



**ENGLAND WADO-KAI
KARATE-DO RENMEI (EWKR)**

**POLICY AND GUIDELINES
FOR SAFEGUARDING CHILDREN**

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FOREWARD

This document sets out the England Wado-Kai Karate-Do Renmei (EWKR) policy and guidelines on safeguarding children which must be implemented by all EWKR clubs. It has been developed by some of our senior black belts after extensive research into national child safeguarding requirements, particularly those set out by the NSPCC Child Protection in Sport Unit.

The EWKR has always welcomed children and young people into its clubs. We believe that karate benefits children, helping to develop their physical fitness, aid concentration, build confidence and encourage positive social interactions. They, in turn, benefit the sport, since hopefully they will continue to participate and support karate as they grow up - and will eventually bring their own children along to our clubs!

The policy reflects the practical principles that we have developed over the years. Although the focus is on the protection of children from all kinds of abuse, it also helps protect our dedicated instructors, and other responsible adults who work with children.

We have kept the policy document relatively brief for ease of access; where additional supporting information is required, this will be placed on the EWKR website.

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EWKR Chairman and Chief instructor

Sir Brian Hayes CBE, QPM, 7th Dan

EWKR President

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CONTENTS

This policy document includes:

1. EWKR policy statement
2. EWKR principles - putting the policy into practice
3. Recognising child abuse
4. Code of conduct for everyone with responsibility for children in EWKR clubs
5. Code of conduct for photography and social media during EWKR activities
6. Responding and reporting concerns and record keeping
7. Contacts, websites and information sources

The Children's Act 1989 defines a child as 'a person under the age of 18' and this is the definition used throughout this document.

1. POLICY STATEMENT

The EWKR acknowledges the duty of care to safeguard and promote the welfare and interests of children in karate. The Association is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with current good practice. The aim is to provide a safe and secure environment where children and adults can all enjoy participating in EWKR clubs and activities, and feel confident about sharing any concerns they have about their own safety or the well-being of others.

The policy, and the procedures which implement it, are based on the guidelines provided by the NSPCC Child Protection in Sport Unit (CPSU) available on their website at the cpsu.org.uk.

2. OUR PRINCIPLES - PUTTING THE POLICY INTO PRACTICE

Our safeguarding policy means that the EWKR will promote and prioritise the safety and wellbeing of children whilst in the care of EWKR clubs, instructors and officials. We do this by:

- ensuring robust safeguarding arrangements and procedures are in place, applying these fairly to all children and young people regardless of their age, culture, ability or disability, gender, language, race, religion or sexual identity;
- appointing a suitably experienced person to act as the Child Safeguarding Officer with deputies as appropriate;
- publishing a code of conduct for all adults with responsibility for children within the EWKR;
- ensuring everyone understands their roles and responsibilities in respect of safeguarding children;
- ensuring appropriate action is taken in the event of incidents or concerns of abuse (*as defined in section 3*) and that support is provided to the individual/s who raise or disclose the concern;
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with the Data Protection Act 1984;
- requiring all club leaders and senior instructors to undergo enhanced DBS checks and ensure the child safeguarding policy is implemented in their clubs;
- involving parents as much as possible in club activities.

The policy and associated guidelines will be widely promoted in EWKR information and on the website and are compulsory for everyone involved in the EWKR. Failure to comply with the policy and procedures may result in exclusion from the Association.

Monitoring the policy

The policy will be reviewed a year after development and then every three years, or sooner if there are any changes in legislation, government guidance, or the requirements of the Local Safeguarding Children Boards.

3. RECOGNISING CHILD ABUSE

The EWKR recognises that there is more than one form of child abuse to guard against. Physical, emotional, or sexual mistreatment or lack of care (neglect) that leads to injury or harm all count as abuse. Somebody may abuse or neglect a child either by directly causing harm or by failing to prevent harm.

- **Physical abuse** occurs when individuals, including other young people, deliberately physically hurt or injure children, or knowingly do not prevent such injuries occurring. It includes being hit, shaken or punched. Giving children harmful drugs or alcohol also counts as abuse. *[However, please note that karate is a martial art which involves routine learning of punches, kicks and defensive blocks. Though there may inevitably be some contact between participants and with instructors, this is always within a controlled training or competition environment and is completely different from intentional physical abuse].*
- **Sexual abuse** of children by adults (both male and female) or other young people includes encouraging or forcing a child to take part in sexual activity either in person or online.
- **Emotional abuse** includes being shouted at, threatened or taunted, subjected to ridicule, manipulation, or intimidation.
- **Neglect** occurs when a child's needs for food, warmth and care (both physical and emotional) are not met. Leaving children without proper supervision in a karate class would count as neglect if they were exposed to an unacceptable risk of injury, or were not given necessary medical treatment.

