

safe landings

British Judo Association

Child Protection Policy, Procedures and Guidelines





drawing competition winner

"the right path"

Sally, aged 11 from Carmarthenshire

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Foreword

It gives me great pleasure to introduce the British Judo Association Child Protection Policies and Procedures - **Safe Landings**.

My fellow judo body Board members and I believe that it is everyone's responsibility in judo to ensure that all children in our sport have a fun and positive experience on our mats.

The British government's aim for every child, whatever their background or circumstances is:

- To be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

Its widely acknowledged that sport can help a child achieve all of these five outcomes.

I was a child in this sport and my children have practiced this sport. Because of this I feel more strongly than ever that, as well as a legal responsibility, we have a moral obligation to protect children whilst our sport helps them achieve the five above outcomes.

We have come a long way in the last four years and I am proud of the way that the membership of the Association has taken ownership and some measure of pride in the work we have done so far. However there is always more we can do, and the revision of our policies and procedures is just one of the steps we will make along the way.

The Association feels that best practice guidance and policies, clear and transparent procedures, and a robust and relevant training programme underpin good child protection. In 2006 we started delivering judo specific Safeguarding and Protecting Children workshops and these have proved to be lively as well as informative.

The Association sees these workshops as a two-way communication tool with our tutors providing our coaches, officials and volunteers with training. Equally important is that you provide us with feedback as to needs and concerns in Safeguarding at grass roots level this form of communication allows us to respond to your needs quicker and in a more dynamic fashion.

British Judo has long felt that we can produce medals at elite levels whilst safeguarding children's welfare – 2006 marked the start of us promoting that message to our members by adding a basic introduction to Long Term Player Development ideals into our judo specific Safeguarding workshops.

The British Judo Association in 2007 achieved the Intermediate Level NSPCC Standards for Safeguarding Children in Sport – but we are not finished, we need to maintain our momentum to achieve the advanced standards in 2008. We also need to continually look for ways to improve our mechanisms for protecting children and increase the ways in which we listen to and involve children in shaping their sport of judo.

I look forward to working with staff and volunteers as we push forward on this our most important responsibility in our sport.

Densign White

Chairman

British Judo Association

Appreciations



British Judo wishes to express its appreciation to the following for their help and support in preparing and publishing these guidelines.

Julie Moores – Child Protection Lead officer, British Judo Association
 NSPCC Child Protection in Sport Unit – Gill Joyce, National Development Officer
 Children 1st (Royal Scottish Society for the Prevention of Cruelty to Children)
 Sport England
 Sports Coach UK
 English Cricket Board
 Rugby Football Union

British Judo would also like to thank the **Football Association and their Lead Officer, Rachel Tarr**, for allowing us to draw huge inspiration, practical help and guidance from their work for the formation of our Safe Landing policies and procedures.

Special thanks to Marion Neil for her kind assistance in many areas but in particular for her mentoring of our Safeguarding & Protecting Children tutors.

And finally thanks to British Judo coaches, volunteers and members for providing frank and honest feedback and advice to us on what they wanted to see and needed in these documents.

British Judo Association National Working Party

The Chairperson of this group is Julie Moores, Lead Child Protection Officer for the BJA. The group composition is:

- Lead Child Protection Officers for the home countries, (England, Northern Ireland, Scotland and Wales),
- Lead Child Protection Officer for British Judo Council
- BJA Head of Development
- BJA National Coaching Officer

The purpose of the group is to provide a strategic overview of child protection issues for all judo in the United Kingdom, to share good practice, develop good practice guidance in child protection for the sport of judo, and to promote consistency throughout the UK, when dealing with child protection issues.

Organisational Acronyms

BJA	British Judo Association
British Judo	British Judo Association & Home Country Bodies
JS	Judo Scotland
NIJF	Northern Ireland Judo Federation
WJA	Welsh Judo Association
CMT	BJA/JS/NIJF/WJA Case Management Team
CPSU	Child Protection in Sport Unit
CRB	Criminal Records Bureau
CWO	Club Welfare Officer
DfES	Department for Education and Science (now called Department for Children Schools and Families)
LSCB	Local Children Safeguarding Boards
NSPCC	National Society for the Prevention of Cruelty to Children
LTPD	Long Term Player Development
LCPO	Lead Child Protection Officer

Policy and Principles

Policy

Everyone has a role to play in safeguarding children from abuse. Dealing with concerns about child abuse and particularly child sexual abuse can be very disturbing but stay calm and use this guide to help you decide what you need to do. Follow these procedures and together we can help to protect vulnerable children and young people and identify any poor practice that may be putting our players or coaches at risk.

It is widely accepted that it is the responsibility of every adult to protect children from abuse. Child abuse and particularly child sexual abuse can arouse strong emotions in those facing such a situation and 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 children in order to harm them. Everyone working in judo either in a paid or voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse.

British Judo upholds the principle that all children and young people whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

The members, staff and volunteers of the Association are committed to the welfare and protection of children so that they can enjoy sporting activities in safety to the best of their abilities without fear, threat or abuse.

Principles

Children and young people have a right to expect us to protect them from harm. By taking care to uphold these principles we can help to assure their welfare and development.

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, religious belief or sexual identity.
- We will take seriously all suspicions and allegations of abuse and respond swiftly and appropriately.
- Anyone under the age of 18 years is considered as a child for the purposes of this document.
- We recognise that working in partnership with children and their parents/carers is essential for the protection of the children.
- British Judo recognises the roles and responsibilities of statutory agencies in relation to safeguarding children and young people and promoting their welfare and is fully committed to working together with the Local Children's Safeguarding Boards (LCSB)/in Scotland, Local Area Child Protection Committees (LACPC), and to comply with its procedures.
- Regional areas, clubs and other organisations will be provided with the appropriate documentation and support to ensure that they are able to implement the Policy.

It is a criterion of membership that all clubs, regions and affiliated bodies require staff, coaches, officials, administrators, parents and participants adopt and abide by Protection Policies and Procedures.

Physical Education and School Sport Club Links (PESSCL)

British Judo has substantial links with both schools and colleges. In addition to the BSJA activities there are numerous after school clubs and community clubs using education facilities. Many of these school based judo activities come under the National School Sport strategy and PESSCL initiative and as such are required to follow the '*National School Sport Strategy Protocol for Safeguarding Children*' guidelines developed in partnership by the NSPCC CPSU, DfES, Sport England and PESSCL funded National Governing Bodies. For further information and a copy of these guidelines please visit www.Safelandings.org.uk

In Scotland, school based activities are required to follow the guidelines developed by the Scottish Executive, local authority education departments, sportScotland, Children 1st Child Protection in Sport, and guidance contained in "*Protecting Children, A Shared Responsibility 1998*" and "*Protecting Children and Young People, Framework for Standards, Scottish Executive, 2004.*"

It is essential that everyone is clear about how to report a concern about the welfare of a child or young person and about lines of accountability for safeguarding and protecting children where sports organisations link with education. In summary this means following the guidelines set out in the policy.



Our Responsibilities

British Judo recognises its responsibilities both morally and legally under current legislation (including the Children Acts 1989 and 2004 and the Protection of Children (Scotland) Act 2005) and will use our best efforts to promote good practice to protect children.

We recognise that we have a responsibility to:

- Safeguard and promote the interests and well being of children and young people with whom we are working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment and respect their rights, wishes and feelings.
- Confidentiality should be maintained in line with the Human Rights Act 2000 and the Data Protection Act 1988.
- In accordance with *'Working Together to Safeguard Children'* 2006 (HM Government) we recognise that the BJA and its clubs have the following statutory duties, roles and responsibilities:
 - Effective recruitment & selection procedures – including Safeguarding checks
 - Culture of listening to children and young people

Our child protection procedures are intended to:

- Offer safeguards to the children and young people with whom we work, and to our members of staff, volunteers and those in affiliated organisations.
- Help to maintain professionalism and high standards of practice.

We recognise that any procedure is only as effective as the ability and skill of those who operate it. We are therefore committed to:

- Operating safer recruitment procedures
- Providing support, appropriate training and adequate supervision to all our staff, coaches and officials so that they can work together with parents/carers and other organisations to ensure that the needs and the welfare of children remain paramount.
- Ensuring that all coaches complete child protection training as part of the BJA coaching qualification.

British Judo will:

- appoint a Lead Child Protection Officer
- convene a Disciplinary Panel when necessary
- ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- provide support, training and guidance to the Club Welfare Officers and clubs via judo staff/tutors and through recognised child protection training providers
- make decisions on misconduct/poor practice within agreed timescales.
- inform all appropriate individuals and bodies of their decisions within agreed timescales.
- keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to relevant government agencies for consideration by PoCA/PoC(S)A and the Independent Safeguarding Authority when this is established in 2008 (in Scotland the proposed introduction of a Vetting and Barring System).
- to monitor and evaluate the implementation of the policy

Categories of Abuse



Physical Abuse

This occurs when individuals including other young people, deliberately physically hurt or injure children, or knowingly do not prevent such injuries occurring. It includes injuries caused by hitting, shaking, squeezing, burning and biting or using excessive force. It also occurs when young people are given alcohol, inappropriate drugs, or there is a failure to supervise their access to these substances.

In judo situation physical abuse may also occur due to:

- Overly hard randori without mutual consent and technical justification.
- Demonstrating techniques too hard or repeatedly where the intention is to hurt or intimidate the uki (the person being thrown).
- Over training and inappropriate training which disregards the capacity of the player's immature and growing body. This also applies to over competing.
- Forcing (or "suggesting") that a child loses weight to make a weight category This would include the use of sauna suits and bin bags to de-hydrate to lose weight

This is a very complex issue and beyond the scope of this document but as a rule of thumb a child should eat a healthy well balanced diet, train as appropriate to the capacity of their immature and growing body.

They must compete in the weight category that their growing body naturally settles at. The British Judo Association's LTPD plan and web site contains more specific guidance and information. (www.britishjudo.org.uk/technical).

- Inappropriate levels of physical exercises as a punishment – British Judo believes that making a child carryout exercise as a punishment may not only constitute physical abuse in some circumstances but sends mixed messages. We want children and young people to train and exercise to have fun and stay healthy.

Sexual Abuse

Girls and boys can be abused by adults (both male and female) or other young people. This may include encouraging or forcing a child or young person to take part in sexual activity.

Showing children pornographic material is also a form of sexual abuse.

In a judo situation sexual abuse may occur when:

- An adult uses the context of a training session to touch young people in an inappropriate sexual way, e.g. during ground work (ne waza).
- Coaches, managers or volunteers use their position of power and authority to coerce young players into a sexual relationship.
- Coaches or managers imply better progression of the player in return for sexual favours.
- Children and young people being required to weigh-in naked or in underwear.

Note: In junior competitions children must weigh-in wearing judogi trousers for boys (and given a 0.5kg weight allowance) and judogi trousers and t-shirt for girls (and given a 0.6kg weight allowance). The weigh-in must be conducted in an open environment.

British Judo recognises that there are some senior events where there may be players entered who are under the age of 18. For these events players under the age of 18 will weigh-in under junior rules (i.e. judogi trousers for boys with a 0.5kg weight allowance, and judogi trousers and t-shirt for girls with a 0.6kg weight allowance).

