

Safeguarding Policy - Children

Policy and Procedures

Master Kindred Martial Arts (MKMA Karate)

Written: 7th April 2021

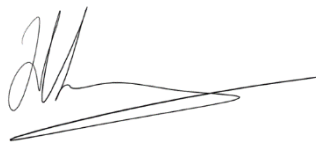
Latest Review Date: April 2024

To Be Reviewed with Intervals No Greater Than 2 Years

Reviewed last: 21/04/2022

Reviewed By: J. Rowberry

Signature:

A handwritten signature in black ink, appearing to be 'J. Rowberry', with a long horizontal flourish extending to the right.

1. Commitment to Safeguarding Statement

“**Master Kindred Martial Arts (MKMA Karate)** is committed to safeguarding children and young people under the age of eighteen and we expect everyone who instructs and participates in our school/club to share this commitment. Adults in our school/club must take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.”

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2. Principles

Master Kindred Martial Arts (MKMA Karate) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance Working Together to Safeguard Children 2018 and complies with best practice requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- Have a positive and enjoyable experience in a safe and child centred environment.
- Are protected from abuse whilst participating in activity organised within MKMA Karate training locations or outside.

MKMA Karate acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy MKMA Karate will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify, and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in MKMA Karate. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3. 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

4. Definitions

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).

This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protection Process it will be 16.

5. Types of Abuse and Neglect (according to Keeping Children Safe in Education 2018)

All school/club instructors/team should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

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. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in 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. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.

Related issues

In addition to the above categories, there are other forms of harm or abuse that should involve the police and other organisations working together to protect children. These include:

- Bullying
- Child Sexual Exploitation
- Hate crimes
- Abuse in domestic settings
- Honour based violence

- Forced marriage
- Human trafficking
- Exploitation by radicalisers who promote violence
- Membership of gangs inclined to use violence.
- Female Genital Mutilation

Many of these areas are addressed in local multi-agency child or vulnerable adult safeguarding procedures. You may feel that these situations are so unlikely to arise that you would never be required to respond. However, it is as well to be aware of these other related areas just in case your suspicions are raised.

Poor practice

Sometimes, your concerns may relate to poor practice, where an adult or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the relevant Club/School/Academy/NGB Code of Conduct or brings Martial Arts into disrepute, or which infringes an individual's rights. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Examples of poor practice towards students, which should never be sanctioned include:

- Use of excessive, physical or humiliating punishments
- Failure to act when you witness possible abuse or bullying
- Being unaware of, or breaching, any relevant policy such as the Code of Ethics and Conduct
- Spending excessive amounts of time alone with young people away from others
- Inviting or allowing young people into your home where they will be alone with you
- Engaging in rough, physical or sexually provocative activity
- Allowing young people to use inappropriate language unchallenged
- Making sexually suggestive comments even in fun
- Reducing a person to tears as a form of control
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for young people that they can do for themselves; sharing a bedroom with a young person you are not related to, even with parental permission.

Some participants may require assistance with personal care due to being very young or disabled. If a young person needs this level of support, it should be made clear to their parent/s that this can only be carried out by a designated carer and not by the instructor. Even if the instructor is trained in carrying out personal care tasks, this compromises their role as trainer and places them and the child in a vulnerable position. These support arrangements should clearly be in place and agreed to by all parties prior to the activities commencing.

6. Signs and Indicators of Abuse and Neglect

Indicators that a young person may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else (a young person or adult) expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected
- Having difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating or loss of appetite; or a sudden weight change
- Becoming increasingly dirty or unkempt

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with parent/guardians will help to identify any other concerns that a young person may be experiencing. For example, a family bereavement which could cause some of the changes listed above.

Remember it is not the responsibility of MKMA Karate to decide if child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

7. What to do if you have a concern or someone raises concerns with you.

MKMA Karate recognises 'everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action' (page 11 para 16 Working Together to Safeguard Children 2018).

Whilst accepting this duty, it is recognised that MKMA Karate is not responsible for deciding if abuse has occurred. It does however have a duty to respond and report concerns.

MKMA Karate will have an appropriately trained Designated Safeguarding Lead and Deputy.

