



# **CHILD PROTECTION POLICY & Safeguarding policy**

This policy refers to and is for the use of members of the All Style Martial Arts Association (ASMAA) and the Self-Defence Federation (SDF) (ASMAA-SDF)

Please contact Richard Lane Co-owner/Training & Safeguarding to validate membership or if you have any questions/queries regarding this policy statement on 07980590055

ASMAA-SDF have a duty of care to safeguard all children involved in its activities and clubs from harm. All children have a right to protection, and the needs of the disabled and others who may be particularly vulnerable must be taken into account.

This Policy will be reviewed at 3-year intervals. The review and modification dates will be posted at the end of this document

A child is defined as a person under the age of 18 in accordance with the Children Act 1989.

All Instructors either newly qualifying or joining ASMAA-SDF will be required to:

1. Be no less than 18 years of age and a of grade 1st Dan/Degree (or hold a recognised Instructor Qualification)
2. Go through an Enhanced Disclosure every 2 years to ensure they are of suitable character to be near the young/vulnerable Adults. Any person refusing this check will not be permitted to Instruct within the ASMAA-SDF organisation.
3. Undergo Instructor Training via ASMAA-SDF or produce evidence of training elsewhere.
4. Be fully Insured against liability via the ASMAA-SDF group policy or equivalent.
5. Hold a current relevant First Aid Certificate.
6. Keep their own Continued Professional Development (CPD) up to date by attending courses both within and outside of ASMAA-SDF.

This policy and its content are a standard subject covered in the ASMAA-SDF Instructor Training course, which is open to everyone, including under 18's.

If any member has any comments regarding the content of this Policy please contact Richard Lane Co-owner/Training & Safeguarding.

## **Section 1**

### **1a - Safeguarding Officer**

Each member club will nominate a Safeguarding Protection Officer, this is usually the clubs most senior instructor or club owner.

### **1b – Social Media**

The minimum age for the use of most social media networks and websites is 13 years old. Instructors and parents are advised to check what age children below this age have entered in order to set up an account for their own safety.

Fashions and trends come and go quickly, it is an important part of this policy that children's activity on social media and websites is monitored and appropriate action taken where/if necessary.

Both Facebook and Instagram have an age restriction of 13 years in order to set up an account, unfortunately many others do not.

## Section 2

### 2a – Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

The abuser may be a family member, or they may be someone the child encounters in residential care or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming a child.

There are five main types of child abuse:

1. **Physical abuse:** where adults physically hurt or injury children, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent or carer reports non-existent symptoms of illness or deliberately causes ill health in a child they are looking after.
  - a. Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body, or where the child is given drugs to enhance performance or delay puberty
2. **Sexual abuse:** when adults (male or female) use the child to meet their own sexual needs including talking to them in an explicit nature and showing them illicit photographs.
3. **Emotional abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that they are worthless or unloved, inadequate, or valued only in terms of meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Ill-treatment of children, whatever form it takes, will always feature a degree of emotional abuse. Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling and sarcasm or bullying. Putting the under pressure to perform to unrealistic high standards is also a form of emotional abuse.
4. **Neglect:** this is when adults fail to meet a child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health and development. For example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger or failing to ensure access to appropriate medical care or treatment. Examples of neglect in sport could include not ensuring children are safe, exposing them to undue cold or heat or exposing them to unnecessary risk of injury, during sparring for example.
5. **Bullying:** Racism, discrimination, exclusion, homophobia, religious intolerance are all examples of bullying as part of Child abuse. Even though those responsible are often young people themselves, it is important to recognise the impact and extent of bullying and discrimination in

the lives of young people. ASMAA-SDF and all of our Instructors, at whatever the level, have a duty of care to safeguard children and others who may be particularly vulnerable.

### **Section 3 – Bullying**

Bullying can be psychological, verbal or physical in nature. It involves an imbalance of power in which the powerful attack the powerless, and occurs over time rather than being a single act.

Examples of bullying behavior include:

- Being called names, insulted or verbally abused
- Being deliberately embarrassed and humiliated by other children
- Being made to feel different or like an outsider
- Being lied about
- Being physically assaulted or threatened with violence
- Being ignored

Boys are most likely to experience physical bullying or threats, or have property stolen or damaged. Girls are more likely to be ignored or not spoken to.