Categories of Abuse

Emotional Abuse

This occurs when individuals persistently fail to show young people due care with regard to their emotional welfare, when a young person may be constantly shouted at, threatened or taunted, or be subject to sarcasm and unrealistic pressures. There may also be over-protection, preventing young people from socialising, or bullying to perform to high expectations. The young person may lose self-confidence and may become withdrawn and nervous.

In a judo situation, emotional abuse may occur when coaches, volunteers or parents:

- provide repeated negative feedback in public or private.
- repeatedly ignore a young player's effort to progress.
- repeatedly demand performance levels above the young player's capability.
- over-emphasise the winning ethic.
- making a young player feel worthless, unvalued or valued only insofar as they achieve the expectations of their coach/parents/others.

Neglect

This occurs when a young person's essential needs for food, warmth and care both physical and emotional are not met.

In judo situation neglect may occur when:

- young players are left alone without proper supervision.
- a young player is exposed to unnecessary heat or cold. This would include the use of sauna suits and bin bags to dehydrate to lose weight.
- a young player is not provided with necessary fluids for re-hydration.
- a young player is exposed to an unacceptable risk of injury.
- exposing children to unhygienic conditions.
- exposing children to a lack of medical care.
- non-intervention in incidents of bullying or taunting.

Bullying

Throw bullying out of judo before it gets a hold.

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser is a young person, for example in the case of bullying.

Bullying can be defined as deliberate hurtful behaviour that can take its form both physically and verbally against another person, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Although anyone can be a target of bullying, the victim is usually shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons, overweight, physically small, having a disability or belonging to a different race, culture or religious belief.

Bullies can be both male and female. Although bullying often takes place in schools, it does and can occur anywhere there is poor or inadequate supervision, on the way to/from school, at a sporting event, in the playground and in changing rooms.

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically bullies can have low self-esteem, be, aggressive, jealous and excitable. Crucially, they have learnt how to gain power over others.



Whilst the BJA acknowledges bullying we feel that bullying is also a form of physical and/or emotional abuse and will not be afraid to call certain behaviour as just that – abuse.

There are many types of bullying including:

- Physical: hitting, kicking and theft.
- Verbal: name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures.
- Emotional: tormenting, mobile text messaging, ridiculing, humiliating and ignoring
- Sexual: unwanted physical contact or sexually abusive comments, use of camera phones to record images of players in changing rooms.
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Homophobic: because of, or focussing on the issue of sexuality

In a judo situation bullying may occur when:

- a parent/coach who pushes too hard.
- a coach who adopts a win-at-all-costs philosophy.
- a player who intimidates others.
- an official who places unfair pressure on a person.

Coaches hold a position of power in the relationship with their athlete and must not abuse this position to bully children/vulnerable young adults in their care.

In a judo situation bullying may occur when the coach is:

- overly zealous
- resorts to aggressive, physical or verbal behaviour
- torments, humiliates or ignores an athlete in their charge/care

Judo does not traditionally have a culture of bullying. The reasons for this may be many, but it is widely accepted that the principles underpinning the approach to training taken by the founder of judo, Professor Kano, is certainly at its heart.

A young gentleman of no sizable physique Professor Kano was a victim of bullying, he wanted to get strong by some means or other. On hearing about jujitsu, an exercise by which a man of small strength can beat a man of Herculean strength, he at once made up his mind to learn it.

Professor Kano devoted careful consideration to moral training as well as to technical instruction. In a lecture on the principles of judo and their application to all phases of human activity given at the Parnassus Society at Athens, Greece, Professor Kano stated:

“First of all moral culture must be pursued from the intellectual side, enabling a man to know what is right and what is wrong and also enabling him to reason out and decide this even under complicated circumstances. At the same time cultivation of the emotional and volitional power, as well as the importance of forming good habits, must not be forgotten. But very few people seem to study these things seriously. This, I believe, is also due to the lack of recognition of the Principle of Maximum Efficiency.”

It may seem strange to print a small excerpt about judo’s founder in British Judo’s child protection policy and procedures, however, it is this philosophy which is at the core of our sport even today.

Kano believed that the diligent practice of judo should lead to the realisation that one could not progress at the expense of others; only mutual prosperity offered the key to any real progress in human life. These principles still underpin the sport today and this can be seen from the respect shown between rival exponents through bowing (rei).

Categories of Abuse

Professor Kano developed Seiryoku-Zen'yo` the Maximum-Efficiency and Jita-Kyoei Mutual Welfare and benefit, this is in part where our caring for each other and the lack of a culture of bullying comes from.

Professor Kano also stated that a small part of Mutual Welfare is - to try for self-perfection and contribution to human welfare and benefit.

In other words by trying to improve one's self, one gains better understanding of ones self and one becomes a better person with an understanding of others.

British Judo can't stress strongly enough how important it is that our clubs, coaches, players, officials, parents and volunteers abide by and promote the Judo Code to keep Mutual Welfare at the core of our sport.

The damage inflicted by bullying can often be underestimated. It can cause considerable distress to children and young people, in some cases affecting their health and development. In extreme circumstances it can lead to self-harm.

Take a proactive approach:

- Ensure the Judo Code is promoted and embedded within your club.
- Ask your children and young people to write their own code of conduct to run along side the Judo Code. Ask them all to sign it.
- Take ALL signs of bullying seriously.
- Ensure everyone at your clubs knows you have an open and telling culture. Anyone who knows bullying is going on is expected to tell the Club Welfare Officer.

In an NSPCC survey of young people (2000), bullying was reported to be the most common source of distress and anxiety.

Judoka don't do bullying – it's a cultural thing – lets keep it that way!!

Please visit www.bullying.co.uk for resources to help players, parents and coaches deal with bullying.

Poor Practice & Abuse

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgment about any action to be taken. It is also important that child abuse and child protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.

An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people.

Allegations may also relate to poor practice where an adult's or a peer's behaviour is inappropriate and may be causing concern to a young person within a judo setting.

Poor practice includes any behaviour that contravenes existing Codes of Conduct, infringes an individual's rights and/or reflects a failure to fulfill the highest standards of care. Poor practice is unacceptable in judo and will be treated seriously with inappropriate actions taken. Sometimes a child or young person may not be aware that practice is poor or abusive and they may tolerate behaviour without complaint. An example of this is a child with a disability who is used to being excluded from activities or a bullied young person who is used to being mocked. Children may also be used to their cultural needs being ignored or their race abused. This does not make it acceptable.

Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in the club advocate for the children and young people. Advocating for children and young people who find it hard to speak out is part of creating a safer culture for them.

For information about the categories of abuse and signs and indicators see page 9.

Raising awareness of potential vulnerability

This child protection policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. The BJA recognises however that some children and young people are disadvantaged by their experiences or have additional vulnerabilities and would want to highlight the following.

Children and young people with disabilities

Children and young people with disabilities might be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them.
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication.
- Be subject to the prejudices and/or misconceptions of others e.g. about their 'attractiveness' to potential abusers
- Require personal intimate care.
- Have a reduced capacity to resist either verbally or physically.
- Not be believed.
- Depend on the abuser for their involvement in sport.
- Lack access to peers to discover what is acceptable behaviour.
- Have medical needs that are used to explain abuse.

Children and young people from minority ethnic groups

Children and young people from minority ethnic groups are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes.
- Experiencing racism through being ignored by people in authority.
- Afraid of further abuse if they challenge others.
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children.
- Wanting to fit in and not make a fuss.
- Using or learning English as a second language.

If you should identify specific needs for materials for groups or individuals where they have additional vulnerabilities and barriers to getting help please contact the Lead Child Protection Officer of the relevant judo organisation.

Equality Training

In addition to sports equality workshops (Equity in your Coaching and A Club for All) your Local Safeguarding Children's Board will provide equality training. To find your Local Safeguarding Children's Board carry out a web search on "Local Safeguarding Children's Board [insert name of your local authority e.g.: Leicestershire]" .

If you do not have internet access contact your Local Authority via post or telephone requesting contact information for your Local Safeguarding Children's Board.

Raising awareness of potential vulnerability

Children and young people who take on leadership roles

Taking on a leadership role within judo is intended to be an enjoyable and positive learning experience. However, coaches, club officials, players, parents/spectators in both adult and junior judo often lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child.

As a consequence young coaches, medics and referees can also carry out abusive behaviour verbally, physically and emotionally, as well as experiencing it themselves. This behaviour is not acceptable in adult or junior judo. Young officials should always be supervised by an appropriately qualified adult and should never have sole responsibility for other young people, as they are themselves subject to BJA's child protection policy and procedures.

The increased potential harm that verbal, physical and emotional abuse can cause to children and young people in these roles needs to be recognised.

It is important that clubs acknowledge their role in ensuring that club officials; players and spectators behave appropriately towards young people who take on such roles.

It is necessary to recognise that, like adults, children and young people can and do make mistakes when they are learning, and overly critical and unsupportive responses may constitute verbal and or emotional abuse. Some young officials have experienced physical abuse from coaches, spectators and players.

Reducing the potential for vulnerability

Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is important for all clubs, BJA Areas and event managers to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people.
- Ensuring best practice at all times in physical and health care.
- Developing knowledge of the diverse cultures they serve.
- Respecting cultural differences.
- Building relationships with parents and carers and including the families of players in club activities.
- Observing carefully changes in mood, appearance and behaviour and discussing those concerns with families, carers or the designated person if suspicions or concerns are significantly aroused about the care of the child or young person.
- Acknowledging that disabled children and young people are additionally vulnerable and that vigilance is essential.
- Acknowledging that abusive behaviour directed towards young people whilst they are carrying out a leadership role is not acceptable and will be reported to the appropriate designated person as poor practice and or abuse.
- Implementation of a club code of conduct for spectators and players.
- Acceptance of the special role club officials have in setting a good example of the way in which people should behave towards children and young people in leadership roles.

It may be necessary to ask other specialist agencies for help and advice in including some children and young people in judo. It should be seen as a strength of the club to approach families, Education, Health, Children's Social Care/in Scotland, Social Services, voluntary agencies and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection.

The mentoring of young officials is particularly helpful in supporting individuals if they are faced with abusive behaviour and indeed preventing the continuation of such behaviour. Further information can be obtained via the BJA's Refereeing Commission

www.britishjudo.org.uk/technical/refereeing_home.php



Signs & Indicators

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place.

We acknowledge that British Judo staff, coaches and officials whether in a paid or voluntary capacity, are not experts at such recognition.

Children and young people are reluctant to tell someone when they are being abused, so it is essential that every adult is aware of the possible signals that a child and young person's welfare or safety is being threatened. However there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to getting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a child or young person is being abused – however it is your responsibility to share concerns.

You may be the only adult in the child's or young person's life that is in a position to notice these pieces of the puzzle.

The tables on the following page show some possible physical and behavioural signs of abuse. Some are very explicit and specific to the type of abuse, others are much more general. However, you need to be careful as any one of these signs might have another very plausible explanation, such as a death in the family, loss of a pet, an absent family member or problems at school. However you should remember to raise your concerns if there is a combination of unexplained changes over a period of time. If unsure speak to your club welfare officer or your organisations Lead Child Protection Officer.

