation in such a way as to avoid putting oneself at risk.

5.2 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, it may be reported to us by someone else or directly by the child affected. In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the child.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, 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 what you are being told. Do not ask leading questions.
- **Inform** the child that you have to inform other people about what they have told you. You **must not** promise the child confidentiality. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child 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 issue.
- **Document** all information.
- **Report** the incident to the club SO, who report this in turn to the KDS LSO.

**In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour helpline
(0808 800 5000)**

or the via the web:

<https://www.nspcc.org.uk/services-and-resources/nspcc-helpline> .

5.3 Timing and Location

The child may want to see you alone, away from others, and may approach you at the end of a session when everyone is going home or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. Bear in mind that you may also need to attend to other students, check equipment or set up an activity – you cannot simply leave a session unattended on the other hand the child **must** be listened to. Therefore, try to arrange to speak to the child at an appropriate time and as soon as possible. While it is important to respect a child's privacy, you also need to protect yourself. Do not listen to the child's disclosure in a completely private place – try to ensure that other appropriate people are present or nearby.

5.4 Documenting Information

To ensure information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. All records should:

- Be written as soon as possible, signed and dated.
- Clearly distinguish between fact, observation, allegation and opinion
- Be held separately and securely from main records
- Be exempt from open access

Information should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Relevant disability or special needs.
- Whether 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's 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.

- The action you have taken, e.g. informed the club SO, the KDS LSO, Social Services, the Police, and the responses following the contact/s.

5.5 Whistle blowing and reporting concerns

'Whistle Blowing' means that anyone can report concerns they have about any person, activity within the KDS and that these concerns will be taken seriously. The person or people who raises reasonable and genuine concerns are also protected from any negative responses or recriminations which arise from their whistle blowing.

The KDS encourages and is fully supportive of 'whistle-blowing', and will fully support anyone who 'whistle blows'.

The KDS recognises that it can be difficult to broach concerns about colleagues, but the procedure set out below is designed to ensure that concerns are raised and communicated and that the wellbeing of the child or vulnerable adult is at the centre of all procedures.

All suspicions and allegations **MUST** be reported appropriately. 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.

To raise a concern please contact your club safeguarding officer or the KDS lead safeguarding officer.

Report your concerns to the club SO in the first instance (**Appendix 4 and 5**). If concerns relate to that person, refer directly to the KDS SO. (Were the concern to relate to the KDS SO, the KDS Deputy SO should be informed.) If the club SO and KDS LSO or KDS Deputy SO are not available, you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police.

Where there is a complaint against a KDS member, there may be three types of investigation:

1. **Criminal** in which case the police are immediately involved.
2. **Child Protection** in which case social services and possibly the police will be involved.
3. **Disciplinary or Misconduct** in which case the KDS and possibly a governing body will be involved.

All suspicions and allegations must be shared with professional agencies that are responsible for child 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. **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.** Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you **must** follow the same procedures and have the matter reported to social services.

While it is difficult to express concerns about colleagues, it is important that these concerns are communicated. All members are encouraged to talk to the KDS LSO if they become aware of anything that makes them feel uncomfortable. If behaviour that pushes boundaries beyond acceptable limits is consistently ignored, a culture may develop whereby children or young people or vulnerable adults are 'silenced' within the KDS.

5.6 Concerns outside the club environment (e.g. a parent/carer or other)

This section refers to suspected neglect and abuse which may have occurred or is occurring to a child outside of the club environment.

- Report your concerns to the Club SO (Appendix 4)
- If the Club SO 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 SO will decide how to inform the parents/carers.
- The Club SO should also report the incident to the KDS LSO. The KDS should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly.

5.7 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 may include the following people and the information conveyed may vary on the need-to-know only basis.

- The Club SO.
- The parents of the child. (Where there is an allegation regarding the parent, advice from Social Services or the Police should be sought before the parent is informed.)
- The person making the allegation.
- Social Services/Police.
- The KDS LSO and Chairmen of TE and MC,
- The alleged abuser (and parents if the alleged abuser is a child). (Where there is an allegation regarding the parent, advice from Social Services or the Police should be sought before the parent is informed.)

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.

5.8 Internal Inquiries and Suspension

The KDS LSO 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 KDS Committee will assess all individual cases to decide whether a member 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 KDS 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 and vulnerable **must** remain of paramount importance throughout.

5.9 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there are likely to be strong feelings amongst all concerned which will need to be addressed. There are likely to be issues of:

- Communication - of 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.

5.10 USEFUL CONTACTS

Childline UK <https://www.childline.org.uk/>
Post 1111
London N1 OBR
Tel - 0800 1111

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 numbers

Disclosure & Barring Service

DBS customer services
PO Box 110
Liverpool
L69 3JD

Email customerservices@dbb.gsi.gov.uk

Disclosure helpline 0870 90 90 811

By minicom 0870 90 90 344

In Welsh 0870 90 90 223

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

These contact numbers and addresses are subject to change, therefore use the web for the most up to date information.

