



21-23 Mains Loan, Dundee, DD4 7AB
Registered Charity No. SC050587

Safeguarding Policy

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Chair

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1. Policy Statement

Kanzen Karate has a duty of care to safeguard all of its members who participate in the practice of karate, whether as a traditional martial art or contemporary combat sport, or are otherwise involved in karate from harm, or the risk of harm.

All members, have a right to be protected from harm, or the risk of harm, but the particular needs of children, vulnerable adults or those with physical or mental disabilities must be taken into account.

As such Kanzen Karate is committed to delivering on safeguarding and the protection of all its members through the adoption and adherence of those guidelines and codes of practice set out by NSPCC, UK Coaching, the AMA, and Sport Scotland.

Sport can and does have a very powerful and positive influence on people, especially children. Not only can sport provide opportunities for fun, but it also provides a platform for personal achievement. In addition, it can help to develop and enhance qualities such as confidence, self-esteem, teamwork, and leadership skills. To ensure that those positive experiences are realised, Kanzen Karate ensures that each activity its members participate in is delivered by staff and volunteers who have the welfare of its members, in particular children and those deemed to be vulnerable, foremost in their mind and that the organisation has robust systems and processes in place to support and empower them.

Kanzen Karate recognises that all its members, whatever their age, race, national origin, ethnicity, gender, sexual orientation, marital status, disability, medical health, financial status, religion, or any other identified form of potential discrimination, have the right to protection from harm. As such Kanzen Karate promotes the advancement of human rights, equality and diversity by adopting an overarching policy of social inclusion for all who participate in karate and other activities.

This includes consideration of factors such as prejudice, discrimination by reason of age, ill-health, disability, financial hardship, or other disadvantage by considering the needs of all participants on an individual basis and providing appropriate support where the circumstances of any disadvantage may exclude them from participation or inclusion in any way.

All suspicions and allegations of abuse or harm will be taken seriously and quickly responded to in an appropriately yet robust manner.

Kanzen Karate regard safeguarding as a priority and take all necessary steps to ensure that all staff and volunteers recruited to work with children and vulnerable people are suitable and adequately trained for that responsibility, through the adoption of the aforementioned guidelines and codes of practice set out by NSPCC, UK Coaching, the AMA, and Sport Scotland.

Working in partnership with children, vulnerable people and their parents/carers and other relevant agencies is the key to promoting and ensuring these members overall welfare and safety at all times.

2. Introduction

Kanzen Karate is a registered charity with objectives centred around the provision of physical activities and sport facilities for people of all ages. The primary activities take the form of the promotion of and participation in Karate, both as a contemporary combat sport and as a traditional martial art. In addition, Kanzen Karate meets other objectives through partnership working and by supporting other good causes and individuals.

In order to meet these objectives, members of staff at Kanzen Karate are routinely required to attend at local and regional training sessions, seminars, competitions, and other charitable events. This may be in respect of their individual roles as participants, instructors, coaches or competitors, or in a supervisory or managerial capacity. In addition, members of staff may on occasions be required to travel throughout the United Kingdom and overseas, and this policy seeks to clarify procedures for staff and volunteers in order that they:

- Always Safeguard the welfare and safety of our members in Dundee, Angus and elsewhere.
- Strive to promote and improve standards of health and safety in Karate.
- Ensure that all martial arts equipment is used appropriately and safely, and where relevant only by those trained to do so.
- Adopt best practice to safeguard those participants from poor practice and abuse as well as protecting instructors, coaches, staff, volunteers, and other adults in positions of trust and responsibility from any potential malicious or unfounded allegations of abuse.
- To establish nationally recognised qualifications in relation to Karate instruction and good practice.
- To co-operate with all local, national and international organisations with similar goals and objectives.

Kanzen Karate has a statutory responsibility to safeguard the children, vulnerable and disabled people in their care.

Approximately 90% of Kanzen Karate's members are under 18 years of age and there many activities which involve these members. The activities vary but include topics such as, traditional and sport Karate training, education and health.

To provide members with the best possible experience and opportunities in Karate, everyone must operate within an accepted ethical framework, which includes Kanzen Karate's Equality Policy, Code of Conduct and Fair Play Code.

The purpose of this document is to provide policy and procedures which ensure all vulnerable members, be they children, adults or people with disabilities, to have appropriate safeguarding measures in place whilst participating in Karate, or are otherwise in the care of Kanzen Karate, and to allow staff and volunteers alike to make informed and confident decisions which allow them to respond appropriately to any specific or given safeguarding issues that may arise.