All safeguarding concerns and poor practice occurrences, except if the issue concerns those individuals, **must** be reported to the DSL / Deputy. This includes issues raised concerning the activities of instructors or volunteers or, where there are concerns outside of MKMA Karate (for example at home, school or in the wider community). Where there is an allegation against an instructor or volunteer who works with children at MKMA Karate the DSL/Deputy must report the matter to the Local Authority Designated Officer/Local Safeguarding Authority.

Instructors and volunteers must also report the following to the DSL / Deputy and make a written record of what they have done, seen or heard:

- They have accidentally hurt a child
- A child seems distressed in any manner
- A child appears to be sexually aroused by their actions
- A child misunderstands or misinterprets something they have said or done.

If you think a child is in immediate danger or requires medical attention, you should call the emergency services on 999. You can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks. This is an immediate responsibility and will take priority over informing the Designated Safeguard Lead or Deputy.

8. How to respond to a concern

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.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Contact your Designated Safeguarding Lead.
- Where you are unable to contact your Designated Person, advice can be sought from statutory agencies or the NSPCC Helpline.
- All serious concerns must be referred to statutory agencies.
- Where the concern or allegation is about a member of staff or a 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.

When a safeguarding concern or poor practice has been identified concerning a specific child the parents/guardians/carers of that child should be notified. Where the DSL/Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