Bullying is another form of abuse. This is deliberate hurtful behaviour - either physical or verbal - against someone, usually repeated over a period of time. It includes hitting or threatening a child, calling them names or insulting them, making them do things they do not want to do, and deliberately humiliating or ignoring them.

It is important to be aware that these examples of abuse may not necessarily relate to the behaviour of an adult towards a child; the abuser can be another child. This is particularly the case with bullying and needs to be dealt with promptly and appropriately. Good supervision of children at all times should prevent this sort of behaviour occurring. Not intervening in cases of bullying counts as neglect.

Our duty of care also includes being alert to signs of abuse in other areas of children's lives. It is possible that a child may choose to confide in a trusted adult within a karate club if they are having problems elsewhere. The NSPCC website includes some very helpful information on signs of abuse, with guidance on what to do if there are concerns.

4. CODE OF CONDUCT FOR EWKR INSTRUCTORS, OFFICIALS AND VOLUNTEER HELPERS

EWKR instructors and other responsible adults have great opportunities to be positive role models for children in karate and to help build young peoples' confidence both in the sport and in life generally. The EWKR Code of Conduct sets out some good practice guidelines to help achieve these goals. All club leaders must ensure that the Code is applied in all EWKR activities for which they are responsible.

Minimum requirements for instructors

All club leaders and instructors have a responsibility to:

- obtain an **enhanced DBS certificate** and update this at least every three years; signing up to the update service for volunteers facilitates this;
- read the EWKR child safeguarding policy and procedures and know how to implement these;
- familiarise themselves with the information on the NSPCC CPSU website, **thecpsu.org.uk** and in CPSU newsletters when circulated by the Child Safeguarding Officer.

Ensuring a positive approach to karate activities.....

EWKR Instructors and other adults with responsibility for children are expected to:

- Be positive and approachable; treat all children fairly and ensure they feel valued; give enthusiastic and constructive feedback rather than negative criticism.
- Ensure the safety of all children by providing effective supervision, proper pre-planning of training sessions, using safe methods at all times.
- Provide training suitable to the age and physical and emotional development of the child.
- Consider the wellbeing and safety of participants before the development of their karate performance.
- Establish and address the needs of any particularly vulnerable participants or those with a disability (including physical and learning disabilities).
- Check with parents whether there are any individual issues to be aware of, for instance if a child is particularly shy or has asthma.
- Check with parents at regular intervals whether their children enjoy their training and are satisfied with the progress they are making.
- Avoid taking on responsibility for tasks for which you are not appropriately trained.

Preventing problems arising.....

The following guidelines must be followed in all EWKR clubs. This will help to ensure a constructive training environment which guards against the occurrence of any form of abuse, or false allegations of abuse.

- Always work in an open environment with other adults (club members or parents) present.
- Develop an appropriate professional relationship with all karate participants, based on mutual trust and respect.
- Be clear about the serious safety aspects of communicating online through websites and social media platforms and of the EWKR policy in this respect. Do not 'friend' or 'follow' young people from personal accounts on social media or accept them as 'friends' on their own accounts. Remember that even online you need to provide a role model for all your students.
- Try to encourage parents to participate in and support club activities as much as possible.
- Never spend time alone with children (e.g. if there is only one child for a class and the parents do not plan to stay in the dojo) and never take children to your home. If parents do not turn up to collect a child then inform the club leader; try to contact the parent and wait with the child until their parent arrives.

- Do not drive children to karate events without the written permission of their parent(s).
- Explain the EWKR ten dojo rules to all karate students and make sure these are understood and that high standards are maintained.
- Make sure an instructor is always present in the dojo when any training activity is taking place.
- Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Never use sanctions that could humiliate or harm children.
- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded and report these immediately to the club's designated Child Safeguarding Officer.
- Always administer minor first aid in the presence of others and refer more serious incidents to the club's 'first aider'; have access to a telephone for immediate contact of emergency services if required.
- Maintain confidentiality about sensitive information.

5. CODE OF CONDUCT FOR PHOTOGRAPHY AND SOCIAL MEDIA

Photography

The EWKR likes to promote its activities with photographs on its website and facebook pages and in the press, both to encourage participation in karate, and to record the achievements of its members. Parents, too, like to photograph their children, particularly at gradings and competitions, and to upload photos to their own social media platforms. However, the EWKR recognises that some people use sporting events to take inappropriate photos of children, and use images obtained online to identify individuals to contact. The Association aims to prevent this happening within its own activities.