Bullying by adults is less common, but the most common forms are:

- Deliberately embarrassing or humiliating a child
- Treating them unfairly
- Verbally abusing them
- Ignoring them or not speaking to them at all

#### **Action if bullying is suspected**

If bullying is suspected you may simply expel the student responsible if you wish to do so, but you should also consider the following points:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns
- Investigate all allegations and take action to ensure the victim is safe. Speak to the victim and the bully separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to keep it to yourself

If you decide to expel the bully from your club after the allegation has been proven then please advise Richard Lane Co-owner/Training & Safeguarding with a written report (and keep a copy on your own files). But firstly, you should consider doing the following:

- Talk with the bully and explain the situation. Get them to understand the consequences of their behaviour. Ask them to apologise to the victim
- Inform the bullies parents
- Encourage and support the bully to change behaviour

## Section 4 – Promoting Good Practice

Abuse can arouse strong emotions in those directly involved or having to face or deal with the situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment.

Some individuals will actually enter into a group involved with children and/or vulnerable adults in order to carry out abuse. With this in mind all new Instructors qualifying or joining ASMAA-SDF **MUST** undergo an Enhanced Disclosure through the Disclosure Barring Service (DBS). This check will go towards showing the good character of all of our instructors. This is why ASMAA-SDF is registered with a leading umbrella organisation for fully independent DBS Check. Any person objecting to, or refusing to, go through an Enhanced Disclosure will not be permitted to Instruct in any capacity within ASMAA-SDF, and in certain cases maybe reported to the authorities.

Checks should be renewed every 2 years.

It should be noted that it is a criminal offence for any person who has a previous conviction for offences related to abuse to work with children and/or vulnerable people. This is reinforced by the details of the Children's Barred List (CBL) and the Adults Barred List (ABL). Any information disclosed as a result of the DBS check which poses a threat to either children or vulnerable people will be reported to the Independent Safeguarding Authority (ISA)

When a child enters your club(s) having been subjected to abuse outside, and you are made aware of this, it is important that you work closely with appropriate local agencies. Sport can play a crucial part in improving an abused child's self esteem.

## Section 5 - Good Practice Guidelines

All "Personnel" should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. Both Adults and Children have a responsibility to treat each other with respect, dignity, sensitivity and fairness regardless of age, gender, religion, disability, sexual orientation / background or culture.

The following are common sense examples of how to create a positive culture and climate:

- Always work in an open environment, avoid private or unobserved situations and encourage open communication with no secrets
- Treat all young people the same, this includes the disabled should any of you teach them
- Put the welfare of the young person first above all else, such as competition and achieving set goals such as activities involved in grading
- Maintain an appropriate distance with as least physical contact as possible especially when the child is moving through a technique. Avoid physically "guiding" them
- Build a balanced relationship with your Instructor team and involve them in the decision-making process within your club. Remember a Cadet Leader is a child and therefore thinks like one
- Make your classes fun and promote fair play at all times
- If your club has changing facilities encourage the parent to remain whilst their child gets ready for the class. Failing this always enter accompanied, never alone especially if there is only one

child present

- Be an excellent role model, your students will do as you do
- Keep an accident book in your club to record any injury and the treatment given. In the event of an accident the parent should sign the book
- If you are to transport children in your car get the consent of the parent, preferably written. Ideally get the parent to go as well; especially if you are going to be away for a day or so.
- Any disciplinary measures / sanctions that you use must be non violent and must not be humiliating to children and young people.

## **Section 5a - Practices to be avoided**

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, if a child sustains an injury and needs immediate medical attention or needs to go to hospital.

Where possible and practical to do so, try to:

- Avoid spending time alone with children away from others.
- Avoid taking or dropping a child off to an event or activity.