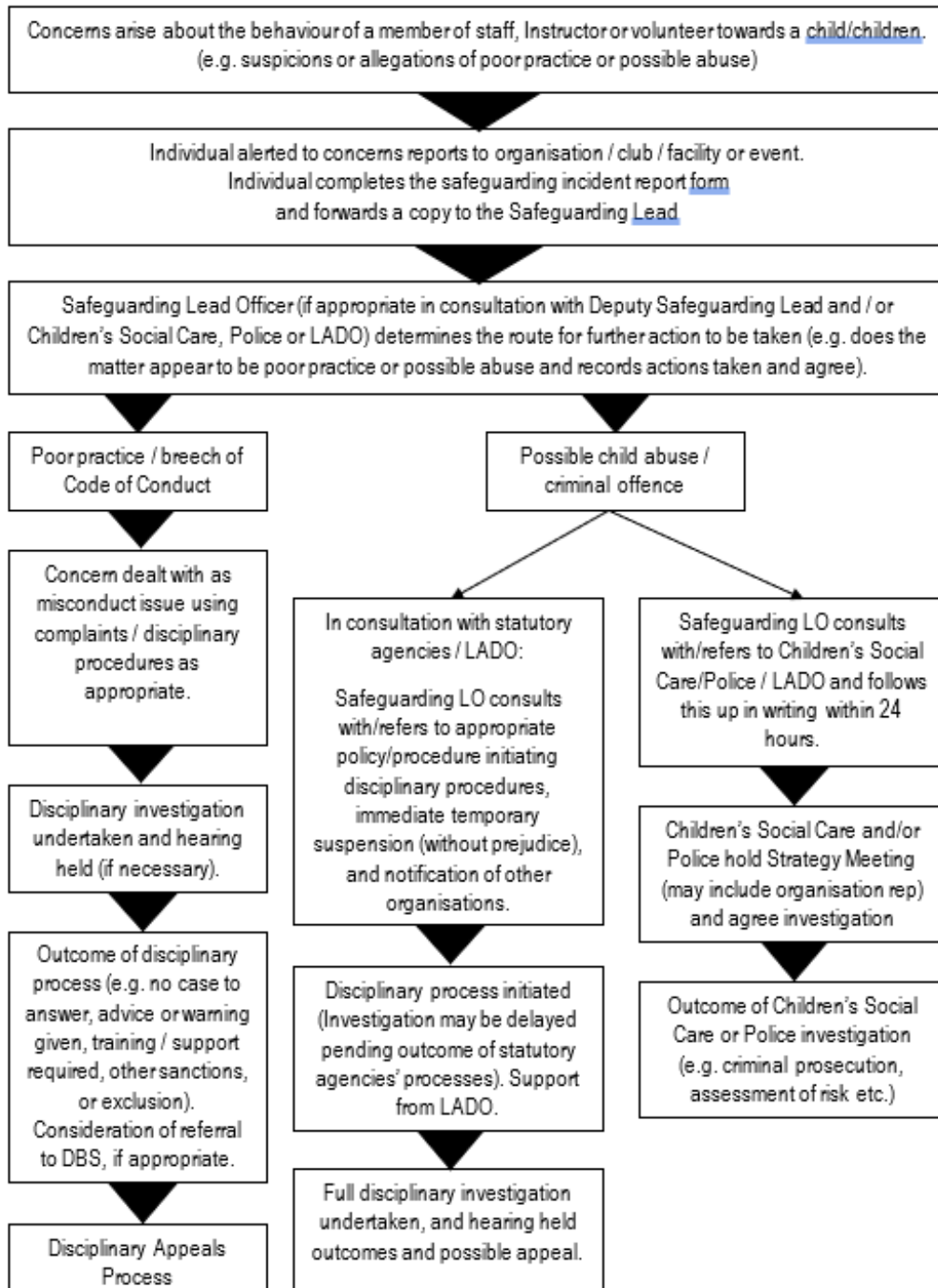
Safeguarding Children Flowchart



Safeguarding reporting procedure

1. About the behaviour of the organisation's staff member or volunteer

(e.g. allegation about a coach or officer's behaviour towards a child)



9. Recording

Should a child make a disclosure a record in writing must be made as soon as possible, using their words as closely as possible and where relevant, using the club report form. 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. Throughout the process of any safeguarding cases, accurate records should be made and maintained.

Codes of Conduct and Ethics

The codes of conduct and ethics for all those involved at MKMA Karate can be found as a separate guidance sheet. It is essential these are followed in so the highest possible standards of behaviour and conduct in Martial Arts activities are maintained. The principles must be adhered to at all times so that Martial Arts can be enjoyed by all. Additionally, all instructors within MKMA Karate will show their understanding and commitment to the codes of conduct and ethics by signing a copy of the relevant guidance sheet.

Safer Recruiting

At MKMA Karate we take all reasonable steps to ensure unsuitable people are prevented from working with children. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. All MKMA Instructors should hold a valid DBS certificate. In the event an applicant's DBS has revealed offences a complete and thorough risk assessment should be completed and if required the applicant dismissed.

Supervision, support, and training

Once recruited, all Instructors at MKMA Karate will be well informed, trained, supervised and supported to ensure that they effectively safeguard children and know how to respond to any concerns.

MKMA Karate will ensure that mandatory training is completed, and resources are available to encourage the development of instructors. Mandatory training and development include:

- An induction to the inner workings of MKMA (If requested)
- A mandatory 6-month trial period as an instructor requiring a minimum of 3 supervised classes by a qualified MKMA Instructor (Signed off by Chief/Assistant Chief Instructor)
- Safeguarding Children in Sport course undertaken & Completion of an enhanced DBS
 - <https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport>
 - [BMABA Safeguarding Course](#)
- Minimum Level 1 coaching qualification completed through the British Martial Arts and Boxing Association
 - <https://bmaba.org.uk/>
- A relevant First Aid Qualification
- All Relevant policies and procedures read, reviewed and signed off

Training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting children's workforce to safeguard children and young people. Training plays an important role in equipping staff and volunteers to do their job safely and effectively. Different safeguarding training is available depending on the person's role.

Whistleblowing

It's important that people within MKMA Karate have the confidence to come forward to speak or act if they're unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing within their sports organisation. The NSPCC has a whistleblowing advice line (<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>) to support professionals who have concerns about how child protection issues are being handled in their own or another organisation.

More detail can be found on the Whistleblowing Guidance Sheet.

Photography & Use of Imagery

Master Kindred Martial Arts (MKMA Karate) has a strong commitment to the safety of children and adults at risk who take part in our clubs. Taking pictures and videos are an important part of sporting life as an aid to instructing, for keeping a record and promoting our School. We are committed to doing our best to ensure that any imagery used within our club promotes our style in the best light.

It is not our intention to prevent parents from taking pictures of their children, but rather to ensure photographic practices are carefully monitored, to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions. **See our photography and use of imagery document for more information.**

Complaints

In order to ensure we develop an open culture where students and staff feel able to express any concerns, we have a procedure for dealing with complaints from a child/student, Instructor, parent or carer.

Please see the MKMA Complaints policy and procedure for more information

Other organisational procedures

It's useful to cross-reference other relevant organisational policies, including:

- Whistle Blowing
- Social media
- Complaints
- Disciplinary
- Child Safeguarding
- Instructor Code of Conduct

Information Sharing

MKMA commits to following the seven golden rules of sharing information. These can be found below

1. Legislation is not a barrier

The Data Protection Act 2018, GDPR and other human rights legislation are not barriers to justified information sharing. Instead they provide a framework to ensure that personal information is shared appropriately.