Never allow a child or young person's disability or cultural difference to explain away concerns. This is not a judgement for you to make.

Never assume that someone else has identified and acted on the problem.

Not acting is NEVER an option.

Category of abuse	Physical signs	Behavioural Signs
Physical Abuse	Unexplained and unusual bruising, finger, strap and bite marks, injuries, cigarette burns, fractures, scalds, missing teeth. Injuries that a child with limited mobility would find it difficult to get.	Fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, cowering, bullying or abuse of others.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Always being tired, late, absent, few friends, regularly left alone, seeks adult company or withdraws from people, stealing, no money, parent or carer not attending or interested.
Sexual abuse	Genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STD's, thrush, anal pain on passing motions	Apparent fear of someone, nightmares, running away, age inappropriate sexually explicit knowledge or behaviour, bedwetting, eating problems, substance abuse, unexplained money or gifts, inappropriate masturbation, sexual approaches to others, sexual games with toys.
Bullying	Weight change, unexplained injuries and bruising, stomach and headaches, incontinence, disturbed sleep, hair pulled out.	Difficulty making friends, anxiety over school/ football, truancy, withdrawn, depressed, anger, moodiness, suicide attempts, reduced performance, money or possessions reported as "lost", stealing from family, distress and anxiety on reading e-mails or texts.
Emotional Abuse	Weight change, lack of growth/development, unexplained speech disorders, self harm, clothing inappropriate for child's age, gender or culture.	Unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.

Listening to the Child

British Judo belief – British Judo can have the best, strictest policies in the world. It can rigorously screen staff, coaches and volunteers. It can have all kinds of procedures designed to maximize safety but if the culture of our sport – how British Judo feels and acts – makes it impossible for people to talk about concerns and/or abuse or for children to disclose harm, then the policies, screening and procedures will have limited value.

Information gathered from cases shows that on average it takes a child seven attempts to disclose and be heard.

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should:

Choose the right action for the welfare of the child

Do's

C	Calm down so as not to frighten the child or young person, ensure the child is and feels safe.
H	Honest – you need to explain that you will have to tell others to help stop abuse!
O	Offer support - reassure the child - s/he is not to blame and they were right to tell.
O	Out of the public domain - maintain confidentiality – only tell to protect on a 'need to know' basis.
S	Serious - show the child you are taking them seriously.
I	Immediate medical treatment may be needed, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue.
N	Note what the child said as soon as possible. – on page 29 of this policy you will find a referral and information form. Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said.
G	Guidelines are there to be followed. The flow diagrams on pages 20 and 21 explain how to deal with a concern about possible poor practice and or child abuse within a judo setting.

Don'ts

R	Rush into actions that may be inappropriate. In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence.
I	Involve parents/carers where appropriate. In most cases people working within British Judo do not have the skills necessary to help the parents deal with the news that their child has been abused. Therefore in cases of suspected abuse parents/carers should only be contacted following advice from Police or Children's Social Care/in Scotland, Social Services.
G	Guarantee outcomes or make promises you cannot keep.
H	Horror – the child needs reassurance not an emotional response, blame or denial.
T	Take sole responsibility – consult, refer, hand on appropriately.



Recording the Information – Keep it clear and simple

Information may need to be passed to the Children's Social Care/in Scotland, Social Services or the Police.

- Accurate recording is essential, as there may be legal proceedings at a later date.
- Referrals to Children's Social Care/in Scotland, Social Services or Police should be confirmed in writing within 24 hours – if not, then at the earliest opportunity.
- Keep a record of the name and designation of the Children's Social Care/in Scotland, Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call in case any follow-up is needed.
- Ensure all information is maintained safely in accordance with Data Protection Legislation. www.ico.gov.uk
- Information should only be shared on a strictly "need to know" basis.
- Complete Appendix 1 (The BJA Referral and Information Form) and send this to the Club Welfare Officer. The CWO in turn will send this onto the judo organisations Case Management Team.

You have concerns – what happens now?

You don't have to take responsibility for deciding if child abuse is taking place or not but, if you have concerns; there are people who can help.

It is not the responsibility of any one working under the auspices the British Judo Association, in a paid or voluntary capacity, to decide whether or not child abuse is taking place.

However, there is a responsibility to act on concerns to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Children's Social Care/in Scotland, Social Services (formerly Social Services/in Scotland different local authorities use different titles but generally still known as Social Services) have a statutory duty under the Children Act 1989/Children (Scotland) Act 1995 that is reinforced by the Protection of Children Act 2004/Protection of Children (Scotland) Act 2003 to ensure the welfare of a child. When a child protection referral is made its staff have a legal responsibility to make enquiries. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police where a crime against a child is alleged.

There is always a commitment to work in partnership with parents or carers where there are concerns about their children.

Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced bereavement in the family.

However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse, or not able to respond to the situation appropriately.

In these situations, or where concerns still exist, inform the Children's Social Care/in Scotland, Social Services as soon as possible. Children's Social Care/in Scotland, Social Services will decide how and when parents or carers will be informed.

Keep a record of the name and designation of the Children's Social Care/in Scotland, Social Services member of staff or police officers to whom the concerns were passed, together with the time and date of your call. Wherever possible, confirm your referral to them in writing, including a copy of the BJA referral and information form, within 24 hours to confirm the details.

Bring your concern to the attention of the person with designated responsibility for child protection:

- **In a Club**

If you are working within a club, you should inform the club welfare officer or person in charge if there is no club welfare officer in place. If you are the senior teacher or coach within the club then you will need to inform the club chairman/president.

Listening to the Child

- **In a School**

If you are working with schools as part of the school curriculum you should inform the Teacher with designated responsibility for child protection. For further information and a copy of PESSCL guidelines, including the National School Sport Strategy Protocol for Safeguarding Children, please visit www.britishjudo.org.uk/SafeLandings In Scotland please contact your local education authority for a copy of the Local Authority Education Department Guidelines.

- **In a Local Authority scheme (or similar)**

If you are working within a recreational or play scheme you should inform the manager of the scheme.

- **Working with players away from home**

If you are working with judo players away from home (for example at tournaments, training camps, clinics or festivals), then you should inform the team manager, senior coach or course director.

It is the responsibility of these people to ensure that appropriate advice is obtained from the local Children's Social Care/in Scotland, Social Services department or the NSPCC or Children 1st (in Scotland).

- **If your concern is about the person designated for child protection**

Contact your local Children's Social Care/in Scotland, Social Services, the police or the NSPCC/Children 1st direct and tell them about your concerns.

The telephone number for Children's Social Care/in Scotland, Social Services is usually included in the listing for your local council and the number of your local police station will also be listed in the telephone directory. The NSPCC operates a 24-hour free phone help line telephone number **0800-800-500**, you do not have to give your name but it is helpful if you do.

Some local Children's Social Care/in Scotland, Social Services have slightly altered their names to some like Social Care or Children and Young People's Service so please bear this in mind when searching for contact numbers.

A company called Papworth Publishing produces a resource for Children's Services workers called a Sherwood Diary which contains all local Children's Social Care/in Scotland, Social Services (Social Services) office and out-of-hours contact details. This can be obtained via www.sherwooddiaries.co.uk/index.htm or by telephoning **01268 510123**.

If you are unsure about contacting the Social Service departments, the police or the NSPCC/Children 1st or if your concern is about risk due to poor practice, you can contact the relevant judo organisation.

- England & Wales, Lead Child Protection Officer, British Judo Association, Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE Tel: 01509 631670.
- Northern Ireland, Lead Child Protection Officer, Northern Ireland Judo Federation, House of Sport, 2a Upper Malone Road, Belfast BT9 5LA Tel: 02890 383814
- Scotland, Lead Child Protection Officer, JudoScotland, Edinburgh International Climbing Arena, South Platt Hill, Ratho, Newbridge, West Lothian, EH28 8AA, Tel: 0131 3332981

Where referrals are made directly to Children's Social Care/in Scotland, Social Services or the Police, always ensure that the judo organisations Lead Child Protection Officer is informed as soon as possible.

“Whistle blowing”



Allegations of abuse against members of staff and volunteers

Whistleblowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings, for example, sport or other social activities.

This could involve anyone working with children in a paid or voluntary capacity, for example, a volunteer in clubs, club helpers, tutors at training camps, clinics or festivals and coaches.

Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event¹. It is crucial those involved in judo are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be abusing a child, will raise concerns among other staff or volunteers, including the difficulties inherent in reporting such matters. However it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

All British Judo organisations will fully support and protect any member of staff or volunteer who, in good faith, reports his or her concern that a colleague is, or may be abusing a child.

You should be aware that your right to report, in good faith, is protected by the Public Interest Disclosure Act 1998, ie your position in any of the Judo Organisations will not be affected by you reporting your concerns.

Alternatively you can go direct to the Police, Children’s Social Care/in Scotland Social Services or NSPCC/in Scotland Children 1st and report your concerns there.

Reporting a concern – what you need to do

Any suspicion that a child has been abused by either a member of staff or a volunteer will be reported to the club welfare officer or if they are unavailable, to the person in charge.

The club welfare officer or the person in charge will refer the allegation to Children’s Social Care, who may involve the police. The person in charge should also notify the relevant judo organisations Lead Child Protection Officer.

