

Shori-Kai Karate Association (SKK Karate)

Safeguarding Policy – Adult



Version 3 – 1st June 2024

This safeguarding policy is to be used within SKK Karate as the student base is a mixture of both adults and children and applies to all individuals involved in SKK Karate.

SKK Karate is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in SKK Karate in accordance with the Care Act 2014.

Definitions:

- An **Adult** is anyone aged 18 or over.
- An **Adult at Risk** is a person aged 18 or over who:
 - Has needs for care and support (whether or not the local authority is meeting any of those needs)
 - Is experiencing, or is at risk of, abuse or neglect
 - As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- **Abuse** is a violation of an individual's human and civil rights by another person or persons (See below for types of abuse and neglect).
- **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

Legislation & Statutory Guidance:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1998

Types of Abuse

- **Self-Neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Domestic Abuse and coercive control** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. It can occur between any family members.

- **Discriminatory Abuse** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.
- **Physical Abuse** – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
- **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

The six principles of adult safeguarding

The Care Act 2014 sets out the following principles that should underpin safeguarding of adults

- **Empowerment** - People being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Policy Statement & Aims:

SKK Karate recognise that as a club, we have a responsibility and a commitment to ensure that:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, especially those adults with care and support needs.
- The rights, dignity and worth of all adults will always be respected.
- All allegations will be taken seriously and responded to quickly in line with SKK Karate Safeguarding Adults Policy and Procedures.
- The club is inclusive and will make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- There is a clear line of accountability within the club for work on promoting the welfare of all adults.
- There are procedures for dealing with allegations of abuse or poor practice against club volunteers.
- There are clear codes of conduct for instructors, students, parents/carers and other relevant individuals of SKK Karate.
- It is not the responsibility of SKK Karate to decide if abuse is happening, but it is our responsibility to act on any concerns by reporting them.

Good Practice Guidelines:

The above aims are achieved by ensuring we follow the good practice guidelines outlined below:

- Appoint a safeguarding lead within the SKK Karate to whom any concern or complaint can be raised in a confidential manner.
- Ensure all members of SKK Karate and everyone associated with the club understand their roles and responsibilities in respect of safeguarding and that this policy applies to all.
- Ensure everybody involved with SKK Karate is made aware of this safeguarding policy and who to contact if they have any concerns or issues.
- Gain consent from students and explain the reason for photos and videos to be taken in class and events such as gradings.
- Take all reasonable steps to ensure unsuitable people are prevented from working with children and all instructors and assistant instructors are insured, first aid trained and Disclosure and Barring Service (DBS) checked.
- Ensure relevant safety equipment is available and in good usable condition.
- Ensure that records of all safeguarding concerns are maintained and securely stored.
- Maintain student contact details so they are accurate and up-to date.
- For every instructor to be a positive role model in class e.g. no smoking/drinking in front of students.
- Give constructive feedback rather than negative criticism to students within class.
- Provide ongoing training and support to club instructors with regards to safeguarding.
- Not tolerate the use of prohibited or illegal substances.
- Aim to the experience of SKK Karate fun and enjoyable for all students.

Guidance for responding to any safeguarding issues or concerns:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Remember to make safeguarding personal. Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your lead safeguarding or welfare officer.
- Describe the circumstances in which the disclosure came about.
- Be mindful of the need to be confidential at all times, this information must only be shared with the club's Designated Lead Safeguarding and others on a need to know basis.
- Where you are unable to contact your Designated Person, advice can be sought from the IMASA or the local authority.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.
- If you consider the concern to be serious, for example potentially abuse or a crime they must report the incident to the Local Authority Designated Officer or the Police.

Guidance for recording any safeguarding issues or concerns raised:

- Make a note of your concerns as soon as possible.
- Note the date, time, any names mentioned, names and addresses to whom the information was given and who else is aware of the allegation.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the club's Designated Safeguarding Lead or Deputy.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- The record should be clear and factual as it may be needed by 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.

Reporting any issues and concerns to the club:

Safeguarding concerns or issues can be raised with the Class Instructor, the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Concerns can be raised face-to-face, in writing, over the phone or by email. Anyone can raise an issue with the Safeguarding Lead or class instructor about any matter of concern, no matter how small.

SKK Karate Safeguarding Contacts:

Designated Safeguarding Lead
Paul Kinsey
Phone - 07501 650915
Email - paul@SKKkarate.org.uk

Deputy Designated Safeguarding Lead
Ian Southwell
Phone - 07847 409062
Email - admin@SKKkarate.org.uk



Shori-Kai Karate is a member of the BMABA (British Martial Arts and Boxing Association) and all SKK Karate Students are registered and insured through the BMABA.

The BMABA have their own safeguarding processes and can offer additional advice, support and resolution on any issues or concerns.