Other practices to be avoided:

- Engaging in rough, physical or sexually provocative games, including horseplay
- Sharing a room with a child
- Allowing or engaging in any form of inappropriate touching
- Allowing a child to use inappropriate language unchallenged
- Making any sexually suggestive comment or remark, even in fun
- Reduce a person to tears as a form of control
- Failure to act upon and record any allegation made by a child or adult
- Inviting or allowing a child (or children) to stay with you at your home unsupervised
- Doing things of a personal nature for children or those with disabilities, that they can do for themselves\*

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

## **Section 5b - Incidents that must be reported/recorded**

If any of the following occur please report them to the club's Most Senior Instructor and/or to Richard Lane at ASMAA-SDF as well as the parents

- If you accidentally hurt a child
- If he / she seems overly distressed
- If a student misunderstands or misinterprets something you have said or done that could lead to

and allegation

## **Section 5c - Use of Photographic/Filming equipment during training**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or recordings of children in vulnerable positions, gymnastics for example.

All clubs should be vigilant and whilst there is no intention to prevent Instructors from using video equipment as a legitimate coaching aid and parents should be asked for permission first stating the reasons. It is advised that all clubs gain written consent from every member when they first join the club paying particular emphasis on them being displayed on any form of social media. All clubs should be vigilant and any concerns should be reported to (in the first instance) to the clubs Safeguarding Officer.

## **Section 5d - Responding to allegations or suspicions and the action to be taken**

It is not the responsibility of our selves as Instructors, or any person within ASMAA-SDF to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns relating to abuse and also discrimination and offensive or violent behavior as these are unacceptable through contact with the appropriate authorities.

ASMAA-SDF will fully support and protect all of their members who in good faith report any concerns that another member has or may be abusing a child.

When a complaint is reported there are three types of investigation:

- Criminal - carried out by the local Police
- Child Protection - carried out by the local Authority
- Disciplinary - carried out by ASMAA-SDF

If the concern is clearly about poor practice only then ASMAA-SDF will deal with it as an “internal” issue in a fair and open-minded manner. All accusations will of course be open to appeal as per the chart below. If the concern is about suspected abuse then it should be reported to the Clubs most Senior Instructor who will then report to the Richard Lane of ASMAA-SDF.

If the concern is in relation to the Clubs most Senior Instructor it should be reported directly to Richard Lane of ASMAA-SDF.

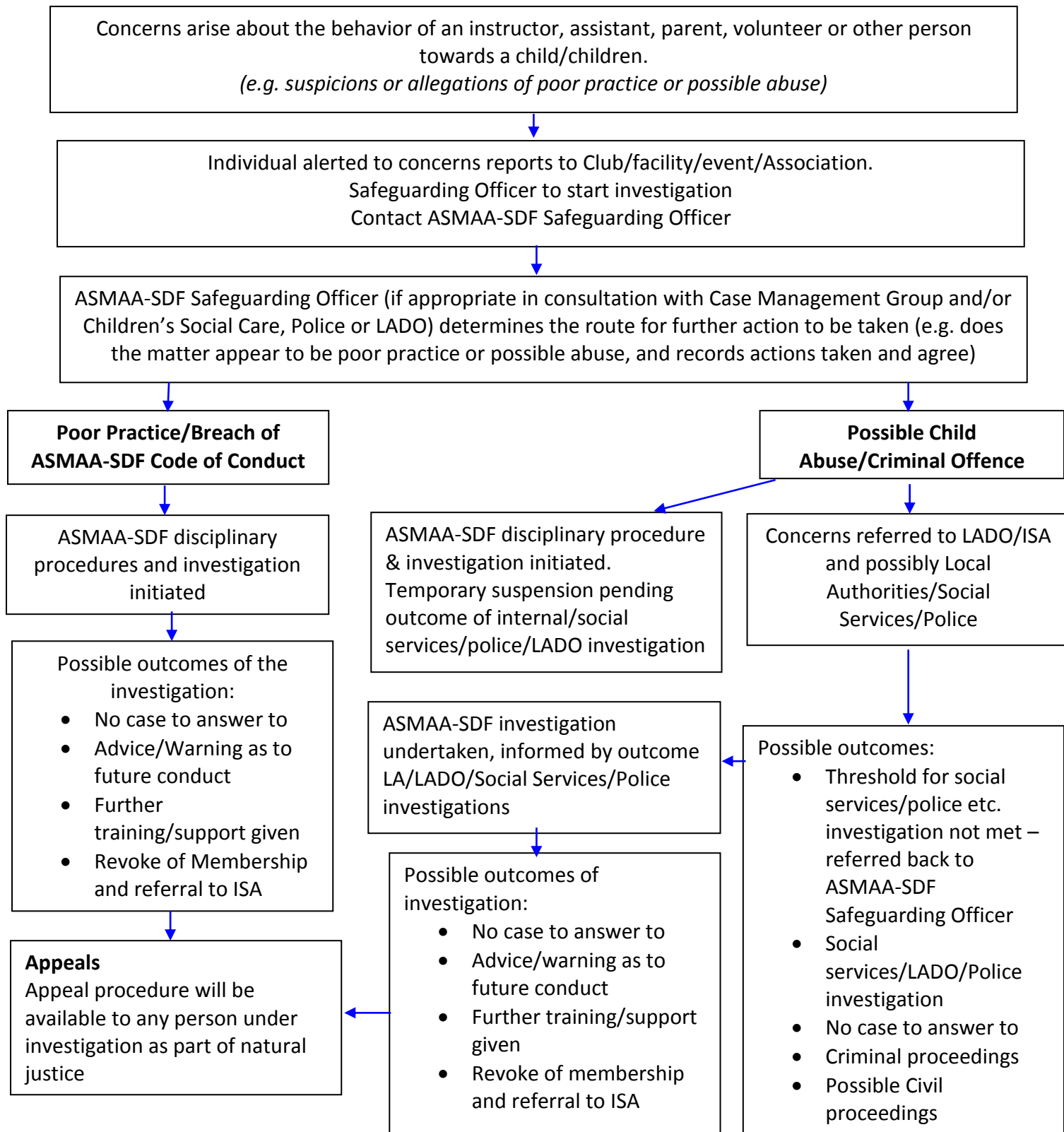
In all cases ASMAA-SDF will contact the local and appropriate safeguarding channels.