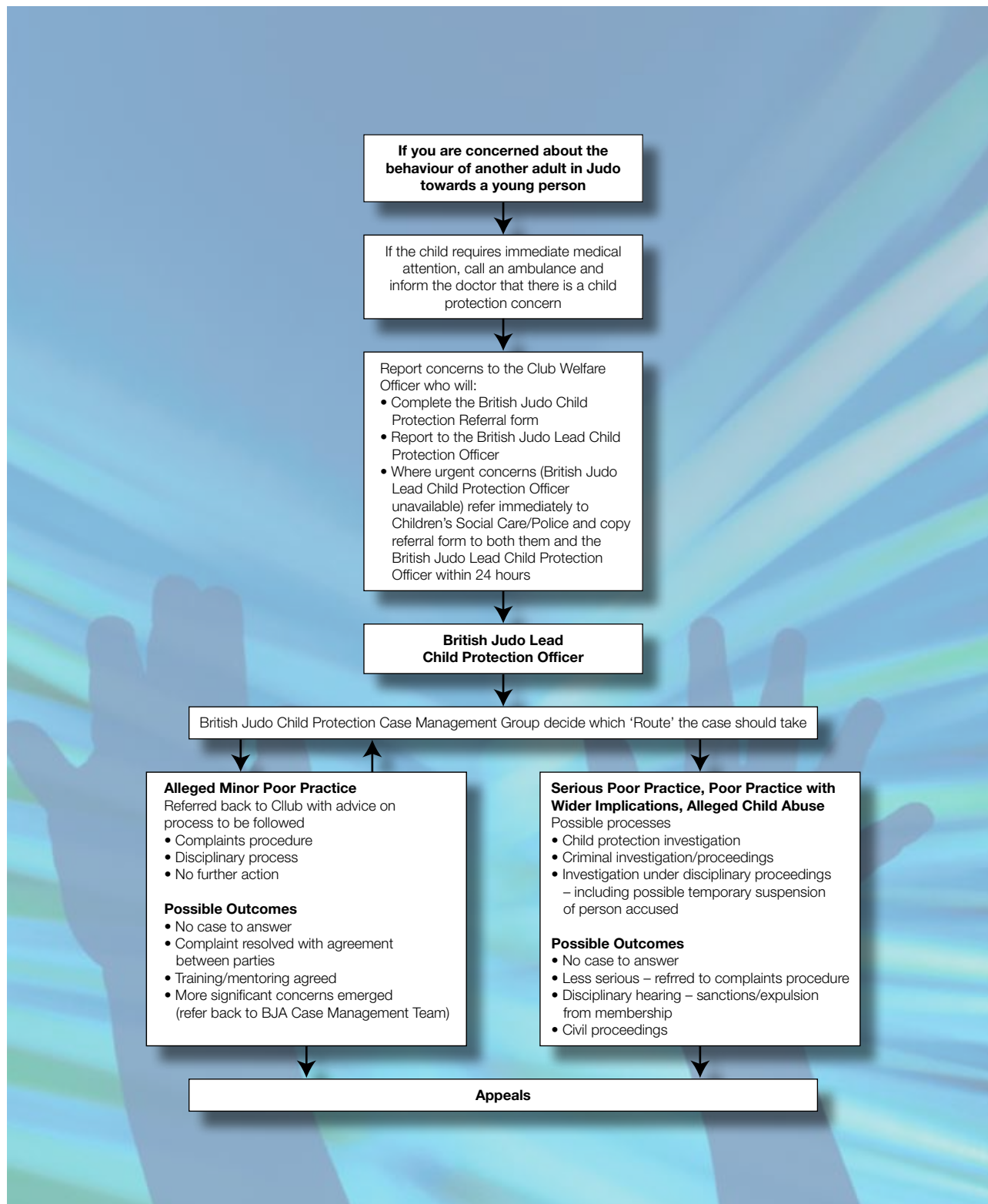
The parents or carers of the child will be contacted, as soon as possible, following advice from Children’s Social Care/in Scotland, Social Services and/or the Police.

Every effort should be made to ensure that confidentiality is maintained for all concerned and to protect the integrity of the investigation process. All referrals must be reported to the relevant judo organisations Lead Child Protection Officer as soon as possible.

¹ ‘The Report of the Independent Inquiry into Multiple Abuse in Nursery Classes in Newcastle Upon Tyne’, Published – Newcastle City Council 1994.

“Whistle blowing”

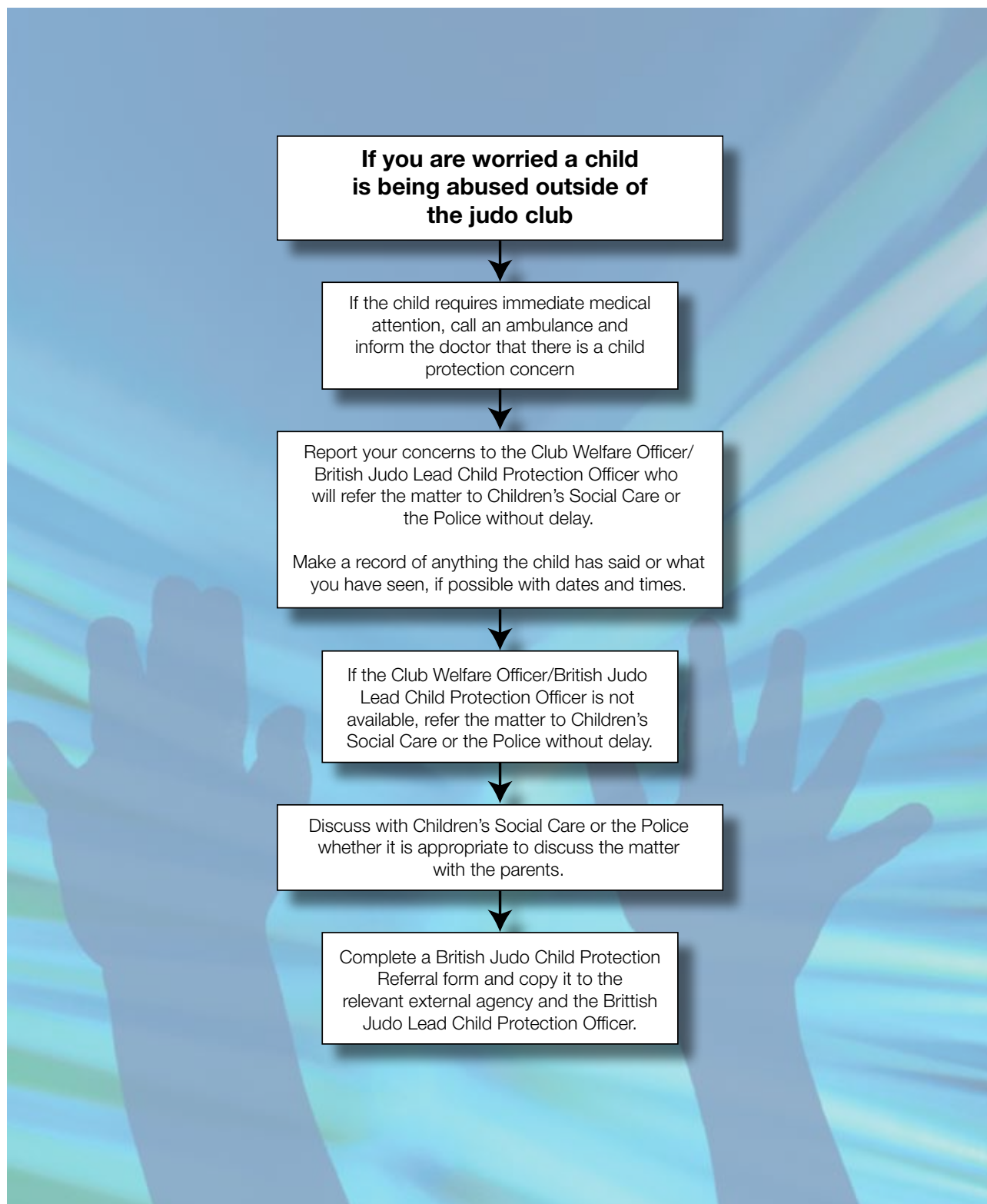
Dealing with possible poor practice in a judo setting



** Throughout this flow chart, in Home Countries, for BJA Lead Child Protection Officer, read JudoScotland / Welsh Judo / Northern Ireland Judo Federation, Lead Protection Officer



Dealing with possible child abuse outside of a judo setting



** Throughout this flow chart, in Home Countries, for BJA Lead Child Protection Officer, read JudoScotland / Welsh Judo / Northern Ireland Judo Federation, Lead Protection Officer

“Whistle blowing”

What happens next?

Where there is a complaint of abuse against a judo volunteer, coach, official or member of staff, there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the judo organisations Case Management Team.

The Case Management Team will decide if an individual accused of abuse should be temporarily suspended from membership pending Police and Children’s Social Care/in Scotland, Social Services, inquiries. Sometimes the authorities will not wish such action to be taken immediately so that their inquiries are not jeopardised.

The results of the Police and Children’s Social Care/in Scotland, Social Services, investigation will inform the disciplinary investigation.

If the investigation shows that the allegation is clearly about poor practice then the Case Management Team will follow the British Judo Association’s Child Protection Procedures.

Irrespective of the findings of the Police or Children’s Social Care/in Scotland, Social Services,, British Judo/JudoScotland will assess all individual cases under the appropriate complaints or disciplinary procedure to decide if 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 judo organisation must reach a decision based upon the information that is available which could suggest that on a balance of probability it is more likely than not that the allegation is true.

The welfare of the children should always remain paramount.

Consideration should be given to what support may be appropriate to children, parents and members of staff.

Allegations of previous abuse

Allegations of abuse may be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children.

Where such an allegation is made, the same procedure should be followed.

This is because other children, either within the sport or outside it, may be at risk from this person.

There are certain offences, which may identify a person as presenting a risk, or potential risk, to children, which may exclude an individual from holding an award or position within the British Judo Association. See the Safe Landings website for British Judo Association – Procedures for dealing with positive Criminal Records Bureau (CRB) and Disclosure Scotland (DS) disclosures and reports received from statutory agencies.



Providing support

The BJA/JS/NIJF/WJA will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded, in the following ways:

- Via the Lead Child Protection Officers
- Via the Case Management Teams
- Provision of specialist independent organisations contact details
- NSPCC Helpline
- NSPCC Child Protection in Sport Unit.

Consideration will be given to what support may be appropriate for children, young people, parents or carers, volunteers and members of staff during and after poor practice and child abuse referrals to the BJA/JS/NIJF/WJA.

It is never easy to respond to a child or young person who tells you that they are being abused. You may well be feeling upset and worried yourself. Confidentiality is paramount. However, the BJA/JS/NIJF/WJA acknowledges that having received a disclosure, individuals may have a need for some support. Appendix 2 (Useful Contacts) provides information on support groups and help lines for those who have received a disclosure.

Every effort will be made to ensure that any child or young person who has been subjected to poor practice or abuse, and their parents or carers, will be given support from the appropriate agencies and the BJA/JS/NIJF/WJA. A list of independent support groups and help lines is provided in Appendix 2 for those who have experienced abuse.

The BJA/JS/NIJF/WJA will also consider what support with the process may be appropriate for those against whom a complaint of poor practice or an allegation of abuse has been made. Appendix 2 provides information on support groups and help lines.



Procedures for British Judo Association Case Management Teams (CMTs)

- **British Judo Association – Case Management Team members**

BJA Lead Child Protection Officer
BJA Head of Development
Chair of the BJA Complaints & Conduct Commission

- **Judo Scotland – Case Management Team members**

JudoScotland Lead Child Protection Officer
Judo Scotland CEO
Judo Scotland Coaching and Training Manager

- **Welsh Judo Association – Case Management Team members**

Welsh Judo Association Lead Child Protection Officer
Welsh Judo Association Official
Welsh Judo Association Standards Commission Chair

- **Northern Ireland Judo Federation – Case Management Team members**

Northern Ireland Judo Federation Lead Child Protection Officer
BJA Lead Child Protection
Northern Ireland Judo Federation Business Manager/Chair

Due to the sensitive nature of this kind of action and in order to protect and shield children and vulnerable adults from the traumas and rigors of formal disciplinary hearing, British Judo will use the following procedures depending on the circumstances involved.

The Case Management Team will appoint a Disciplinary Panel when deemed necessary.

Reports of alleged misconduct or information which raises concerns about an individual's suitability to work with children, arising from referrals from any source including a person's club, from court appearances, through recruitment or retrospective recruitment checks or from actions by employers are likely to cover a wide variety of behaviours. Each case will thus be considered on its unique merits by the Case Management Team as to whether misconduct has occurred or concerns require disciplinary action.

If it is decided that the behaviour does not by itself call into question suitability for the particular role, no further action will be taken by the Case Management Team other than to formally advise the person of the receipt of a report and the decision made.