It is not always easy to distinguish poor practice from abuse and as such it is not the responsibility of Kanzen Karate staff and volunteers to decide whether or not abuse has taken place. However, it is their responsibility to promote good practice and to report any suspected abuse to Kanzen Karate's Safeguarding Officer, who will subsequently decide whether the matter merits reporting to the Police or other appropriate authorities.

3. Scope of Document

This policy is mandatory and applies to all contracted staff, and volunteers whether they are in Instructor, Coach, Staff or Event Support roles, and working directly or indirectly for Kanzen Karate. They will all be referred to as staff and volunteers throughout this document. This policy should be reviewed annually at the AGM.

Other adults responsible for the care and welfare of individual children, vulnerable adults or people with disabilities will be referred to as parents, guardians and carers throughout this document.

For the purposes of this document children shall be defined as all young people below the age of 18 years and are considered vulnerable by virtue of age.

It is recognised that some adults may also be considered vulnerable, along with people with disabilities of any age, and they will be referred to as such throughout this document.

Staff and volunteers should be aware that adults may fail to disclose their individual vulnerability verbally or in writing when initially participating or subsequently joining Kanzen Karate. Kanzen Karate does not discriminate against vulnerable adults and will always try to accommodate their participation providing it is safe to do so for both them and other members.

Principles of Adult Safeguarding

- **Empowerment** - Where adults are concerned they should be involved in the safeguarding process in order to give them choice and control over their own decisions.
- **Protection** - Support should be given to those most in need, and concerns should be reported as soon as practicable to the appropriate person.
- **Prevention** - Where and whenever possible action should be taken before harm occurs.
- **Proportionality** - Where and whenever possible the least intrusive response to any issue should always be the first consideration.
- **Partnership** - All staff, volunteers and members, should be aware of the Kanzen Karate Safeguarding Policy, and know who the Safeguarding Officer is and how to contact them.
- **Accountability** - Transparency in the delivery of Safeguarding ensures it is everyone's responsibility and everyone is individually accountable.

4. Safeguarding Officer

At all times Kanzen Karate must have an appointed Safeguarding Officer. The person appointed to this role must ensure that they possess a comprehensive and up to date knowledge base regarding all safeguarding matters and should undertake any training considered necessary, to keep themselves fully informed of any new developments, i.e., revised guidelines or changes to legislation.

The appointed Safeguarding Officer must:

- Be aware of the contact information of the relevant local authority Social Services Department, Police and other relevant agencies within the catchment area of all Kanzen Karate training venues in Dundee and Angus.
- Be responsible for ensuring this Safeguarding Policy and its procedures and requirements are explained, publicised and adhered to at all times, at all Kanzen Karate local and regular training venues and elsewhere members may be participating in Karate or otherwise representing Kanzen Karate.
- Be timeously informed of all safeguarding concerns or issues and ensure that appropriate action is taken and fully documented on all occasions.

5. Good Practice and Conduct

Poor practice and abuse may occur anywhere, including within a sporting environment. It is widely known that some individuals will actively seek employment or voluntary work with children or vulnerable people in order to harm them. A sports coach, instructor, teacher, official or volunteer may have regular contact with children or vulnerable people. As such they are ideally placed to identifying cases where an individual or group of people need protection.

When a child or vulnerable person has experienced abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such cases, staff and volunteers at Kanzen Karate must provide the appropriate level of support to ensure the child or vulnerable person's needs are met.

Abuse, particularly sexual abuse, can arouse strong emotions in those facing it. While it is important to understand these feelings, they should not be allowed to interfere with sound judgement in respect of the appropriate action required to be taken at any given time.

At Kanzen Karate, staff and volunteers should always endeavour to display exemplary behaviour in order to safeguard all members and reduce the likelihood of unwarranted allegations being made against them or the organisation.

All cases of poor practice should be reported.