The following information will be required:

- The child’s name, age and date of birth
- The child’s home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times and any other relevant information
- Make a clear distinction between fact, opinion or hearsay
- A description of any physical injury or bruising, also any signs such as changes in behaviour
- Details of any witnesses
- The child’s own account of events, if it can be given
- Whether or not the parents are aware and what has been said

- Has anyone else been consulted, if so, record the details
- If the child was not the person who reported the incident has, he or she been informed and if so, what was said?
- Who is the alleged abuser?

The following chart demonstrates the general guidelines on how to respond to any concerns relating to ASMAA-SDF members/Instructors/Volunteers or any other person who may come into contact with ASMAA-SDF members.





## Section 6 – Confidentiality

If you are worried about sharing concerns about any alleged abuse within ASMAA-SDF you can contact Social Services, Your Local Area Safeguarding Unit or the Police direct. Or the NSPCC Child Protection help line on 0808 800 5000 or Child line on 0800 1111

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

- The Club Chief Instructor
- The Safeguarding Officer for ASMAA-SDF
- The parents of the person who is alleged to have been abused
- Social services
- The Police
- The alleged abuser

The alleged abuser **SHOULD NOT** be approached without firstly seeking the advice of the Local Social Services.

Any evidence or information should be stored in a secure place with limited access to designated people in line with data protection laws which state that information should be accurate, regularly updated, relevant and secure.

## Section 7 – Local Authority Designated Officers

The Local Authority has a designated officer (LADO) to:

- Provide advice and guidance to employers and voluntary Organisation's
- Liaise with the Police and other agencies
- Monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

The LADO will advise, in discussion with the Senior Manager within the Organisation (SMO), on what action should be taken by the employer and whether the matter should be referred to Children's Social Care and the Police for a decision on whether to convene a strategy meeting or an initial evaluation meeting.

If you wish to make an allegation or you have a concern about a professional working with children, young or vulnerable people,

### **Allegations or previous abuse**

Allegations may be made some time after the event e.g. by an adult who was abused as a child by an Instructor or member who is still active within ASMAA-SDF.

Where such an allegation is made, the club should follow the procedure as detailed above. This is important as other children, both in and outside of your club, may be at risk or even be being abused by this person.

**Policy Written by: Richard Lane ASMAA-SDF Co-Owner/Training & Safeguarding Officer**  
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