In some cases the CMT may decide that whilst a disciplinary panel need not be convened certain re-training or learning opportunities may be recommended.

The recipient shall have the right to make immediate written representations or reserve that right should he/she be reported for misconduct on a subsequent occasion. The Case Management Team also reserve the right on receiving a second report, to take into account the facts of prior submissions.

If it is found that the report raises a question about a person's suitability within the sport, the Case Management Team shall proceed as follows:

- The accused will be advised of the receipt of a report and of the CMT's knowledge of any related disciplinary hearings or legal and /or employment proceedings. The CMT will inform whether it has decided to temporarily suspend the accused individual pending further inquiries and the CMT will inform the area/club/affiliated organisation as necessary.
- Once all inquiries have been completed the accused will be provided with copies of all reports made to the CMT.
- The accused will be asked to provide a written explanation supported, if he or she wishes, by further representations, references or testimonials from those whose knowledge of the person is relevant.



All reports will be presented to a panel comprising of not less than three people. The panel shall be comprised as follows:

Group A

At least two members to be drawn from any of the following groups:

- BJA/JS/NIJF/WJA Directors – Any Director but not the Chairman
- BJA/JS/NIJF/WJA Chief Executive Officer

The panel of three can have up to three members from group A but is limited to a maximum of one member from group B.

Group B

One member to be drawn from the following groups:

- BJA Complaints & Conduct Panel
(not including the Chair of the Panel who is a member of the Case Management Team)
- BJA English Area Chairman
- BJA Area Secretaries (includes Home Country Secretaries)
- BJA Council Members

Panel members will not be drawn from the same geographical area/region as the accused.

The panel has the authority under the Articles of the British Judo Association to impose any penalties they see appropriate including expulsion from the Association.

The accused may if they wish give verbal evidence or representation to the Panel. A friend, relative, official representing the person's professional body or legal representative may accompany the accused.

When representations have been completed the Panel shall decide whether the individual is unsuitable for the position he/she holds and if so, whether he/she, will be suspended or expelled from the membership. The accused shall be notified by the Panel in writing of the restrictions imposed. This information will be copied to the Lead Child Protection Officer of each of judo's Home Country Bodies, the British Judo Council and the Amateur Judo Association.

The CMT may also choose to share this information with appropriate clubs and area committee as deemed appropriate. The Association has a protocol on information sharing (see Safe Landings Tool kit) which can be viewed at www.safeguardings.org.uk.

Should the decision be that the behaviour fell short of the expected standards, but there is no need for any barring, the Panel shall in writing issue a warning as to future conduct and levy restrictions and/or criteria upon that person retaining their role or position, e.g. further training to be undertaken or a period where the person is supervised.

British Judo and all member clubs, areas and affiliated organisations shall respect and enforce the sanctions imposed by other sporting governing bodies for similar misconduct.

The panel may refer details of people considered unsuitable to work with children/vulnerable adults to the at risk register. (POCA/POVA/ List 99/PoC(S)A) and from autumn 2008, to the new Independent Safeguarding Authority (applicable in both England and Scotland).

Appeals

The accused has the right to appeal any penalty imposed by the panel. Appeals must be received by the BJA* Chief Executive Officer within 7 days of notification of the Panel's original decision and must clearly state the grounds on which the appeal is being made and an appeal fee of £50.00 must accompany this letter. This appeal fee will be refunded in the event that the appeal is successful. The Appeal Panel may in certain circumstances refund all or part of the appeal fee in the event of the appeal being denied under special circumstances

* in Scotland Judo Scotland CEO.

Procedures for British Judo Association Case Management Teams (CMTs)

The appeal panel will be comprised as follows:

Group A

At least two members to be drawn from any of the following groups:

- BJA/JS/NIJF/WJA Directors – including the Chair
- BJA/JS/NIJF/WJA Chief Executive Officer

The panel of three can have up to three members from group A but is limited to a maximum of one member from group B.

Group B

One member to be drawn from the following groups:

- BJA Complaints & Conduct Panel
(not including the Chair of the Panel who is a member of the Case Management Team)
- BJA English Area Chairman
- BJA Area Secretaries (includes Home Country Secretaries)
- BJA Council Members

Appeal Panel members will not be drawn from the same area/regional as the accused nor will any person who served on the original panel be included on the Appeal Panel.

Time Scales

The Case Management Teams recognises the importance of dealing with complaints in a timely fashion.

Complaints are dealt with as soon as possible having being risk assessed and dealt with in order of priority.

Case Management Teams will endeavour to conclude poor practice complaints within 3 months of receipt. However it needs to be acknowledged that in some cases information may be needed from external agencies that may have their own processes, which may delay the procedures of the Case Management Team.

In all cases the Case Management Team will update the complainant on the status of their complaint.

Confidentiality

Every effort will 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:

- Case Management Team members.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Children's Social Care/in Scotland, Social Services/Police.
- Designated officers within the British Judo Association e.g. Legal Adviser.
- The alleged perpetrator (and parents if the alleged abuser is a child).



Information will be stored centrally at the British Judo Association Head Office/or if appropriate to do so, at JudoScotland Head Office, in a secure place with limited access to the designated people, in line with the Data Protection Act of 1984, that information is accurate, regularly updated, relevant and secure.

Notification

British Judo shall notify the Club of the individual who made the accusations and the club to which the accused belongs, local Children's Social Care/in Scotland, Social Services and any sporting professional body to which the accused belongs shall be notified of the outcome.

Record of Offenders

British Judo shall keep a confidential record of offenders who have been disciplined, barred, restricted or warned.

All affiliated organisations, areas and/or clubs shall have the right to have the record checked by written request. Access to the list shall be restricted to designated people (Case Management Team members).

British Judo will refer details of any person who it is considered are unsuitable to work with children to the Protection of Children Act List (POCA, Dept of Health)/in Scotland, PoC(S)A List for their consideration as to whether the person's details should be included on the list.

Once the Independent Safeguarding Authority (ISA) begins to operate from autumn 2008 the BJA will refer details of any person who it is considered are unsuitable to work with children to the ISA.

Responsibilities

British Judo will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party

Support to deal with the Aftermath

- Consideration should be given to what support may be appropriate to the children, parents and members of staff. The use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource in this area to use.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

See support information in appendix 2.

Contact Details

Children's Social Care (formerly Social Services)/in Scotland, Social Services.

The telephone number for Children's Social Care/in Scotland, Social Services is usually included in the listing for your local council. Remember your local Children's Social Care/in Scotland, Social Services may now have a slightly different name such as Social Services (as previously) or Child & Families Services – this also applies in Scotland, where some departments are now known as Children's Services.

**Procedures for British Judo Association
Case Management Teams (CMTs)****Northern Ireland Contact Numbers:**

• Contractor Bureau Northern Ireland (out of hours)	02890 668247
• EHSSB Belfast	02890 321313
Out of hours number EHSSB	02890 565444
Down / Lisburn H&SST	02892 665181
North and West Belfast H&SST	02890 327156
Ulster Community & Hospitals Trust	02891 816666
South and East Belfast H&SST	02890 565656
• NHSSB Ballymena	02825 653333
Out of hours number NHSSB	02894 468833
Home First H&SST	02825 633700
Causeway H&SST	02827 661337
• SHSSB Armagh	02837 410041
Out of hours number SHSSB	02838 884444
Craigavon & Banbridge H&SST	02838 831983
Armagh & Dungannon H&SST	02837 522262
Newry & Mourne H&SST	02830 260505
• WHSSB Londonderry	02871 860086
Out of hours number WHSSB	02871 345171
Foyle H&SST	02871 266111
Sperrin Lakeland H&SST	02882 835285

Police

The number of your local police station will also be listed in the telephone directory.

Police Service Northern Ireland

Child Abuse Rape Enquiry Unit can be contacted through the PSNI switchboard 02890 650222 and ask for your local C.A.R.E. Unit.

The number of your local police station will also be listed in the telephone directory.

NSPCC

The NSPCC operates a 24-hour free phone help line telephone number 0800-800-500, you do not have to give your name but it is helpful if you do.

British Judo Association

Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE

Tel: 01509 631670 Fax: 01509 631680

e-mail: bjabritishjudo.org.uk website: www.britishjudo.org.uk

Judo Scotland

Adventure Centre, Ratho, South Platt Hill, Ratho, Newbridge EH28 8AA

Tel: 0131 333 2981 Email: info@judoscotland.com

Welsh Judo Association

72 Underwood Place, Brackla, Bridgend CF31 2LS

Email: welshjudo@hotmail.co.uk

Northern Ireland Judo Federation

House of Sport, Upper Malone Road, Belfast, Northern Ireland BT9 5LA

Tel: 02890 383 814

Appendix 1



British Judo Association Child Protection Incident Record Form

CHILD'S DETAILS			
First name:		Surname:	
Date of Birth:		Sex:	M <input type="checkbox"/> F <input type="checkbox"/>
Parents/Carer's name(s):			
Address:			
Postcode:			
Telephone:			
ETHNIC GROUP - Please choose the category that best describes the Child's ethnic group from the following list and tick the appropriate box			
A1. British <input type="checkbox"/>	A2. Irish <input type="checkbox"/>	A3. Any other White background (please write in) _____	
B1. White and Black Caribbean <input type="checkbox"/>	B2. White and Black African <input type="checkbox"/>	B3. White and Asian <input type="checkbox"/>	B4. Any other Mixed background (please write in) _____
C1. Indian <input type="checkbox"/>	C2. Pakistani <input type="checkbox"/>	C3. Bangladeshi	C4. Any other Asian background (please write in) _____
D1. Caribbean <input type="checkbox"/>	D2. African <input type="checkbox"/>	D3. Any other Black background (please write in) _____	
E1. Chinese <input type="checkbox"/>	E2. Any Other background (please write in) _____		
DISABILITY - The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal Day-to-day activities.			
Please choose the description that best describes the nature of the Child's disability and tick the appropriate box.			
A. Visually Impaired	B. Hearing Impaired	C. Physical Disability	D. Learning Disability
E. Multiple Disability	F. Other (please write in) _____		

YOUR DETAILS			
First name:		Surname:	
Position:		Club:	
**Home Address:			
Postcode:		Telephone:	

Appendix 1

INCIDENT DETAILS	
Date & time of incident:	
Are you reporting your own concerns or responding to the concerns raised by someone else?	
Reporting my own concerns <input type="checkbox"/>	Responding to the concerns raised by someone else <input type="checkbox"/>
If responding to concerns raised by someone else please provide their name and position within the club	
Name:	Telephone:
Please provide details of the incident or concerns you have, including dates, time and venue:	
Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue:	
Please provide details of further action taken to date:	



EXTERNAL AGENCIES CONTACTED			
POLICE	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which?	
Name and contact number:		Details of advice received:	
SOCIAL SERVICES	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which?	
Name and contact number:		Details of advice received:	
BJA CHILD PROTECTION OFFICER	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name and contact number:		Details of advice received:	
LOCAL AUTHORITY	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which?	
Name and contact number:		Details of advice received:	
OTHER (eg. NSPCC)	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which?	
Name and contact number:		Details of advice received:	

Signature:	
Print Name:	
Date:	

NB: A copy of this form should be sent to Childrens Social Care/Police after the telephone report.
 Remember to maintain confidentiality on a need to know basis - only if it will protect the child.
 Do not discuss this incident with anyone other than those who need to know.
 Please return to the Lead Child Protection Officer for your relevant judo organisation.