APPENDIX 1: Code of Conduct for KDS Instructors

All instructors coaching KDS karate must demonstrate behaviour of the highest order.

1. Instructors must respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
2. Instructors must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sport's Governing Body and hold appropriate insurance cover.
3. Instructors must develop an appropriate working relationship with performers, especially children and adults at risk based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Instructors must encourage and guide performers to accept responsibility for their own behaviour.
5. Instructors should hold up to date Nationally recognised Governing Body Coaching qualifications.
6. Instructors must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Instructors 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. Instructors 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. Instructors 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. Instructors must consistently display high standards of behaviour and appearance.

APPENDIX 2: Equality Policy

The KDS is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member 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.

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 practice of karate.

The KDS is committed to ensuring that all members are able to conduct their activities in an environment that is free from harassment or intimidation. Appropriate disciplinary action will be taken against any member who violates the KDS Equality Policy.

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 requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

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

APPENDIX 3: Supervision of Children and Young People when away from their main training venue, when attending day Courses

Please read the above Policy carefully.

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, KDS members have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times who in the team is responsible for supervision and this adult must have KDS Instructor Status with the appropriate Enhanced DBS, safeguarding training, etc. 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 children 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.

Overnight stays/residentials

- **Only children 17 years old will be taken on overnight stays.**
- Gain written parental consent for any overnight stays.
- Club instructors are responsible for their students at all times while on residential courses.
- **Special approval from the TE must be given for such stays.**
- **A detailed risk assessment must be written and approved by the:**
 - **Club SO,**
 - **KDS LSO and**
 - **Chair of the TE****before such stays can take place.**
- Ensure that at events involving training which includes an overnight stay that:
 - all adults accompanying the overnight stay, including non-instructors and parents, **must have** an Enhanced DBS through the KDS
 - adults **must not** enter a child's room unless there is an emergency and in which case there **must be** two adults present, one at least of the same sex as the child and the adults must ask whether the child is properly dressed before entering

- adults **must never** invite a child to their rooms or allow a child into their rooms
- if mixed groups are taken away, they **must always** be accompanied by a male and female adult
- all supervisory staff **must be** issued with all relevant information of children e.g. name/contact number of parent in case of emergency, pick up/drop off point, name of parent/carer to collect, a second and third emergency telephone number/s and name/s should the parent not be available (**Appendix 3**)

APPENDIX 4: Photographic/ Recorded Images

- Ensure parents/guardian/child have granted their consent for the taking and publication of photographic images and have signed and returned the Permission Form below.
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular child, and personal details which might make the child 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.
- Instructors can use video equipment as a legitimate teaching aid and means of recording special occasions, however care should be taken in the dissemination and storage of the material.
- Do not allow unsupervised access to students with photographers/camera people or one to one photo sessions at events.
- Parents and children should be informed that if they have any concerns they should report them to the event organiser to be recorded in the same manner as any other child protection concern.

Parent/Guardian and Child Permission Form for the use of Photographs and Recorded Images

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

_____ (name of child)

Under the KDS Safeguarding and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

Signature of Parent/Guardian: _____

Date: _____

I _____ (name of child) consent to the photographing/videoing and publication of images of my involvement in karate under the KDS Safeguarding and Best Practice Guidelines.

