

誠会 空手道

Makotokai Karate Do Association

Child Protection Policy



Makotokai Karate Do
is an affiliated member of
the Martial Arts Development Commission.





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Introduction

Makotokai Karate Do (MKD) is an affiliated member of Martial Arts Development Commission (MADEC), which is a recognised Karate governing body.

More than 60% of our membership is aged under 16 years and accordingly MKD have produced this Child Protection Policy for implementation within the **Makotokai Karate Do Association** because

All sporting organisations, which make provision for children and young people, have a responsibility to ensure that:

- *The welfare of the child is paramount;*
- *All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;*
- *All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;*
- *All instructors/assistant instructors working in sport have a responsibility to report concerns to the appropriate officer.*

Policy statement

Karate as a sport and pastime has a duty of care to safeguard all children involved in Karate from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Makotokai Karate Do (MKD) will ensure the safety and protection of all children involved in our sport through adherence to the Child Protection guidelines.

A child is defined as under Section 5.—(1) In this Part of The Children (Scotland) Act 1995 viz:

"child" means, where the expression is not otherwise defined, a person under the age of eighteen years;

Policy aims

The aim of the MKD's Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of MKD Karate instructors/assistant instructors.
- Allow all instructors/assistant instructors to make informed and confident responses to specific child protection issues.

Promoting Good Practice with Young People

Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. Abuse can occur within many situations including the home, school and the sporting environment. It is a fact of life that some individuals will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection.

All suspicious cases of poor practice should be reported to the MKD and or relevant authorities following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Karate:

Good practice means:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets).
- treating all young people/disabled adults equally, and with respect and dignity.
- always putting the welfare of each young person first, e.g. before winning.
- maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- building balanced relationships based on mutual trust, which empowers children to share in the decision-making process;
- making sport fun, enjoyable and promoting fair play.
- ensuring that if any form of manual/physical support is required, it should be provided openly.
- keeping up to date with the technical skills, qualifications and insurance in sport.
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure instructors / assistant instructors /parents work in pairs.
- ensuring that if mixed teams involved at external venues then a male and female member of staff should always accompany students. (NB however, same gender abuse can also occur)
- ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the presence of young people.
- giving enthusiastic and constructive feedback rather than negative criticism.

- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- securing parental consent in writing to *act in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- requesting written parental consent if club officials are required to transport young people in their cars.

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

Avoid spending excessive amounts of time alone with children away from others;

Avoid taking children to your home where they will be alone with you.

Practice never to be sanctioned

The following should never be sanctioned. You should never:

- **engage in rough, physical or sexually provocative games, including horseplay;**
- **share a room with a child;**
- **allow or engage in any form of inappropriate touching;**
- **allow children to use inappropriate language unchallenged;**
- **make sexually suggestive comments to a child, even in fun;**
- **reduce a child to tears as a form of control;**
- **allow allegations made by a child to go unchallenged, unrecorded or not acted upon;**
- **do things of a personal nature for children or disabled adults that they can do for themselves;**
- **invite or allow children to stay with you at your home unsupervised.**

NB. It may sometimes be necessary for instructors/assistant instructors to do things of a personal nature for children, e.g. if they are young or are disabled. **These tasks must only be carried out with the full understanding and consent of parents and the students.** If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting/assisting to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following occur you must report this immediately to another colleague and record the incident. You must also ensure the parents of the child are told.

- if you accidentally hurt a student.
- if he/she seems distressed in any manner.
- if a student appears to be sexually aroused by your actions.
- if a student misunderstands or misinterprets something you have done.

Guidelines for Use of Photographic Filming Equipment at MKD and Karate Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all clubs be vigilant with any concerns to be reported to the Club Child Protection Officer.

Where photographs of a child are to be taken for club purposes, prize given etc., then prior to the photographs being taken the consent of the parent or guardian of the child must be obtained. In no circumstances must photographs of a child be taken or displayed without the appropriate consent.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be aware that this is part of the coaching programme and care must be taken in the storing of such films.

Note:

At all times the consent of the parent or guardian must be obtained prior to any video or photographs are take or obtained of a student under the age of 16 years. (Consult MADEC Document)

Recruitment and selecting Instructors/ Assistant Instructors

The MKD recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

When undertaking pre-selection checks the MKD will undertake the following:

- All Instructors/assistant instructors will complete an application form. The application form will elect information about applicants past and a self-disclosure about any criminal record.
- Consent must be obtained from an applicant to seek information from the Scottish Criminal Records Bureau and any other appropriate check as required under the disclosure procedures – usually enhanced disclosure.
- Two confidential references, including where possible, one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (Passport or driving licence with Photo).