Appendix 2

Useful contacts

Dealing with child protection issues can be difficult. Below is a list of contacts that can help. Some are for children; people who have received a disclosure from a child and some provide support for the alleged abuser.

Clearly confidentiality is essential and therefore when seeking support or guidance from a recommended source as detailed below you will be expected to keep the personal details (names of individuals concerned) confidential. The following contact details provide a variety of potential support mechanisms for you to approach.

- **NSPCC Helpline: (Tel: 0808 800 5000)**

24-hour free and confidential telephone Helpline that provides counseling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

For those with a hearing difficulty, there is a text phone telephone number: 0800 056 0566

Asian Helpline operated by Asian counsellors in:

- **Gujarati (telephone: 0800 096 7714)**
- **Hindi (telephone: 0800 096 7716)**
- **Bengali/Sylehti (telephone: 0800 096 7715)**
- **Punjabi (telephone: 0800 096 7717)**
- **Urdu (telephone: 0800 096 7718)**
- **English (telephone: 0800 096 7719)**

At the time of publication The Asian Helpline is open between 11am and 7pm, so please check the NSPCC website for up to date details.

- **Childline**

www.childline.org.uk

Free national telephone helpline for children 24 hrs 0800 1111

- **National Child Protection Helpline**

www.infoscotland.com/childprotection

Tel 0800 022 3222

- **Both Parents Forever**

39 Cloonmore Avenue

Orpington

BR6 9LE

Tel 01689 854 543

www.ukselfhelp.info/bothparentsforever

Advice to parents, grandparents, children on rights following divorce, separation. Men in domestic violence situations/ false allegations. Help in child abduction cases

- **Kidscape**

Tel 0207 730 3300

www.kidscape.org.uk

An organisation committed to help prevent child bullying

- **Cymru/Wales Child Protection Helpline**



Freephone: 0808 100 2524

Email: helplinecymru@nspcc.org.uk in English or Welsh

Textphone: Freephone 0808 100 1033. This is for people with hearing difficulties.

Fax: 01248 361085

- **NSPCC Child Protection in Sport Unit**

Tel: 0116 234 7278

www.thecpsu.org.uk

A central point for sports organisations in relation to child protection in sport.

- **Family Rights Group**

Freephone 0800 731 1696

Monday - Friday 1.30pm-3.30pm

www.frg.org.uk

Advice service and helpline for parents and carers who have children in care or who are in contact with Children's Social Care/in Scotland, Social Services.

- **Local Citizens Advice Bureau**

Contact details of your local CAB are in the phone book or at www.nacab.org.uk.

- **Samaritans**

08457 90 90 90 in the UK and Northern Ireland

1850 60 90 90 in the Republic of Ireland

Email jo@samaritans.org

Write to: Chris, PO Box 90 90, Stirling, FK8 2SA.

Nationwide, non-religious, non-political 24 hour confidential support.

- **Aftermath**

PO Box 414

Sheffield

S4 7RT

Tel/fax 0114 275 3883

Helpline 0114 275 8520

www.aftermathuk.org.uk

Support, advice and befriending for families of serious offenders

- **FSU**

207 Old Marylebone Road

London

NW1 5QP

Tel 020 7402 5175/fax 020 7724 1829

www.fsu.org.uk

Counselling, welfare, legal advice. Offices in all areas of UK

- **Institute of family therapy**

24-32 Stephenson Way

London

NW1 2HX

Tel 020 7391 9150/fax 020 7391 9169

Appendix 2 cont.

www.instituteoffamilytherapy.org.uk

Family & couple therapy. Problems for families, children, adolescents, relationships, divorce, separation, illness and bereavement

- **Lifeline**

Susan Dyas
Walnut Tree House
98 Moor End
Holme on Spalding Moor
YO43 4DR
Tel 01262 469 085

Help and advice for families experiencing psychological, physical or sexual abuse within the home. Encourages and supports groups

- **Parentline Plus/Parent Line Scotland**

Unit 520
Highgate Studios
53-57 Highgate Road
London
NW5 1TL
Tel 020 7284 5500
Helpline 0808 2222 2222
www.parentlineplus.org.uk

Support for all families/stepfamilies

- **SAFE**

PO Box 1557
Salisbury
Wiltshire
SP1 2TP
Tel 01722 410 889
www.ukselfhelp.info/safe

- **Careline**

The Cardinal Heenan Centre
326-328 High Road
ILFORD
Essex
IG1 1QP

Counselling Line: 0845122 8622
Admin Line: 0208 514 5444
Fax: 0208 478 7943
e-mail: info@carelineuk.org
www.inforselfhelp.info/careline

Careline provides confidential crisis telephone counselling for children, young people and adults. We offer a unique service in that we can provide instant telephone counselling to any individual on any issue.



Useful Contacts and Websites

Child Protection in Sport Service

CHILDREN 1ST
61 Sussex Street,
Glasgow,
G41 1DY
0141 418 5674
www.childprotectioninsport.org.uk

sportscotland

Caledonia House
South Gyle,
Edinburgh
EH12 9DQ
0131 317 7200
www.sportscotland.org.uk

Help For Clubs

www.helpforclubs.org.uk

CHILDREN 1ST

83 Whitehouse Loan
Edinburgh
EH9 1AT
0131 446 2300
www.children1st.org.uk

ChildLine Scotland

0800 1111
www.childlinescotland.org.uk

ParentLine Scotland

0808 800 2222

Child Protection in Sport Unit

(NSPCC- covers England, Wales and Northern Ireland)

0116 234 7278
www.thecpsu.org.uk

Scottish Disability Sport

0131 317 1130
www.scottishdisabilitysport.com

Central Registered Body in Scotland

General Helpline: 08700 100 450
Overseas Helpline: 01786 849 777
www.crbs.org.uk

Disclosure Scotland

0870 609 6006
www.disclosurescotland.co.uk

Scottish Executive

www.scotland.gov.uk/childprotection

Commissioner for Children and Young People

www.cypcommissioner.org

Volunteer Development Scotland

01786 479 593
www.vds.org.uk

Appendix 3

National School Sport Strategy

Protocol for Safeguarding Children

Guidelines for schools and sports clubs/organisations involved in the National School Sport Strategy

1. Introduction

- This protocol clarifies expectations regarding child protection reporting processes and information sharing between sports National Governing Bodies (NGB), sports clubs, schools and Education services within Local Authority (LA) Children's Social Care/in Scotland, Social Services (formerly Social Services).
- It specifically relates to sports clubs, which are linking with schools to deliver sporting activities or to support the delivery of sporting activities within the National School Sport Strategy (also called the PE & School Sport Club Links [PESSCL] strategy).
- This protocol complies with government guidance about managing cases of allegations of abuse against people who work with children².
- This protocol has been agreed by the NSPCC Child Protection in Sport Unit, the Department for Education and Skills, the Department for Culture, Media & Sport, Sport England, the Youth Sport Trust, the PESSCL funded sports National Governing Bodies and other key stakeholders following consultation.

For more information about the National School Sport Strategy (also referred to as the PE and School Sport Club Links [PESSCL] strategy) go to: www.teachernet.gov.uk/pe, www.gov.uk/sport/school_sport or www.thecpsu.org.uk

2. Values and Principles

- The welfare of children and young people is paramount
- All organisations should be building their services for children around the outcomes identified within the *Every Child Matters: Change for Children*³ framework (be healthy; stay safe; enjoy and achieve, make a positive contribution; achieve and enjoy). This protocol specifically relates to the 'stay safe' outcome for children and young people
- Children and young people have the right to participate in sport in a safe, supportive and enjoyable environment
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief or sexual identity, have the right to protection from abuse
- All children's PE and School Sport experiences must be guided by a child focussed approach
- All concerns about poor practice or abuse must be taken seriously and responded to swiftly, consistently and appropriately
- It is the responsibility of every adult involved in the National school sport strategy to respond to and report concerns in accordance with this protocol and the child protection procedures of their organisation

Note: Where concerns arise in a context not linked to the National school sport strategy or about a coach who is not affiliated to a recognised sport NGB, all staff and PE Teachers must ensure that they understand and follow the school and Local Authority child protection procedures

² HM Government 2006. *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*. This document can be downloaded from: www.everychildmatters.gov.uk/files

³ Department for Education and Skills (2004). *Every Child Matters: Change for Children* can be downloaded from: www.everychildmatters.gov.uk



- Individuals and organisations involved in the delivery of sporting and PE activities for children and young people are uniquely placed to contribute to safeguarding and promoting their welfare
- All organisations, clubs and individuals who take responsibility for children in PE and School Sport have a duty to ensure that they are competent and have undertaken appropriate training and education consistent with the guidance provided in *Working Together to Safeguard Children (2006)*⁴ to provide safe and rewarding experiences for children
- It is essential to work in partnership with parents/carers, children and young people
- Listening to children and valuing their right to participate is of primary importance
- All information sharing will respect the rights of individuals and the principles of confidentiality in accordance with current legislation

3. Accountability

Guidance for safeguarding and promoting the welfare of children within Education⁵ states that:

“The Governing Body of a school controls the use of the school premises both during and outside school hours, except where a trust deed allows a person other than a governing body to control the use of the premises, or a transfer of control agreement has been made”

and:

“Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child protection will apply. Where services or activities are provided separately by another body, the (school’s) Governing Body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, and there are arrangements to liaise with the school on these matters where appropriate”

On the basis of this guidance it follows that:

- It is the responsibility of the club welfare officer/designated person of any sports club/organisation linking with a school to ensure that they have the name and contact details of the school’s designated person/teacher for child protection and the designated Local Authority (LA) Officer responsible for providing advice and monitoring cases⁶.
- It is the responsibility of the school which is contracting /inviting a sports club to undertake sporting activities on their behalf to ensure that the club/organisation meets minimum child protection quality assurance standards (for sports clubs this is Clubmark or an equivalent Sports NGB accreditation). This should cover recruitment and selection, child protection policy and procedures, complaints and disciplinary procedures and management structures.

Note: Some NGBs have set higher minimum standards for their club accreditation schemes. Their clubs may have achieved Clubmark standards but still be ‘working towards’ achievement of the NGB club accreditation⁷.

⁴ HM Government 2006. *Working Together to Safeguard Children: A guide to inter- agency working to safeguard and promote the welfare of children*. This document can be downloaded from: www.everychildmatters.gov.uk/files

⁵ Department of Education and Skills (September 2004). *Safeguarding Children in Education*. DfES, London Ref: DfES/0027/2004, P17 Section 37 and 38 Download this publication from www.teachernet.gov.uk/childprotection/guidance

⁶ Department for Education and Skills (November 2005). *Safeguarding Children in Education: Dealing with allegations of Abuse Against Teachers and Staff*. (Ref: DfES/2044/2005). Download this publication from: www.teachernet.co.uk/childprotection/ This document identifies the designated LA Officer as the individual responsible for providing advice and monitoring cases of concern arising within an educational setting (see page 3 of the downloaded document).