5.1 Good Practice

The following are examples of good practice and how to create a positive culture and climate in Karate:

- The minimum age for a child to begin Karate is 3 years old, although the minimum age at which insurance will cover for participation is 4 year old. Parents, guardians and carers of children aged 3 years must be made fully aware of this.
- Staff and volunteers need to understand the added responsibilities of teaching children and also basic principles of growth and development through childhood to adolescence. Therefore, any physical exercise should be age appropriate, with children not simply being treated as small adults.
- Staff and volunteers need to understand the younger the child, the shorter the attentions span. One hour is generally considered sufficient training time for children below 12 years old. Pre-adolescent children have a metabolism that is not naturally suited to generating anaerobic power, and therefore they exercise better aerobically and at a steadily rate. However, they can soon become conditioned to tolerate exercise in the short explosive bursts that more suit Karate training.
- Children should not do assisted stretching, as there is a real risk of damage from an inconsiderate or over-enthusiastic training partner.
- Care should be taken where children practice karate in close proximity to adults, to avoid collisions and potential injuries.
- Children should not do certain load bearing or conditioning exercises, e.g., weight training or knuckle press-ups.
- Where possible children should be carefully match for size and weight for sparring practice. Although consideration may be given to tournament groups where height, weight and age are specified.
- Children should not do any heavy impact work but should concentrate on the development of speed, mobility, skill and general fitness.
- No head contact is permitted for children without appropriate head protection in place, while participating in kumite or partner work due to significant, evidenced based health concerns surrounding the impacts of concussion
- Always work, teach or operate in an open environment, avoiding private or unobserved situations and conversations with children or vulnerable people, thereby encouraging open communication with no secrets.
- Treating all children or vulnerable people equally, with respect and dignity.
- Always put the welfare of children or vulnerable people first, even before any opportunities of winning or achieving goals.
- Maintaining a safe and appropriate social distance with children or vulnerable people.
- It is not appropriate for Kanzen Karate staff or volunteers to have an intimate relationship with children or vulnerable people, or to share a room with them.
- Building balanced relationships based on mutual trust which empowers children or vulnerable people to share in the decision making process.
- Making the experience of Karate participation fun and enjoyable, while promoting fair play.

- Ensuring that if, any form of physical support is required, it should be provided openly and according to relevant guidelines. Staff and volunteers should be acutely aware that care is needed when providing support, as it is difficult to maintain appropriate hand positions when a child or vulnerable person is constantly moving. Consideration should be given to prior consultation with parents/carers and their consent gained for the support that is to be provided and how this should be delivered.
- Staff and volunteers must maintain their proficiency with technical Karate skills and teaching methods and keep up to date with qualifications via a process of continued professional development (CPD).
- Staff and volunteers must and adequately insured for any activity carried out for Kanzen Karate.
- Involve the parents/carers whenever possible, by encouraging them to take responsibility for their children, whenever changing at a training venue. If groups have to be supervised in the changing rooms, always ensure staff and volunteers work in pairs whenever possible.
- Ensuring that if mixed teams are taken away, a male and female adult should always accompany them, while being mindful that same sex or gender abuse can also occur.
- When children or vulnerable people are using changing room facilities, whenever possible they should be supervised by a minimum of two members of staff or volunteers. Staff and volunteers, in particular adults should avoid changing or showering at the same time when using the same facilities.
- If a child or vulnerable person feels uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children.
- Giving positive and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children, avoiding excessive training or competition and not pushing them either against their will, or in a manner that could be detrimental to their physical and mental health.
- Obtaining parent/carer consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any accident that occurs, injury that is sustained, along with the details of any treatment given.
- Obtaining parental, guardian or carer consent for Kanzen Karate staff and volunteers to transport children or vulnerable people in their own cars, as required.
- It must be clear at all times, who has responsibility for the supervision of children and vulnerable people. This is particularly important where events are held on large sites, in the public domain or at residential venues.

- Whenever appropriate, parents, guardians or carers should be encouraged to take responsibility for their own children or a vulnerable person.

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

5.2 Poor or Bad Practice

Poor Practice is behaviour that does not meet the Kanzen Karate's codes of conduct, falls below the required standards, and fails to deliver what is expected to those staff and volunteers have responsibility for.

The following are some examples of poor (or potentially unlawful) practice:

- Instructing or coaching without the required and/or appropriate qualifications.
- Shouting, swearing and becoming angry at individuals.
- Failing to listen to or recognise an individual's needs.
- Administering prohibited or humiliating punishments.
- Hitting members in any way other than in the context of routine karate training.
- Instructing or coaching under the influence of alcohol or any other substance.
- Anything sexual in nature.

The following practices should be avoided except in emergencies:

- Avoid excessive spending time alone with children away from others.
- Avoid taking children alone in the car, e.g., taking or dropping off a child at a class or event, unless consent has been obtained from a parent, guardian or carer.
- In cases of late collection remind parents, guardians and carers that it is their responsibility of collect children and vulnerable people, not that of Kanzen Karate staff and volunteers.