NB All current MKD instructors/assistant instructors will complete a declaration of self-assessment.

Responding to suspicions or allegations

It is not the responsibility of anyone working in Karate, in a paid or unpaid capacity to take responsibility or 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.

The MKD assures all instructors/assistant instructors that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation

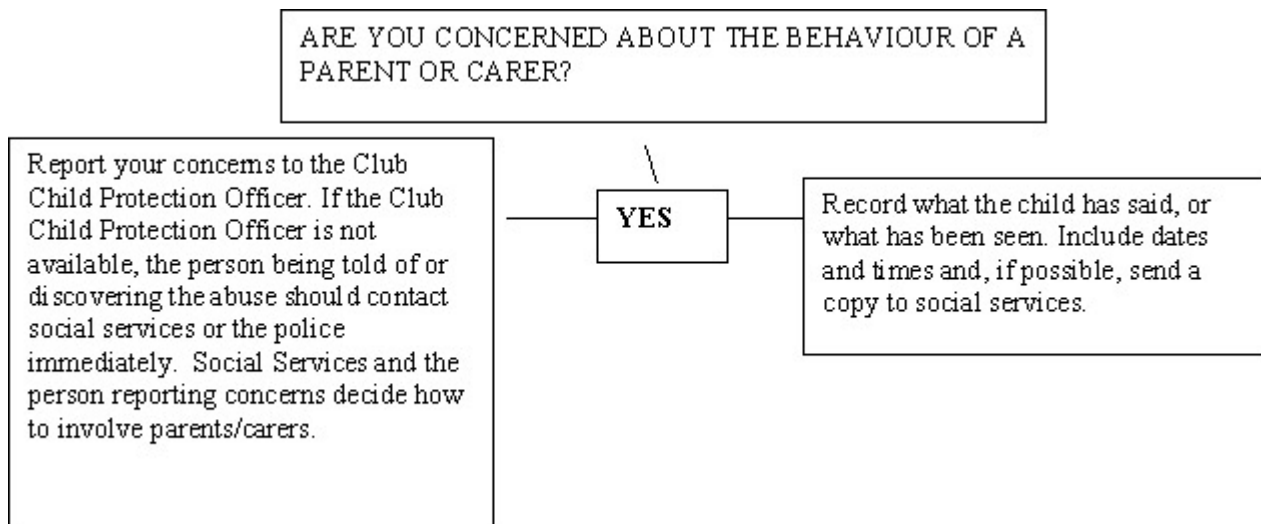
- A criminal investigation,

- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

The following action should be taken if there are concerns



The MKD Child Protection Officer must always inform the MKD on the appropriate form provided.

Poor Practice

If, following consideration, the allegation is clearly about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the MKD Association, or if the matter has been handled inadequately and concerns remain, it must be reported to the MKD Child Protection Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

Any suspicion that a child has been abused by either an instructor or other student, must be reported to the MKD Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The MKD Child Protection Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if *out-of-hours*.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The MKD Child Protection Officer will advise or and deal with any procedural issues and media enquiries.

If the MKD Child Protection Officer is the subject of the suspicion/allegation, the report must be made direct to the MADEC Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information must be handled and disseminated on a *need to know basis* only. This includes the following people:

- The MKD Child Protection Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- The MADEC Regional Development Manager and (*sport*) Child Protection Officer;
- The alleged abuser (and parents if the alleged abuser is a child). *