⁷ For more information, including contact details for NGB Child Protection Lead Officers, go to www.thecpsu.org.uk, click on ‘National School Sport Strategy’ and then ‘National Governing Bodies’

Appendix 3 cont.

- The school should ensure that:
 - they have the names and contact details of the sports club's/organisation's designated person/welfare officer and of the sports NGB Lead Child Protection Officer (or County/Regional Child Protection if this reflects the designated person reporting structure within that sport).
 - the name and contact details of the school's designated person/teacher for child protection and the designated LA Officer are provided for the sports club/organisation's designated person/Welfare Officer and made available to coaches or individuals who are providing PE and sporting activities.

Twenty two sports National Governing Bodies are being funded through Sport England to deliver on the National school sport strategy. Future funding for all sports in receipt of funding to deliver the National school sport strategy and for the forty five County Sports Partnerships in England is linked to achievement of the *Standards for Safeguarding & Protecting Children in Sport*⁸.

For more information about the Standards and child protection guidance for the National school sport strategy go to the Child Protection in Sport Unit website at: www.thecpsu.co.uk and click on the National School Sport Strategy (PESSCL) link in the left hand menu

4. Concerns about the conduct or practice of any individual involved in the delivery of the National School Sport Strategy

All LA's have a policy and procedures for Children's Social Care/in Scotland, Social Services regarding managing allegations against people working in positions of trust in line with government guidance⁹. All LA's and education establishments have child protection policies and procedures that are in line with the overarching Local Safeguarding Children Board (LSCB – formerly Area Child protection Committees) guidelines. In the event of any allegations or concerns relating to possible child abuse or poor practice being raised the designated LA Officer, as the individual responsible for providing advice and monitoring cases of concern arising within an educational setting, must be informed by the designated persons who receive the referral. The reporting processes that are followed will be dictated by the setting in which the incident or concerns arise:

- Concerns/allegations arising within a school or educational setting should be referred to the school's designated person/teacher or the designated LA Officer, who will make a decision about whether the concerns meet the threshold for referral to LA Children's Social Care/in Scotland, Social Services, as soon as possible.
- Concerns/incidents arising within a sports club or non-educational setting should be referred to the Club Welfare Officer or sports NGB Child Protection Lead Officer, who will make a decision in partnership with the designated LA Officer about whether the concerns meet the threshold for referral to LA Children's Social Care/in Scotland, Social Services, as soon as possible.
- If there are immediate concerns for the safety or welfare of a child, a referral should be made directly to the Police or LA Children's Social Care/in Scotland, Social Services in accordance with the government guidance *What to do if You're Worried a Child is Being Abused* (DoH et al, 2003)¹⁰ and the designated LA Officer should be informed as soon as possible.

⁸ CPSU (2002). *Standards for Safeguarding and Protecting Children in Sport*. Leicester: NSPCC Child Protection in Sport Unit. Download the document from: www.thecpsu.co.uk > sports organisations > standards for protecting children

⁹ HM Government 2006. *Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*. This document can be downloaded from: www.everychildmatters.gov.uk/files

¹⁰ This document can be downloaded from: [www.doh.gov.uk/safeguarding children/index.htm](http://www.doh.gov.uk/safeguarding%20children/index.htm)



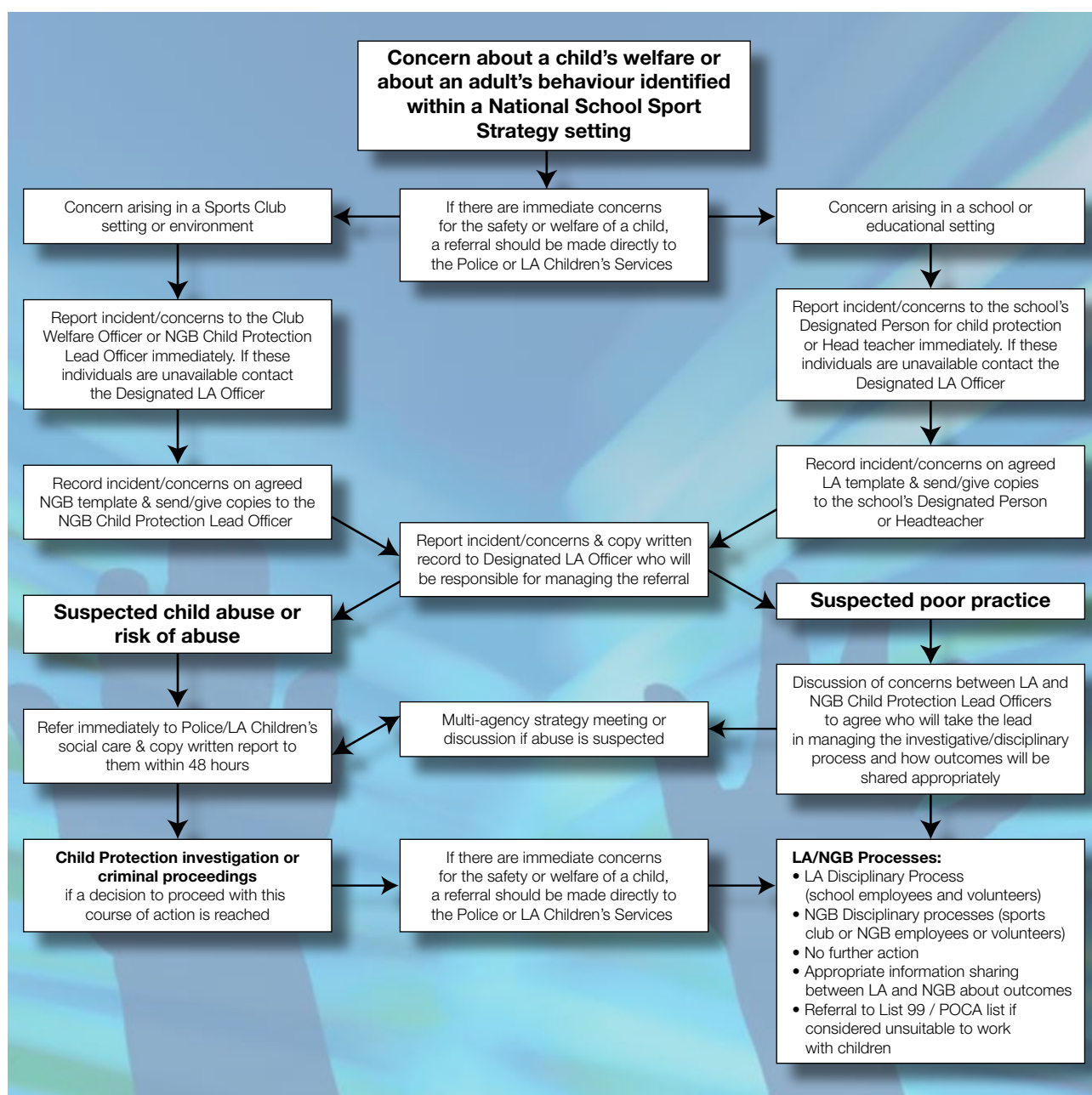
- All referrals should be communicated to the designated LA Officer as soon as possible. This individual will take responsibility for managing the process and ensuring that concerns are discussed and communicated with the NGB Lead Child Protection Officer appropriately.
- Decisions about the course of action to be taken in response to concerns (whether it should be responded to as potential child abuse or as poor practice) should be made following discussion of the concerns or a meeting between the NGB Lead Child Protection Officer and the designated LA Officer except where there are immediate concerns for the safety or welfare of a child or other children.
- Where the County Sports Partnership (CSP) have played an active role in promoting, supporting or accrediting a coach or sports club within the delivery of the National school sport strategy, the CSP Child Protection Lead Officer should be informed of any concerns and involved in any decision making process about the course of action to be taken in response to these concerns.
- If the Police or LA Children's Social Care/in Scotland, Social Services are going to investigate an allegation, a strategy meeting will be convened which will both plan the child protection investigation and identify the appropriate complaints or disciplinary procedures that will be applied to the individual against whom the allegations have been made. The sports NGB Child Protection Lead Officer (and where appropriate, the CSP Child Protection Lead Officer) should be involved in any child protection strategy meeting.
- The referral should be recorded using an agreed incident/referral form. All parties must also use their own agencies' recording processes.
- Copies of the incident/referral form should be given/sent to the designated LA Officer and LA Children's Social Care/in Scotland, Social Services/the Police if a referral has been made to the statutory agencies¹¹. The form should also be copied to the NGB Child Protection Lead Officer where concerns are about an NGB affiliated club, coach or volunteer. The designated LA officer holds overall responsibility for managing referrals relating to poor practice or suspected abuse.
- The sports NGB Child Protection Lead Officer will be kept informed of any actions following a child protection referral relating to affiliated clubs, coaches or volunteers who are involved in the delivery of National school sport strategy activities.
- Once a decision about whether or not an individual who is subject to allegations should be temporarily suspended, the disciplinary process will then await the outcome of the formal child protection processes before continuing.
- The flowchart on page 40 of this protocol sets out the process to be followed in response to concerns about the conduct or practice of any individual (teacher, coach, employee or volunteer) involved with the delivery of the National school sport strategy
- There are a number of possible processes that may follow a referral:
 - o A criminal investigation and proceedings
 - o Enquiries and assessment by the LA Children's Social Care/in Scotland, Social Services about whether a child is in need of services or in need of protection
 - o LA disciplinary processes where there is a direct employment relationship between the school and the individual
 - o Sports NGB disciplinary processes where concerns relate to sports club/NGB staff, coaches or volunteers
 - o The sports NGB, school and LA will need to cooperate in any investigation and decision-making processes¹²

¹¹ Agencies with statutory child protection powers comprise the local authority, the police and the NSPCC

Appendix 3 cont.

- o Where there are concerns about a person's suitability to continue working with children, referral to the DfES List 99 (for school employees) or the Protection of Children Act (POCA) list must be considered (for sports club/NGB employees or volunteers where there has been a finding through a disciplinary process that an individual should be banned from working in that sport)
- o No further action

5. Flowchart for Concerns about the conduct or practice of any individual involved in the delivery of the National School Sport Strategy



¹² See DfES guidance: *Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff* (Ref: DfES/2044/2005, date of issue November 2005). Download this publication from: www.teachernet.co.uk/childprotection/



6. Concerns about a child's welfare outside of a National School Sport Strategy environment

Where there are concerns about a child's welfare or if a child discloses that they are suffering abuse or reveals information that gives grounds for concern, it is essential that a referral is made to the organisation's designated person as soon as possible.

If concerns arise in a sports club setting: Report any child protection concerns to the Club Welfare Officer or sports NGB Child Protection Lead Officer. Follow the sports NGB's child protection procedures.

If concerns arise in a school setting: Report any child protection concerns to the designated person for the school or the designated LA Officer. Follow the school's child protection procedures.