The following practices would never be viewed as acceptable and as such all staff and volunteers should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.

- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or vulnerable person.
- Forming intimate emotional, physical or sexual relationships with children or vulnerable people.
- Reduce a child or vulnerable person to tears as a form of control.
- Allow allegations made by a child or vulnerable person to go unrecorded or not acted upon.
- Do things of a personal nature, for a child or vulnerable person that they capable of doing for themselves.
- Invite or take a child or vulnerable person to your home, where they will be alone with you, or stay at your home alone or otherwise unsupervised.

Indicators of Poor Practice include something you may see, hear, have been told or sense.

Incidents that must be reported and recorded

If any of the following situations or incidents occur staff and volunteers must report this immediately to the organisation's Safeguarding Officer and record the incident. The parents/carers of the child or vulnerable person must also be informed, providing they are not subject of the incident, or any disclosure being made. In such cases, it may be prudent to report the matter to the relevant authorities in the first instance, i.e., the Police.

- If a child or vulnerable person is injured during general Karate practice or while competing.
- If a member of staff or volunteer causes injury to a child or vulnerable person, whether accidentally or not.
- If a child or vulnerable person seems distressed in any manner.
- If a child or vulnerable person misunderstands or misinterprets something you have done, especially if it leaves a member of staff or volunteer open to an allegation of misconduct.
- If a child or vulnerable person speaks of anything sexually explicit in nature or appears to be sexually aroused by your actions.

The following are some practical considerations that will help with Safeguarding children and vulnerable people who take part in Karate training at Kanzen Karate:

- Instructor/Coach and student ratios.
- Changing room awareness.
- Dealing with injuries and illnesses.
- Collection of children or vulnerable people by parents, guardians or carers.

- Discipline issues.
- Physical contact issues.
- Sexual activity issues.
- Teaching members with disabilities.

5.3 Risk Assessment

Kanzen Karate will undertake to risk assess potential of harm occurring to children and vulnerable people from participation associated activities, be they routine training, competition participation, or any other individual or group activity either at a home venue or elsewhere, whether strictly karate related or otherwise. Particular attention should be given to residential activities and trips, therefore the relevant sections of the Kanzen Karate 'Events Checklist' should be completed prior to and upon arrival at the event venue and/or accommodation.

Risk assessments should include consideration of the direct risks to not only staff and volunteers, but also to those under their care or supervision. This will assist in minimising the opportunities and potential for allegations to be made against them. For example, supervision levels do not allow individuals to be in one to one situations with children and/or vulnerable people.

5.4 Physical Contact during Participation and at other times

On occasions more direct physical contact may be required for instructional purposes, or to encourage, protect or comfort a participant in certain situations. It may also be necessary for Kanzen Karate staff and volunteers to provide a degree of physical support of a more personal nature, particularly for young or disabled children or vulnerable people.

Routine physical contact between karate practitioners is to be expected, although staff and volunteers should be mindful of the extent and context of any such contact.

Physical contact should always be intended to meet the child's or vulnerable person's needs, not the staff or volunteers.

Staff and volunteers should only use physical contact if their aim is:

- To develop the sport or enhance a particular skill or technique.
- To prevent an injury.
- To treat an injury.
- To meet the requirements of the sport or activity in question.

On such occasions, staff and volunteers should explain the reason for the physical contact to the child or vulnerable person, and unless the situation is an emergency, should ask for permission. Thereafter, the contact should:

- Not involve touching genital areas, buttocks or breasts.
- Not take place in secret or out of sight of others.

- Only be carried out with the full understanding and written consent of parents, guardians, carers and the child or vulnerable person involved.
- Be appropriate to meet a need, or to be responsive to a child or vulnerable persons reactions.
- Be appropriate if a child or vulnerable person is fully dependent on you. In these cases, talk with them about what you are doing and give choices where possible. This is particularly relevant where there is physical contact, lifting or assisting a child or vulnerable person to carry out particular activities, or if you are involved in any dressing or undressing of outer clothing.
- Avoided for tasks that staff and volunteers are not appropriately trained for.

All injuries should be fully recorded.

5.5 Guidance on Administering Discipline

Occasionally, there may be need for staff and volunteers to administer discipline to practitioners. On these occasions any discipline measures should be with the clear intention of teaching or reinforcing appropriate behaviour and be deemed appropriate in nature and in respect of the recipients age.