The BMABA Lead Child Protection/Safeguarding Officer is:

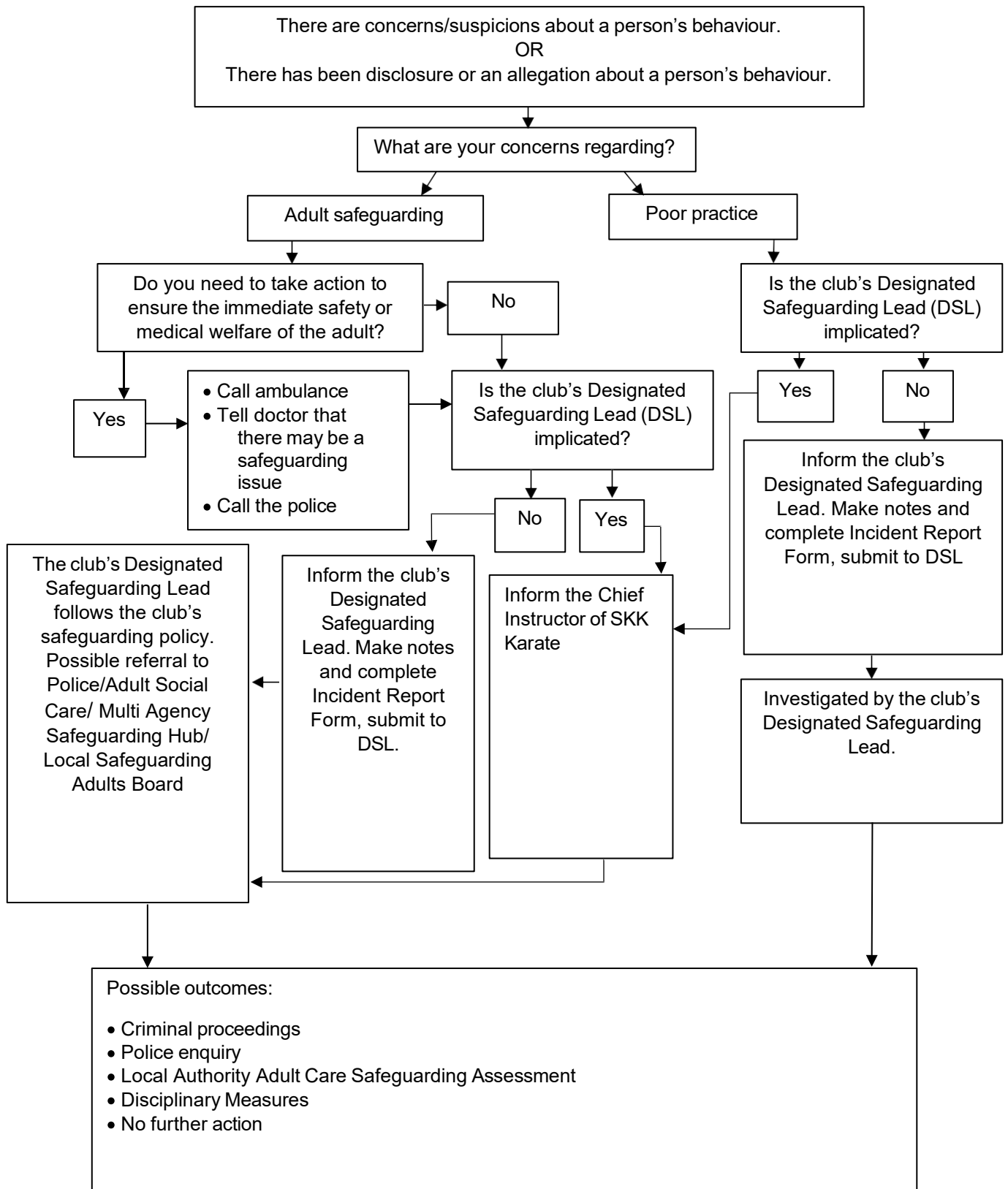
Giovanni Soffietto
Phone – 01798 306546 ext.201
Email – giovanni@bmaba.org.uk

Other useful contacts:**Local Authority Safeguarding Lead**

Name: Hampshire Adult Services
Telephone: 0300 555 1386

Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

Making Safeguarding personal

'Making safeguarding personal' means that adult safeguarding should be person led and outcome focussed. It engages the person in a conversation about how best to respond to their safeguarding situation in a way that enhances involvement, choice and control. As well as improving quality of life, well-being and safety.

Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen and keep them involved in the safeguarding process, seeking their consent to share information outside of the organisation where necessary.

Student responsibilities:

It is essential that all students hold current registration and insurance through the BMABA which is renewed annually. Insurance certificates are attached to the front page of the students' **Personal Licence and Grading Book**.

Whilst we keep records and will usually automatically renew membership and student insurance. It is the student's responsibility to ensure membership and student insurance is current.

Monitoring and Reviewing the Adult Safeguarding Policy:

The Safeguarding lead will review the policy on an annual basis, or sooner if there is a major change in the club and make amendments as required.

Declaration:

On behalf of SKK Karate, we the undersigned, we will oversee the implementation of the above policy and take the necessary steps to ensure that it is adhered to:

Ian Southwell**Paul Kinsey****Head Instructor****Designated Safeguarding Lead****Date:****Date:**