Signature of child: _____

Date: _____

APPENDIX 5: Responding to Concerns about Parent/Carer

**ARE YOU CONCERNED
ABOUT THE BEHAVIOUR OF A PARENT/CARER?**

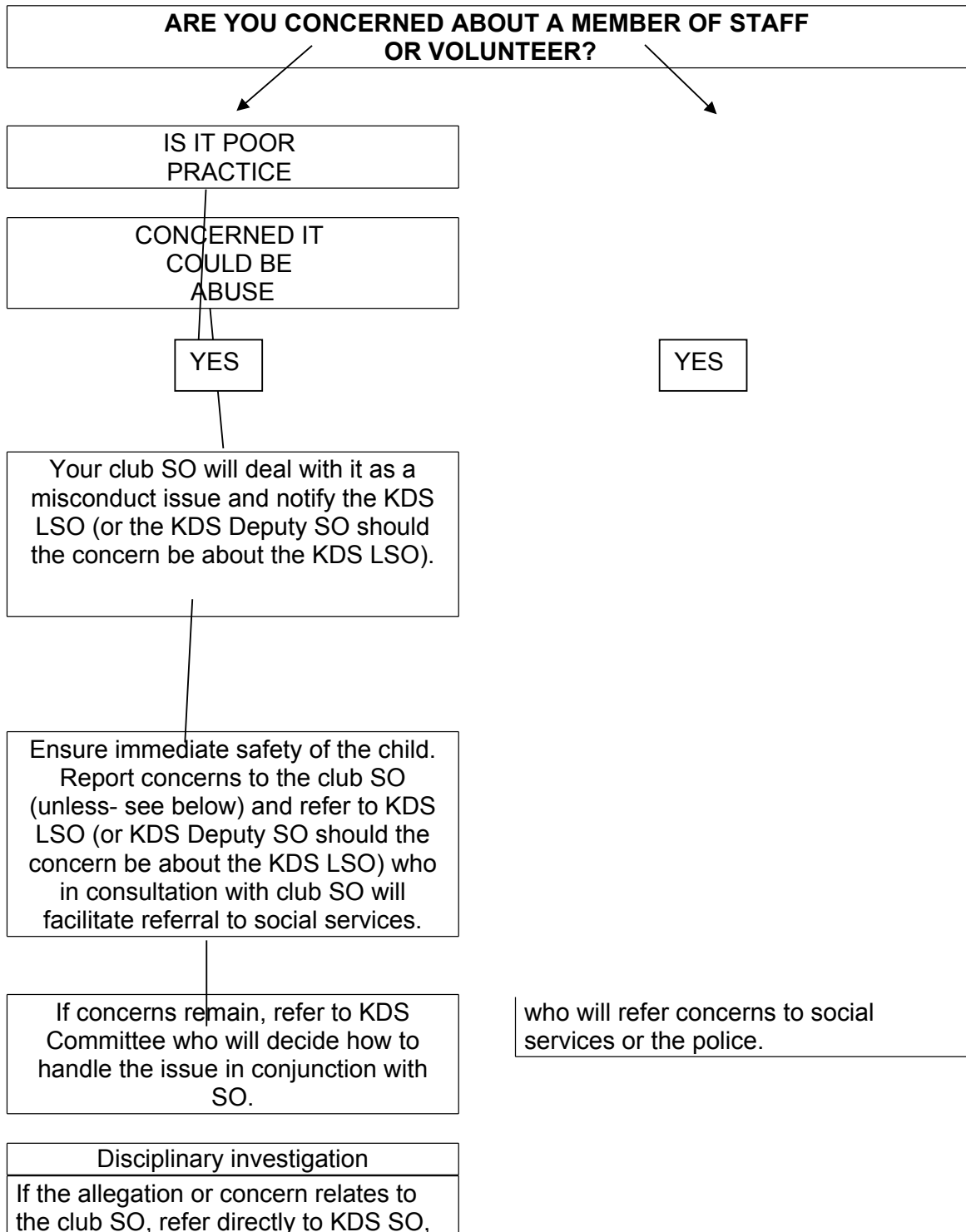
YES

Report your concerns to the club SO. If the club SO is not available, refer your concerns to social services or police immediately. Record what the child has said. Include times, dates and if possible send a copy to social services

Remember:

- **Maintain confidentiality.**
- **Ensure the club SO follows up with social services.**
- **Ensure that you have read the fuller details of what you are to do as shown in the above KDS Safeguarding Policy.**

APPENDIX 6: Responding to Concerns about a Member of KDS



Possible Outcomes

Possible Outcomes

No case to answer to,
Advice or warning as to future conduct,
Further training or support needed,
Sanctions,
Create Appeals Committee to
determine outcome.

Police enquiry
Criminal proceedings
Civil proceedings
Referral back to KDS Committee.

Remember:

- **Maintain confidentiality.**
- **Ensure that you have read the fuller details of what you are to do as shown in the above KDS Safeguarding Policy.**

APPENDIX 7: Recommended Legislation/Guidance

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance.

- The Children Act 1989 (England and Wales)
 - www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm (the Act)
 - www.homeoffice.gov.uk/ccpd/dpu98news.htm (the overview)
- Criminal Justice and Court Services Act 2000
 - www.hmso.gov.uk
- The Protection of Children Act 1999
 - www.doh.gov.uk/scg/childprotect
- Working Together to Safeguard Children and Young People (1999).
- “Caring for the young and vulnerable” Home Office guidance for preventing the abuse of trust (1999).
- Criminal Justices and Court Services Act (2000).
- The UN Convention on the Rights of the Child.
- Human Rights Act (1998)
 - www.homeoffice.gov.uk/hract/hramenu.htm
- The Data Protection Act (1998).
- 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
- NSPCC Child Protection in Sport Unit
 - Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk
- GDPR – (General Data Protection Act)
- Human Rights Act 1998
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

The KDS is required by law not to discriminate against its members 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.
- Sexual Offences (Amendments) Act 2000
 - www.hmso.gov.uk/acts/en/2000en44.htm
- Sexual Offences Act 2003.

End of Safeguarding Policy.