Discipline must never be used impulsively, to gain power, or to embarrass or humiliate a child or vulnerable person. It is the responsibility of member of staff or volunteer to ensure their enforcement of discipline is appropriate and in no way adversely harmful to the recipient.

Discipline may be used to:

- To develop a sense of responsibility for behaviour.
- To develop respect for others and their property.
- To reinforce the rules or values of karate or other physical activity.
- To reinforce positive behaviour or attitudes.
- To reinforce the health and safety aspects of karate or other physical activity

Kanzen karate include parents, guardians, carers, children and vulnerable people in the creation and setting of their rules and codes of conduct, which apply to all members, participants, staff and volunteers.

6. Abuse of Position of Trust

6.1 Relevant Legislation relating to Position of Trust - Scotland

The Sexual Offences (Scotland) Act 2009 is the governing legislation in Scotland that prescribes in law what constitutes a position of trust within a sporting context, and further states what conduct breaches the said position of trust. The full legislation may be viewed here:

<https://www.legislation.gov.uk/asp/2009/9/contents>

6.2 Abuse of Position of Trust - Scotland

While not fully reproduced here, the following sections of the Sexual Offences (Scotland) Act 2009, prescribes what constitutes an offence by an individual in a position of trust, in respect of sexual activity:

- Section 42 - Sexual Abuse of Trust
- Section 43 - Position of Trust
- Section 44 - Interpretation of Section 43
- Section 46 - Sexual abuse of trust of a mentally disordered person

The above legislation introduces offences 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.

However, while sports coaching is currently not included within this legislation, the principles will apply to all staff and volunteers in all roles which assume positions of trust within Kanzen Karate.

6.3 Understanding Grooming in Sport

The power and influence available to colleagues, members of staff or volunteers, over children or vulnerable people they are coaching or looking after in Karate is significant. If there is an additional competitive aspect to the activity and the older person is responsible for the young person’s success or failure, then the dependency of the younger member upon the older will be increased. It is therefore essential all staff and volunteers at Kanzen Karate are aware of their responsibilities and that they do not abuse their position of trust.

It is acknowledged that on occasions genuine relationships may develop between individual which may otherwise be considered a breach of a position of trust. However, to avoid confusion at Kanzen Karate, no intimate relationship should begin whilst the member of staff or volunteer is in a position of trust in respect of anyone below the age of 18 years.

Kanzen Karate further acknowledges that intimate relationships between appropriately aged teenagers may occur and often no harm comes from them. However, it is also acknowledged that children who suffer abuse can do so at the hands of other children. It must be understood that the notion of ‘relationships of trust’ applies as much to young people who have taken on any form of leadership role as it does to adults involved in Karate.

The majority of adult members of staff and volunteers at Kanzen Karate, whether engaged in the delivery of Karate coaching to children at training sessions or competition events, or in a supporting role of these activities, participate with the primary aim of providing an enjoyable, positive experience for those taking part. However, it should not be lost that there are a minority of individuals who may use the participation in Karate as a method of gaining access to children or vulnerable people for inappropriate purposes such as sexual abuse.

In order to gain access to children, those who would commit offences of this nature often gain the trust of currently coaching or otherwise responsible for the children or vulnerable people. In respect of Kanzen Karate this could include existing members of staff, Board members, volunteers, parents and carers. In doing so, this process is referred to as 'grooming.'

Those who commit grooming offences often portray themselves as caring and trustworthy individuals, so they are freely entrusted with the care of children or vulnerable people. Once they have gained access to children or vulnerable people, they befriend them in order to remove any social barriers, and soon establish a trusting friendship in order to manipulate and control children or vulnerable people into gratifying their sexual needs.

While not fully reproduced here, the provisions of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005, addresses the predatory behaviour those aiming to abuse children, by introducing an offence of "grooming." The full legislation may be viewed here:

<https://www.legislation.gov.uk/asp/2005/9/contents>

Therefore, any member of staff, or volunteers must report all suspicions or allegations of grooming to the Kanzen Karate Safeguarding Officer, in the first instance and without any undue delay.