- If there are immediate concerns for the safety or welfare of a child, or if the designated Child Protection Officer for your organisation is not available, the person being told or discovering the abuse should contact their local LA Children's Social Care/in Scotland, Social Services or the Police immediately
- The statutory agencies and the designated Child Protection Officer will decide how to inform the parents/carers and will advise about any action you should take
- The referral should be recorded using an agreed incident/referral form. All parties must also use their own organisation's recording processes
- Copies of the incident/referral form should be given/sent to both the designated Child Protection Lead Officer for your organisation and to LA Children's Social Care/in Scotland, Social Services or the Police if a referral has been made to the statutory agencies. Record details of any referral made (date, time, who the referral was made to) and the advice given to you
- Maintain confidentiality on a need to know basis
- See flowchart on page 40 of this protocol

The primary guidance about what action an individual should take to safeguard a child about whom there are concerns is contained within *Working Together to Safeguard Children (2006)*¹³ and in "What to do if You're Worried A Child is Being Abused" (DoH et al, 2003)¹⁴.

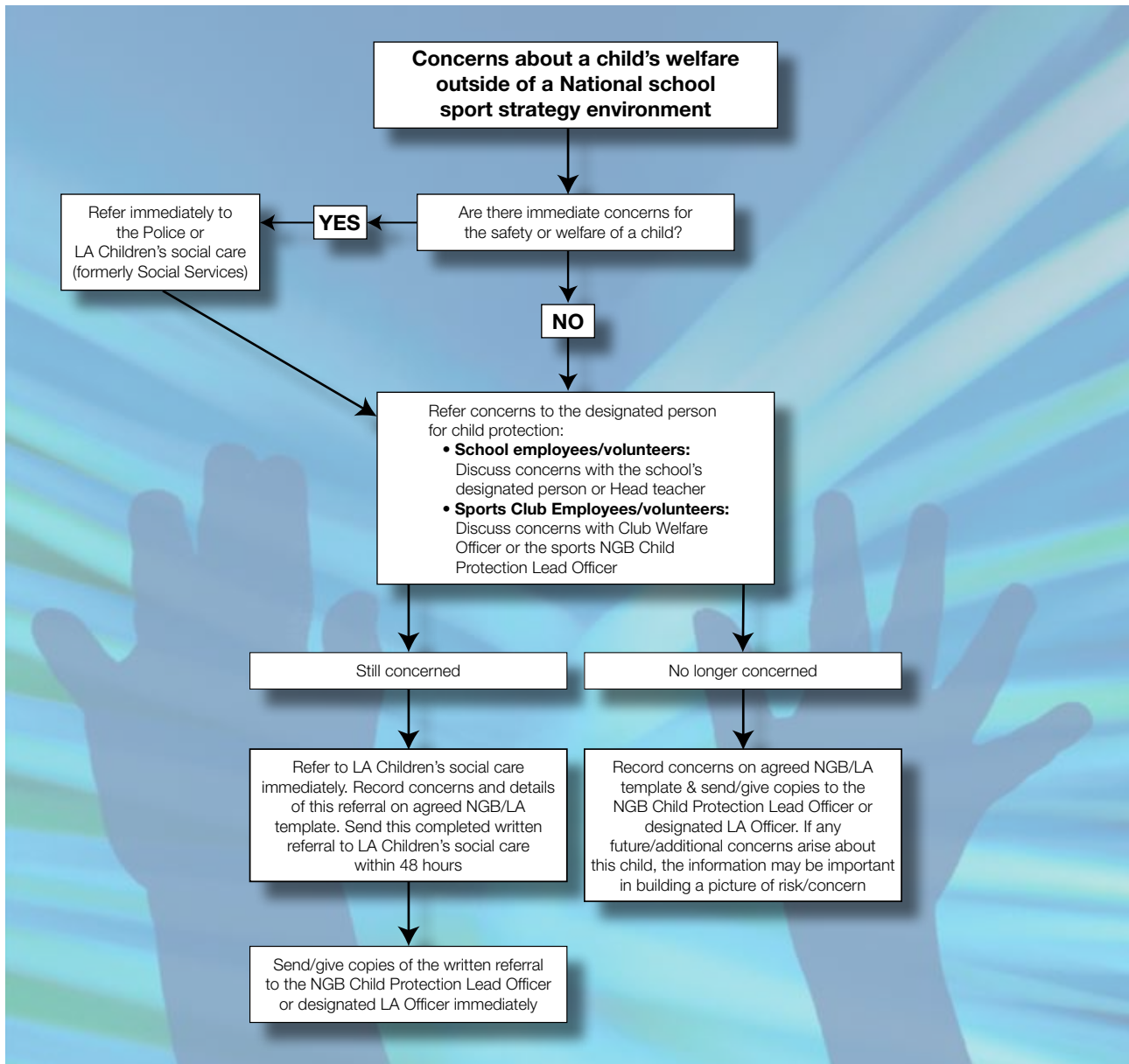


¹³ HM Government 2006. *Working Together to Safeguard Children: A guide to inter- agency working to safeguard and promote the welfare of children*. This document can be downloaded from: www.everychildmatters.gov.uk/files

¹⁴ This document can be downloaded from: [www.doh.gov.uk/safeguarding children/index.htm](http://www.doh.gov.uk/safeguarding%20children/index.htm)

Appendix 3 cont.

7. Flowchart for concerns about a child's welfare outside of a National School Sport Strategy environment



Appendix 4



Glossary

Adversity	Difficulty or misfortune (<i>Source: Oxford Dictionary</i>).
Agencies	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
Child	For the purposes of these guidelines, the words “child” and “children” will be used to refer to all those under the age of 18 years.
Child Abuse	See page 9 for the definition generally recognised in the UK.
Child care position	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is “a position whose normal duties include caring for, training, supervising or being in sole charge of children”.
Child Protection Committee	The key local bodies for developing and implementing child protection strategies across and between agencies.
Child Protection Officer	A paid or voluntary position whose remit generally involves co-ordinating the implementation of Child Protection Policy and procedures within the organisation.
Concern	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
Consent	Permission or agreement.
CRBS	Central Registered Body in Scotland registers voluntary organisations and processes their requests for Enhanced Disclosures to Disclosure Scotland. Also provides training and advice. See www.crbs.org.uk
Disclosure	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
Disclosure Certificate	A document which details conviction and/or other relevant information held by the police and government departments.
Disability	A person has a disability if he or she has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (<i>Source: Disability Rights Commission Scottish Code of Practice</i>).
Disclosure Scotland	The organisation with responsibility for issuing Disclosure Certificates. See www.disclosurescotland.org.uk
Disqualified from Working with Children List (DWCL)	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18 years. Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.
Exempted Position	Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.

Appendix 4 cont.

Fully Listed (relates to DWCL)	In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.
Grooming	The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.
Harassment	The act of causing worry or torment to another person.
Harm	Includes but it not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that "harm" would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.
Institutional racism	<i>"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion", MacPherson Inquiry Report on Stephen Lawrence.</i>
Inter- agency	Where more than one agency is working together.
Neglect	Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.
Misconduct	Unacceptable or improper behaviour (<i>Source: Oxford Dictionary</i>).
Parents	Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.
Partnership	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
POCSA	Protection of Children (Scotland) Act 2003. See www.hmsa.org.uk . This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
Policy	A course or principle of action adopted or proposed by an organisation.
Poor Practice	In this context can be described, as but is not confined to: <ul style="list-style-type: none"> • Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct. • Behaviour which is not in keeping with professional standards or leadership as defined by the sport. • Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children. • Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.
Prevention	To stop something from happening/arising.



Professionals	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
Provisionally Listed (relates to DWCL)	<p>Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers.</p> <p>Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. Disclosure Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be “employing” that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).</p>
Racism	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional (<i>Source: Scottish Executive</i>).
Resilience	Ability to cope with adverse circumstances.
Rights	Entitlements enshrined in treaties, legislation or regulation.
Risk	Exposure to harm or hazards.
Risk Assessment	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
SGB	Scottish Governing Body of sport.
Safeguarded	Measures taken to protect or prevent something (<i>Source: Oxford Dictionary</i>).
Sectarianism	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people on the grounds of their religious beliefs (<i>Source: Scottish Executive</i>).
Statutory Responsibilities	A responsibility enshrined in treaty legislation and/or regulation.
Sub Judice	Under judicial consideration and therefore prohibited from public discussion elsewhere.
UNCRC	United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. See www.unicef.org/crc/
Welfare	The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material well-being of people in need.
Volunteers	Someone offering services in an unpaid capacity for an organisation. For more information on volunteering. See www.vds.org.uk
Vulnerable	Exposed to being attacked or harmed (<i>Source: Oxford Dictionary</i>).

Appendix 5

Scottish Legislation

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. SGBs should obtain advice from a solicitor in relation to specific legal issues.

International Conventions

United Nations Convention on the Rights of the Child (1989) UNCRC

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention are generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all time).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

European Convention on Human Rights (1950)

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence

Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see

http://www.hrcr.org/docs/Eur_Convention/euroconv.html

UK and Scottish Legislation

Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

Exclusions and Exceptions (Scotland) Order 2003

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. work with children. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Data Protection Act 1998

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

Police Act 1997

Introduced three levels of disclosure information which are released in the form of Disclosure Certificates from Disclosure Scotland. Also introduced access to criminal records for those who engage or appoint volunteers in positions which bring them in to contact with vulnerable groups.

Age of Legal Capacity (Scotland) Act 1991

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.



Commissioner for Children and Young People (Scotland) Act 2003

Scotland's Commissioner for Children and Young People is Kathleen Marshall. It is her job to promote and safeguard the rights of children living in Scotland as set out in UNCRC.

Criminal Procedure (Scotland) Act 1995

Schedule 1 to this Act contains a list of offences against children e.g. abandonment or wilful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

Children (Scotland) Act 1995

The main piece of legislation covering child welfare and protection. Covers the rights and responsibilities of parents, the role of the local authority, the Children's Hearing System and introduced a number of measures for taking action to protect children in an emergency. This Act clearly states that the best interests of the child must always be considered and children should be given an opportunity to have a say on matters which affect them, should they wish to do so.

Criminal Justice (Scotland) Act 2003

Amended the law in Scotland in relation to the physical punishment of children by parents. This Act makes it illegal for parents to hit a child on the head, hit a child with an implement and to shake a child.

Sexual Offences (Amendments) Act 2000

Introduced a new offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

Protection of Children (Scotland) Act 2003

Provides for the creation of the Disqualified from Working with Children List. It will be an offence for an organisation to knowingly appoint a worker (paid and unpaid) who is fully listed in to child care positions (as defined in Schedule 2 of the Act).

The Act also creates a duty on organisations to refer an individual to the list where the individual has harmed a child or placed a child at risk of harm and has been dismissed or moved away from access to children as a consequence, or who would have been dismissed, but who has resigned, retired or was made redundant before the dismissal was completed or left at the end of a temporary contract.

Also creates a duty to remove an individual who is fully listed from a child care position.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Addresses the predatory behaviour of those who "groom" children with the aim of abusing them by introducing a new offence of "grooming". Enables the police to take preventative action before the child meets the perpetrator. Provides the police and courts with additional powers to apply for and grant, a Risk of Sexual Harm Order on those who are considered to pose a risk to children.



safe landings

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NSPCC 
Cruelty to children must stop. **FULL STOP.**