

# Child Protection Policy



- **Introduction**

All sporting organisations which make provision for children and young people must 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 staff (paid /unpaid) working and teaching for Combat Academy U.K. have a responsibility to report concerns to the appropriate person.

Staff/volunteers are not trained to deal with situations of abuse, nor decide if abuse has occurred.

### **Policy statement**

Combat Academy U.K. has a duty of care to safeguard all children involved in Combat Academy U.K. 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. Combat Academy U.K. will ensure the safety and protection of all children involved in Combat Academy U.K. through adherence to the Child Protection guidelines adopted by Combat Academy U.K.

A child is defined as under 18 (The Children Act 1989).

### **Policy aims**

The aim of the Combat Academy U.K. Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Combat Academy U.K.
- Allow all Instructors / volunteers 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. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. 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 following the guidelines in this document. When a child enters the club having been subjected to child abuse outside the club environment, Martial Arts 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 Martial Arts.

#### **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, before winning or achieving goals.
- Maintaining a safe and appropriate distance with participants (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 Martial arts training fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with the technical skills, qualifications and insurance.
- 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 parents/teachers/coaches/officials work in pairs.
- Ensuring that in mixed classes, there should always a male and female supervisor. (NB however, same gender abuse can also occur).
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people, avoiding excessive training 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 or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the student involved. There is a need to be responsive to a person's reactions. 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 or assisting a child 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 should report this immediately to a Senior Instructor and record the incident. You should also ensure the parents of the child are informed.

- 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 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 Instructors and volunteers be vigilant with any concerns to be reported to the Club Child Protection Officer.

Videeing as a coaching aid: there is no intention to prevent Instructors 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 should be taken in the storing of such films.

## **Recruitment and selecting staff and volunteers**

Combat Academy U.K. 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 following should be included:

- All volunteers /staff should complete an application form. The application form will elect information about applicants past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (introduced in September 2001).
- Two confidential references, including 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).

## **Responding to suspicions or allegations**

It is not the responsibility of anyone working in Combat Academy U.K. 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.

Combat Academy U.K. will assure all staff/volunteers 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.

## **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 Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Combat Academy U.K. senior 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 a member of staff or a volunteer should be reported to the Club 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 Club 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 Club Child Protection Officer should also notify the relevant Combat Academy U.K. officer who in turn will inform the Senior Instructor who will deal with any media enquiries.
- If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Senior Instructor who will refer the allegation to Social Services.

## **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 includes the following people:

- The Club Child Protection Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- Senior Instructor
- The alleged abuser (and parents if the alleged abuser is a child). \*

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

Information should 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).

## **Internal Enquiries and Suspension**

- The Combat Academy U.K. 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 Combat Academy U.K. Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer should 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 Combat Academy U.K. Disciplinary Committee must 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 should always remain paramount.

## **Support to Deal with the Aftermath**

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Help Lines, support groups

and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory (**The British Association for Counselling Directory**) is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: [bac@bac.co.uk](mailto:bac@bac.co.uk), Internet: [www.bac.co.uk](http://www.bac.co.uk)) may be a useful resource.

- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

### **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 should 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 the club, 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.

This is reinforced by the details of the Protection of Children Act 1999.

### **Action if Bullying is Suspected**

The same procedure should 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 should have rigorously enforced anti-bullying strategies in place.

### **Action to Help the Victim and Prevent Bullying in Sport:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully (ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever the bullying is occurring).

### **Action Towards the Bully(ies):**

- Talk with the bully (ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bullies (ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.

- Encourage and support the bully (ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

**Remember:**

- Maintain confidentiality on a *need to know* basis only.
- Ensure the Club Child Protection Officer follows up with social services.
- The Club Child Protection Officer should also report the incident to the Senior Instructor who should ascertain whether or not the person/s involved in the incident play a role in the club and act accordingly.

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)

**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 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

All enquires should be directed to:

**Mr. Andy Furnell  
C A UK Child Protection Officer  
2 Heathermount  
Bracknell  
Berkshire  
RG12 9QF  
07783 428240**

