



Safeguarding Policy – Children

Version 5 – 1st June 2024

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

At SKK we are committed to safeguarding children and young people under the age of eighteen and we expect everyone who is part of club to share this commitment.

Definitions:

- **A child** is defined as being under 18 years of age as per the Children Act 1989.
- 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).
- **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).

Legislation & Statutory Guidance:

- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Sexual Offences Act 2003
- Data Protection Act 2018
- The Equality Act 2010

Types of Abuse (According to Keeping Children Safe in Education 2018)

- **Physical abuse** – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child
- **Emotional abuse** - The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.
- **Sexual abuse** - Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- **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.

Policy Statement & Aims:

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

- All children are able to participate in a safe and positive environment within our club.
- All children are protected from abuse whilst training.
- The welfare and interests of the child are paramount in all circumstances.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious beliefs or sexual identity will be treated equally, and with respect and dignity.
- All safeguarding issues will be taken seriously and responded to quickly in line with SKK Child Safeguarding Policy and Procedures.
- Ensure that robust safeguarding arrangements and procedures are in place.
- There is a clear line of accountability within the club for work on promoting the welfare of all children.
- There are procedures for dealing with allegations of abuse or poor practice against club volunteers.
- There are clear codes of conduct are in place for instructors, students, parents/carers and other relevant individuals.

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 to whom any concern or complaint can be raised in a confidential manner.
- Ensure all members of SKK 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 is made aware of this safeguarding policy and who to contact if they have any concerns or issues.
- Gain consent from students and parents 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.
- Notify parents of any injuries that occur in class and keep a written record of any injury, along with the details of any treatment given.
- 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.
- Make sure children are collected at the end of the class by the appropriate person, that being a family member or designated carer.

- It is not the responsibility of SKK to decide if child abuse is happening, but it is our responsibility to act on any concerns by reporting them.
- Provide ongoing training and support to club instructors with regards to safeguarding.
- Aim to the experience of SKK fun and enjoyable for all students.

Guidance for responding to any safeguarding issues or concerns:

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.
- Where you are unable to contact your Designated Person, advice can be sought from the IMASA, local authority or the NSPCC Helpline.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about club 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.

Guidance for recording any safeguarding issues or concerns raised:

- A record in writing must be made as soon as possible, using their words as closely 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. 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.

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 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 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 Officer is Elaine Chambers

Giovanni Soffietto

Phone – 01798 306546 ext.201

Email – giovanni@bmaba.org.uk

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

Name: Hampshire Children Services

Email: children.services@hants.gov.uk

Telephone: 0300 555 1381

Name: Wiltshire County Council

Email: Integratedfrontdoor@wiltshire.gov.uk

Telephone: MASH and Early Support Hub: 0300 4560108

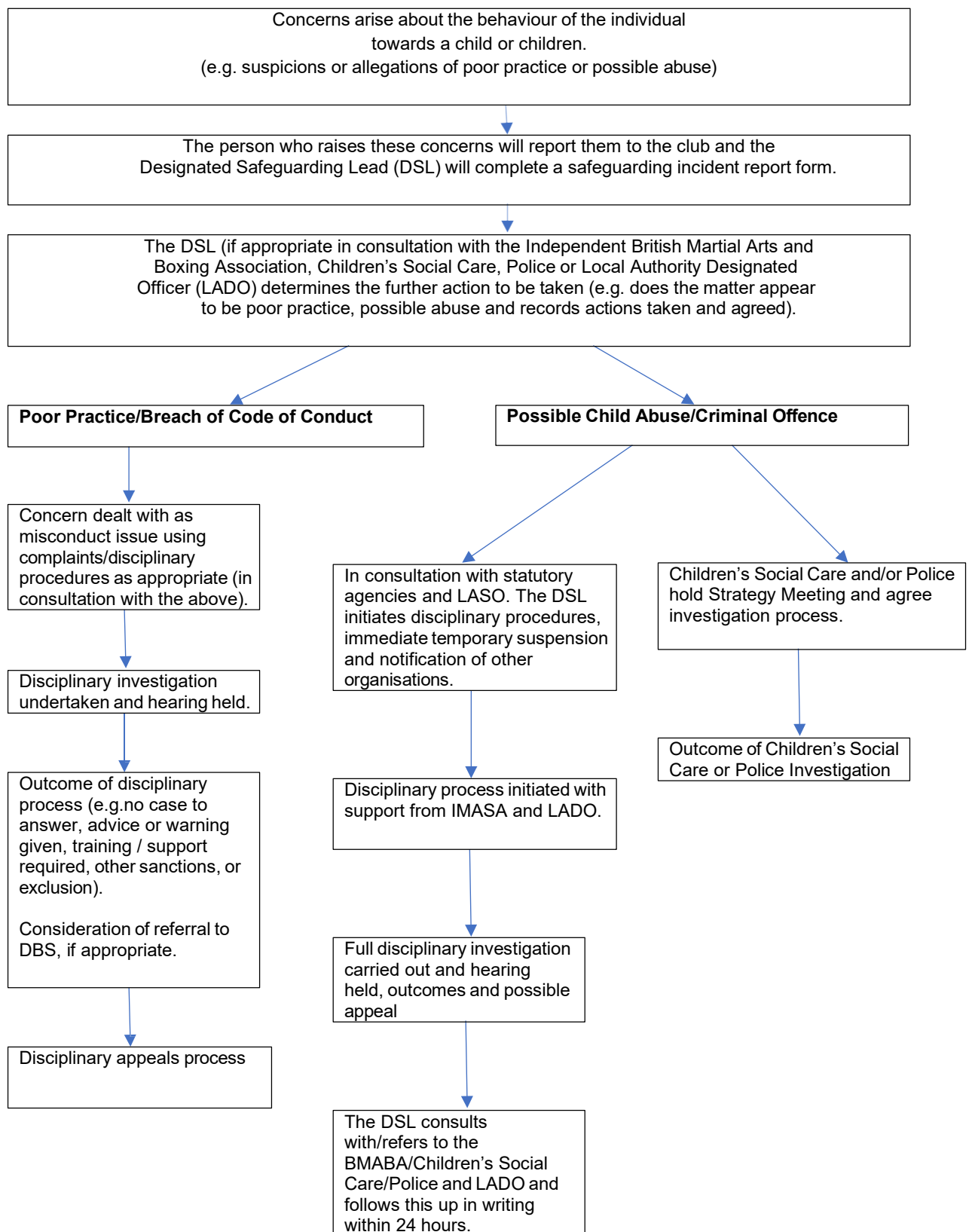
NSPCC

Email: help@nspcc.org.uk

Telephone: 0808 800 5000

Safeguarding Children Flowchart:

About the behaviour of an individual within SKK.
(e.g. allegation about an instructor's behaviour towards a child)



Parent or Guardian responsibilities:

It is essential that all students hold current registration and insurance through the IMASA which is renewed annually. Insurance certificates are attached to the back 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 parent or guardian responsibility to ensure membership and student insurance is current.

It is important that class instructors are made aware of who can and who can't collect children at the end of class.

Monitoring and Reviewing the Child Safeguarding Policy:

The Designated Safeguarding lead and Deputy 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, 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:**

The most current version of this document is available on the SKK website, www.shorji-kai-karate.co.uk in the members section.