The EWKR therefore only uses known and trusted photographers (usually a parent and/or club member). If photos are taken of small groups of children then parental consent must first be sought. Most photos, however, are of groups of students and it is not usually practical to gain consent for every participating child. In such circumstances the EWKR makes every effort to advise parents that photos will be taken during an event and explain what the photos will be used for (e.g. for a local newspaper, the EWKR website or facebook page) so that they have the opportunity to opt out. The full name of an individual child will not be included alongside their published image.

Similarly, parents are expected to ask the permission of club officials if they want to take photos during EWKR activities. Parents should never upload images of children other than their own without permission from the parents of all the children involved.

Online safety

The EWKR recognises the serious safety aspects of communicating online through websites and social media platforms. The EWKR's facebook pages and social media platforms are therefore managed by designated persons who also monitor page content and would remove any inappropriate comment.

EWKR policy is that instructors should not 'friend' or 'follow' young people from personal social media accounts or accept them as 'friends' on their own social media.

The Association supports the principles set out in the comprehensive NSPCC CSPU online safety policy available at: the cpsu.org.uk/help-advice/topics/online-safety/.

6. RESPONDING TO AND REPORTING CONCERNS

It is not the responsibility of anyone working in the EWKR to decide whether or not child abuse has taken place - this is the role of the child protection agencies. However, the EWKR has a responsibility to act on any concerns by reporting them to the appropriate person or the appropriate authorities. Advice on reporting procedures and other aspects of EWKR policy and its implementation is provided by the Association's Lead Child Safeguarding Officer (CSO) and Deputy (DCSO). Both the CSO and DCSO are members of the Farnham and Aldershot, Camberley and Bagshot clubs. EWKR clubs elsewhere in the country should therefore appoint a local CSO for their own club to act as a local liaison person should any problems arise in their areas.

Any concerns about a child should be reported to the local club CSO who should immediately refer it to the lead safeguarding CSO or their deputy. In all cases, accurate records, with clear and factual information including dates and times, should be kept of:

- the nature of the concern
- details of all individuals involved
- how it was initially responded to
- where and to whom it was reported
- how it was dealt with
- what the outcome was

There is extensive guidance on the NSPCC CPSU website on how to respond to and report concerns. This includes an incident reporting form and case management tool with helpful templates and flow charts which EWKR will adapt and follow should the need arise.

Maintaining confidentiality for all concerned in any allegations of abuse is extremely important. Every effort must be made to ensure that information is tightly controlled and provided on a strictly 'need to know' basis.

7. CONTACTS AND SOURCES OF INFORMATION AND HELP

NSPCC Child Protection in Sport Unit (CPSU)

Provides detailed guidance on all aspects of safeguarding children in sport:

thecpsu.org.uk

0116 366 5590 (England and Wales)

028 9035 1135 (Northern Ireland)

NSPCC

To report concerns and for advice and support; and for information on policy, practice, research and news on child protection:

nspcc.org.uk | 0800 800 5000

help@nspcc.org.uk

The NSPCC also has a whistleblowing helpline for those who do not feel able to raise concerns internally with the EWKR.

0800 028 0285 8am-8pm Monday-Friday or email: help@nspcc.org.uk

...and to help recognise signs of abuse:

nspcc.org.uk/preventing-abuse/signs-symptoms-effects/

County Sports Partnership Network (CSP)

County Sports Partnership Networks work with the NSPCC Child Protection in Sport Unit, National Governing Bodies of Sport, sports coach UK and other organisations to support clubs and organisations in developing and promoting best practice and responding to concerns relating to safeguarding children in sport. CSPs provide the following support services to their local sporting communities:

- Work with partners to establish and implement agreed, consistent minimum safeguarding standards for sports activities locally
- Support clubs/sports organisation in creating Safeguarding Policy or Good Practice Guidance
- Provide advice and access to relevant safeguarding training courses for clubs, volunteers and coaches
- Provide information to young people, parents, clubs involved in sport with a concern on what steps to take to report these
- Provide information to statutory agencies and National Governing Bodies where a concern has been identified.

The national website cspnetwork.org provides links to individual county websites and contacts.

England Karate-Do Wado-Kai Renmei (EWKR)

englandwadokai.org

EWKR Lead Child Safeguarding Officer/s

Lead CSO: **Maggy Jennings OBE, 3rd Dan**

maggy.jennings25@gmail.com

01252 781 810

Deputy CSO: **Liann Keenan, 2nd Dan**

liann.keenan@wlmht.nhs.uk

07821 506 304

Local EWKR club Child Safeguarding Officers

Details of the Child Safeguarding Officers for individual EWKR clubs should be listed on the respective club website or in other club information.