2. Be honest

Be open and honest with the individual (and their family where appropriate) from the outset. You will need to tell them why, what, how, and with whom information will or could be shared. You should also seek their agreement unless it is unsafe or inappropriate to do so.

3. Seek advice

Seek advice from other practitioners if you are in any doubt about sharing information, without disclosing the identity of the individual where possible.

4. Share with informed consent

Information should only be shared with informed consent where appropriate and respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so such as where safety may be at risk.

5. Consider safety and well being

Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary proportionate relevant adequate accurate timely and secure

Ensure the information you share is

- necessary for the purpose for which you are sharing it.
- it is shared only with those that need it.
- it is accurate and up to date.
- is shared in a timely fashion.
- is shared securely.

7. Record your decision.

Keep a record of your decision and the reasons for it - whether it is to share information or not. if you decide to share, then record what you have shared, with whom, and for what purpose.

Useful contacts

MKMA Karate Welfare Officer/ Designated Safeguarding Lead

- Name: James Rowberry
- Email: jrowberry@yahoo.co.uk
- Telephone: 07483834447

Safeguarding Team – Warwickshire

- Name: Warwickshire Multi-Agency Safeguarding Hub (MASH)
- Email: mash@warwickshire.gov.uk
- Telephone: 01926 414144 - Monday to Thursday 8am - 5.30pm, Friday 8.30am - 5.00pm
- Out of Hours: Emergency Duty Team 01926 886922.
- Non-urgent concerns: complete the Multi Agency Contact Form
- <https://www.safeguardingwarwickshire.co.uk/report-it>

Safeguarding Team – Leicestershire

- Name: First Response
- Email: None Available
- Telephone: 0116 305 0005 (24/7) (Children's Social Care)
- Out of Hours: 0116 305 0005 (24/7) (Children's Social Care)
- Non-urgent concerns: complete the Multi Agency Report Form
- <https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/multi-agency-referral-form-for-early-help-and-social-care-services-marf>
- LADO - 0116 305 7597

NSPCC

- 0808 800 5000
- help@nspcc.org.uk

Police Non-Emergency

- 101

Appendix 1

Incident Report Form

Safeguarding Children Incident form

To be completed as fully as possible if you have concerns regarding a child. It is important to inform the parents about your concerns if suitable and that you have a duty to pass the information onto the safeguarding officer. The safeguarding officer will then look at the information and start to plan a course of action, in conjunction with yourself, the child involved/parents of and if necessary social care or other relevant organisations.

Section 1 – details of child at risk	
Name of child	
Address	
Date of Birth	
Age if date of birth not known	
GP practice (if known)	
Contact number	
Section 2 – details of parent/carer	
Name	
Contact phone number(s)	
Email address	
Relation	
alternative contact	
Section 3 – details of Concern	
Detail what you have seen/been told/other that makes you believe the child at risk is being abused or is at risk of abuse (include dates/times/evidence from records/photos etc.)	

Section 4 - Abuse type(s) – please tick as many as you feel may apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational (formerly institutional)
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		
Section 5 - Have you discussed your concerns with the child/parent/carer? What are their views, what outcomes have they stated they want (if any)?		
Section 5A – Reasons for not discussing with the child/parent/carer		
Inappropriate situation		
Discussion would increase the risk		
Other reason		
Explain in more detail you reasoning		
Section 5B - Have you discussed your concerns with anyone else? why?		

Section 6 – What action have you taken / agreed, if any, reduce the risks?

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Information passed to Safeguarding Officer, confirm details:	Referral to Social Care Confirm details:
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Contact with the police Confirm details:	Referral to other agency – please confirm details:
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Other – state what

No action agreed – state why

Section 7 – Risk to others

Are any other persons at risk Yes/No – delete as appropriate

If yes state why and what actions have been taken to address these?

Signed:

Date:

OFFICE USE ONLY

Section 8 – sharing the concerns (To be completed by Lead Safeguarding Officer)

Details of your contact with the child/parent/carer at risk. Have they consented to information being shared outside of MKMA Karate?

Details of any other agencies contacted

Details of the outcome of this concern