**Seek social services advice on who should approach alleged abuser.*

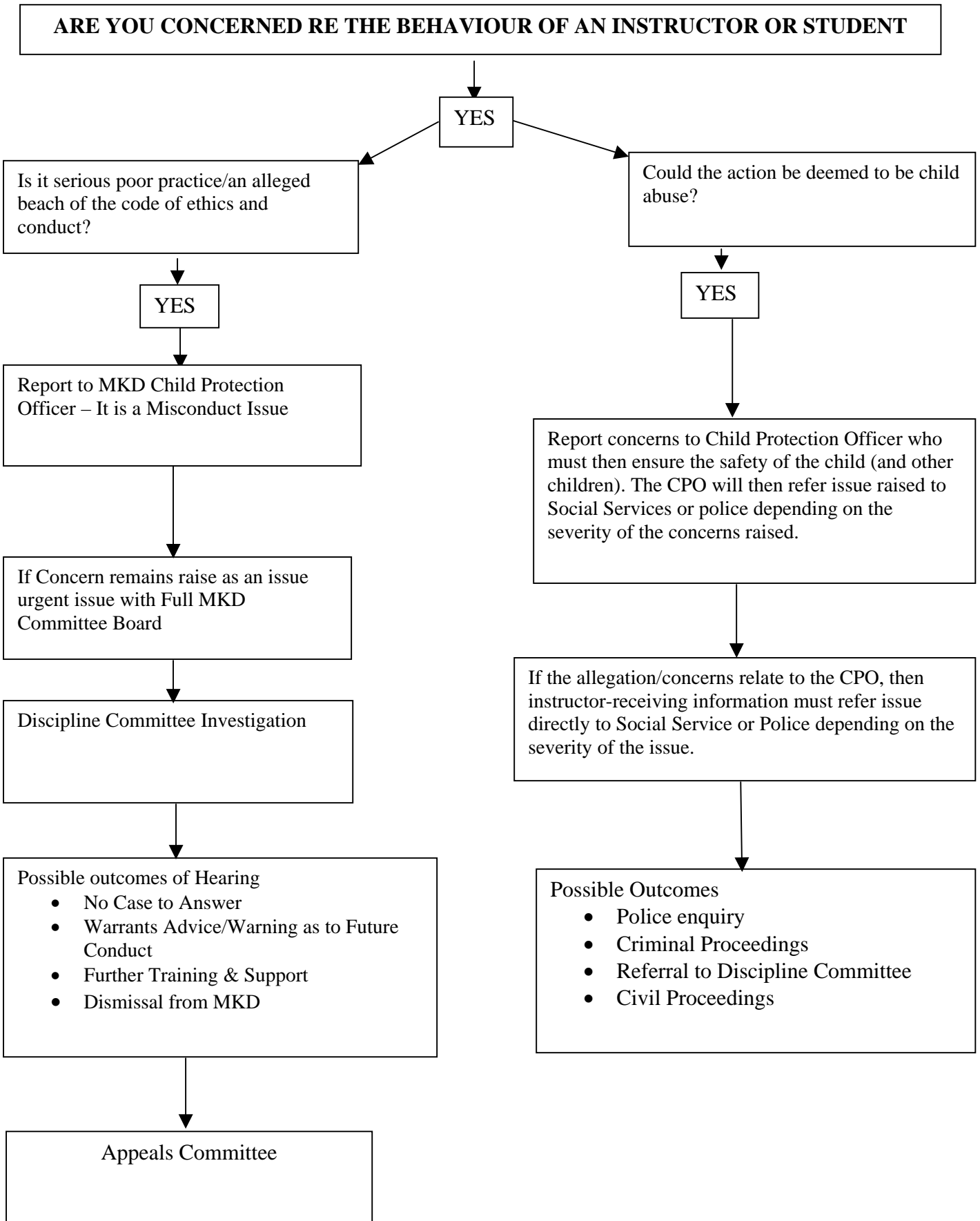
Information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000, or Childline on 0800 1111)

Other useful contact numbers:

Local Social Work Department	01786 471177
Police Family Protection Unit	01786 813412

What to do if there are concerns



Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should include the following::

- Name of child
- Age of child and date of birth
- Home address and telephone number
- Is the person making the report expressing their own concerns or those of someone else
- What is the nature of the allegation? Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Behavioural signs indirect signs?
- Witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report has the child concerned been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.

The MKD has designed a form for your use below –



CONCERN/ALLEGATION RECORD FORM

Date:

Your name:

Your position:

Please complete the following if you have received a concern or have received an allegation that relates to behaviour/actions towards a Child or Young Person

Name of Child or Young Person:

Address:

Date of Birth:

Actions taken on receipt of Allegation/Concern

Date of receipt of allegation/concern:

Action/Response:

External agencies contacted

Social services YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:
Police YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:
Local Authority YES/NO	If yes – where: Date: Time: Name and contact number: Details of advice received:

Signature:
Print Name
Date:

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club must follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

Internal Enquiries and Suspension

The MKD Child Protection Officer 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 MKD Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the MKD Disciplinary Committee will reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children must always remain paramount.

Action if Bullying is Suspected

The same procedure must be followed as set out in the Section relating to responding to suspicions or allegations, if bullying is suspected. All settings in which children are provided with services or are living away from home must have rigorously enforced anti-bullying strategies in place.

Remember: In all Child Protection issues –

Maintain confidentiality on a *need to know* basis only.

Ensure the Association Child Protection Officer follows up with social services.

Where appropriate The MADEC Child Protection Officer should also report the incident to the MKD Child Protection Officer who will advise, support and report as necessary.