6.4 Relevant Legislation relating to Position of Trust - England and Wales

The Sexual Offences Act 2003 is the governing legislation in England and Wales that prescribes in law what constitutes a position of trust within a sporting context, and further states what conduct breaches the said position of trust. The full legislation may be viewed here:

<https://www.legislation.gov.uk/ukpga/2003/42/contents>

6.5 Abuse of Position of Trust - England and Wales

While not fully reproduced here, the following sections of the Sexual Offences Act 2003, prescribe exactly what constitutes an offence by an individual in a position of trust, in respect of sexual activity:

- Section 16 - Sexual activity with a child
- Section 17 - Causing or inciting a child to engage in sexual activity
- Section 18 - Sexual activity in the presence of a child
- Section 19 - Causing a child to watch a sexual act

6.6 Acts done in Scotland

Section 20, of the Sexual Offences Act 2003, prescribes the following:

"Anything which, if done in England and Wales, would constitute an offence under any of Sections 16 to 19, also constitutes that offence if done in Scotland."

6.7 Further Positions of Trust

The following is an extract of the relevant parts of the legislation.

Section 22A, of the Sexual Offences Act 2003:

- (1) For the purposes of sections 16 to 19 of the Act, a person (A) is in a position of trust in relation to another person (B) if –
 - (a) (A) coaches, teaches, trains, supervises or instructs (B), on a regular basis, in a sport or a religion, and
 - (b) (A) knows that they coach, teach, train, supervise or instruct (B), on a regular basis, in that sport or religion.
- (2) In subsection (1), “sport” includes –
 - (a) any game in which physical skill is the predominant factor, and
 - (b) any form of physical recreation which is also engaged in for purposes of competition or display.

To Summarise:

The changes to the Act include an extension of the positions of trust offences to include where an adult is coaching, teaching, training, supervising or instructing anyone aged 16 or 17 year old in a sport on a regular basis, and where the adult knows that they are coaching, teaching, training, supervising or instructing this individual.

The following occupational roles will be classified as a position of trust when they are working with young people aged 16 to 17 years old:

- Personal Trainer
- Gym Instructor
- Group Exercise, e.g., Instructor / Yoga / Pilates Instructor
- Coach
- Assistant Coach
- Swimming Teacher
- Assistant Swimming Teacher

The following occupational roles may also be classified as a position of trust depending upon their workplace related roles and responsibilities:

- Recreation Assistant
- Manager
- Tutor
- Assessor
- Coach Developer

All members of staff and volunteers of Kanzen Karate will be familiarised with the law and encouraged to understand the professional standards, their individual roles and responsibilities entail, to ensure that their practices, coaching, governance, are wholly compliant.

7. Definitions of Abuse

Abuse may be defined as the ways in which children or vulnerable people are exposed to harm or harmed in a physical or psychological manner. Abuse can be a violation of an individual's rights by any other person or group of people.

An Abuser may be someone that is known to the child or vulnerable person, i.e., a friend or family member, a carer and includes coaches at sports and leisure activities. It can at home, at school, online via social media, in the changing room or in the Dojo.

Anyone may be directly responsible for abuse, or indirectly responsible because they fail to prevent another person causing the harm.

Abusers can be male or female, an adult or another young person.

The following are examples of factors which may increase the risk of abuse:

- Children and vulnerable people might have difficulty telling others.
- People with disabilities may have difficulty in effectively communicating or knowing who they can tell.
- Children and vulnerable people who are already experiencing some form of discrimination.
- Children and vulnerable people who have poor relationships with their parents or carers.
- Children and vulnerable people who suffer with high levels of stress or anxiety.
- Children and vulnerable people who come from a family with a known history of violence or abuse.

Abuse can be separated into the following six categories:

7.1 Sexual Abuse

In a Karate training environment this may include activities, which involve physically supporting or manipulating the movement of a child or vulnerable person during the coaching of new or existing skills. In these circumstances sexual abuse might go unnoticed. Staff and volunteers should be aware of this and follow the guidelines contained within this document in order to protect all concerned from the following and any other similar instances.

Examples of Sexual Abuse

- A child or vulnerable person is raped, sexually assaulted, or subject to any other unlawful sexual act.

- A child or vulnerable person is involved in sexual intercourse, masturbation, oral sex, anal intercourse, fondling or other sexual activities that the person lacks the capacity to lawfully consent to.
- A child or vulnerable person is subjected to non-consensual sexual penetration or attempted penetration of the vagina, anus or mouth.
- A child or vulnerable person is subjected to non-consensual masturbation of either or both persons.
- A child or vulnerable person is touched inappropriately anywhere.
- A child or vulnerable person is subjected to inappropriate looking, sexual teasing or innuendo or sexual harassment, or indecent exposure.
- A child or vulnerable person is being shown pornographic books, photography or videos, or witnesses sexual activity or acts.
- A child or vulnerable person is partaking or overhearing conversations that are sexually explicit in nature.