**Mrs Cobi Gaudie  
C A UK Child Protection Officer  
12 York Road  
Binfield  
Berkshire  
RG42 5JX  
01344 311131**



## Essential Contacts.

The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel: 0207 82502500 Helpline: 0800 800 500
Childline U.K	Freepost 1111 London N1 OBR	Tel: 0800 1111
Sports Coach UK	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel: 0113 274 4802
Criminal records Bureau	CRB PO Box 110 Liverpool L3 6ZZ	Tel: 0870 90 90 811 <a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
NSPCC Freephone 24hr Helpline		Tel: 0800 800 500
<b>Area Child Protection Committees</b>	<p>Bracknell forest Borough Council Times Square Market Street Bracknell G12 1JD</p> <p>Reading Borough Council Floor 7 Fountain House PO Box 2624 Civic Centre Reading RG1 7WB</p> <p>Slough Borough Council Assistant Director Social Services Town Hall, Bath Road Slough SL1 3UQ</p> <p>West Berkshire Council Avonbank House West Street Newbury Berkshire RG14 1BZ</p> <p>Windsor and Maidenhead Council York house Sheet street Windsor SL4 1DD</p> <p>Wokingham District Council Community Services Dept. Wokingham G40 1WN</p>	<p>Tel: 01344 424642</p> <p>Tel: 0118 9390080</p> <p>Tel: 01753 875765</p> <p>Tel: 01635 519 735</p> <p>Tel: 01628 683701</p> <p>Tel: 01189 974 6775</p>

<p><b>Local Social Services Dept (Including Out of Office Hours Contact)</b></p>	<p>Social Services- Mon – Fri 9 – 5pm</p> <p>Bracknell Forest 01344 351582</p> <p>Reading 0188 955 3600</p> <p>Slough 01753 690814</p> <p>Windsor and Maidenhead 01628 798888</p> <p>West Berkshire 01635 46545</p> <p>Wokingham 0118 9746800</p>	<p>Out of Hours Contact.</p> <p>01344 488495</p> <p>01344 786543</p> <p>01344 355273</p> <p>01344 355273</p> <p>01344 786543</p> <p>01344 488495</p>
<p><b>Local Police Child Protection Teams</b></p>	<p>Reading, Wokingham and West Berkshire 8am – 4pm 0118 953 6338 out of hours 0118 536 6000</p> <p>Bracknell, Windsor and Maidenhead and slough 8am – 4pm 01753 835485 out of hours 01753 50600</p> <p><b>In an Emergency dial 999</b></p>	

## INSTRUCTOR/ASSISTANT INSTRUCTOR APPLICATION FORM

To be completed in full and forwarded to C.A.UK with copy of First Aid Certificate

**Note: All successful applicants will be subject to C.R.B Disclosure.**

Title:		Surname:		Forenames (s):	
Home Address:		Business Addresses (if applicable)			
Telephone:		Telephone:		Occupation:	
		May we contact you at work? (emergency only) Yes / No.			
Date of Birth:		E-Mail:			
Reason for wanting to be an Instructor/Assistant Instructor?					
Testimonial from lead Instructor.					
Details of any Qualifications that may be relevant:					
<b>Referees. Please name two referees who are well known to you, but exclude relatives, who we may contact about your suitability as an Assistant Instructor/Instructor.</b>					
Name:		Name:			
Address:		Address:			
Telephone:		Telephone:			
Email:		Email:			
How is the referee known to you?		How is the referee known to you?			



# Assistant Instructor/Instructor/Interview

Name

Date

Interviewed by:

## 1. Why do you want to teach martial arts with Combat Academy UK?

## 2. Communication skills.

Explain the methods you would use to encourage a young person to get involved in a Martial Arts session?

1 2 3 4 5

## 3. Child welfare and protection.

In your role as Instructor/ Assistant Instructor, you may come across a situation where you believe a young person is being bullied by another. How would you deal with this situation?

1 2 3 4 5

## 4. Leadership.

Have you ever led a team of people or had any other management experience?

1 2 3 4 5

### Suitability Checklist:

- Knowledge of child protection issues.
- Relevant training/Experience.
- Willingness to update skills.
- Previous experience with working with young people.
- Commitment and knowledge to treat all young children and young people as individuals and with equal concern.
- Physical Health.
- D.B.S Disclosure completed.
- First aid certificate received.

# Confidential Reference

Name:

The above named has expressed an interest in working as an Instructor/Assistant Instructor for Combat Academy U.K. A position which will involve working with children and young adults.

If you are happy to complete this reference, any information will be treated with due confidentiality and will only be shared with the person conducting the assessment of the candidates suitability for the post, if he/she is accepted for the position in question. We would be most grateful if you could be extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?.....
2. In what capacity?.....
3. What attributes does this person have that would make them suitable for this work?  
.....  
.....  
.....  
.....

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V.Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self Motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					



**The role involves substantial access to children. As an organisation committed to the welfare of and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people**

Yes

No

**If you have answered YES we will contact you in confidence.**

Signed:

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Print Name:

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Position:

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Organisation:

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