7.2 Physical Abuse

In a Karate training environment this could include a coach or instructor failing to take account of a child or vulnerable person development stage, e.g., providing a level and intensity of training deemed inappropriate for those members taking part and thereby exposing them to an unnecessary risk of fatigue and injury.

Examples of Physical Abuse

- A child or vulnerable person is physically hurt or injured as a result of poor or bad practice, negligence or they are deliberately assaulted. Examples include, rough handling, pulling, pushing, slapping, punching, kicking, hair-pulling, biting or burning.
- A child or vulnerable person is given or exposed to tobacco, alcohol, drugs or other inappropriate substances.
- A child or vulnerable person is given performance enhancing drugs or other substances banned in respect of 'anti-doping' rules.
- A child or vulnerable person is subject of inappropriate, unauthorised or unlawful restraint.
- A child or vulnerable person is subjected to involuntary isolation or confinement.
- A child or vulnerable person is given physical punishments.

7.3 Neglect or Acts of Omission / Self-Neglect

In a Karate training environment this could include a coach or instructor failing to ensure that a child or vulnerable person was safe, e.g., failing to ensure they were wearing the appropriate protective equipment and thereby exposing them to an unnecessary risk of injury.

Examples of Neglect and Acts of Omission

- A failure to provide basic needs, such as food, shelter, heating and warm clothing.

- A failure to provide personal or medical care or medication or providing it in a way that the child or vulnerable person dislikes.
- A child or vulnerable person is constantly left alone and unsupervised.
- A failure to take account of a child or vulnerable persons cultural, religious or ethnic needs.
- A failure to take account of a child or vulnerable persons educational, social and recreational needs.
- Preventing a vulnerable person from making their own decisions.
- A failure to ensure a child or vulnerable persons privacy and dignity.

Examples of Self-Neglect

- A lack of self-care to an extent that it threatens personal health and safety.
- A failure to maintain a good level of personal hygiene.
- Inflicting or an inability to avoid self-harm.
- A failure to seek help or access services to meet health and social care needs.
- An inability or unwillingness to manage one's personal affairs.

7.4 Psychological and Emotional Abuse

In a Karate training environment this may include certain circumstances, over enthusiastic parents, staff or volunteers being guilty of emotionally abusing a child by addressing them in a patronising or infantilising manner, or any of the following.

Examples of Psychological and Emotional Abuse

- A child or vulnerable person is subjected to enforced social isolation, i.e., preventing them accessing services, educational and social opportunities and seeing friends, or is constantly over-protected which denies them the opportunity to mix and socialise.
- Removing mobility or communication aids from a child or vulnerable person or intentionally leaving them unattended when they need assistance.
- Preventing a child or vulnerable person from meeting their religious and cultural needs.
- Preventing a child or vulnerable person from expression of choice and opinion.
- A child or vulnerable persons privacy is not respected.
- A child or vulnerable person is constantly over-protected which denies them the opportunity to mix and socialise.
- A child or vulnerable person is constantly being shouted at, threatened or taunted, which makes them very nervous and withdrawn or negative, influencing their feelings of competence and self-worth.
- Through the use of intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse.

7.5 Discrimination and Bullying

In a Karate training environment, it is often difficult to decide what is 'teasing' and what constitutes bullying. With a number of children and vulnerable people known to commit suicide each year as a result of bullying, all signs of bullying should be taken very seriously and reported to the club Safeguarding Officer.

The following are examples of discrimination and bullying (including cyber bullying) and how they may occur.

Examples of Discrimination and Bullying

- Discrimination and bullying usually occur over time, rather than being a single aggressive act.
- Discrimination and bullying often involves an imbalance of power, with the powerful attacking the weak.
- Discrimination and bullying can be psychological, verbal or physical in nature, e.g., being called names, ignored, lied about, insulted or verbally abused.
- Discrimination and bullying can be as a result of being deliberately embarrassed and humiliated by other children.
- Discrimination and bullying may include a child or vulnerable person being made to feel different or like an outsider.
- When a child or vulnerable person is physically assaulted or threatened with violence.

8. Signs and Indicators of Abuse

It is not always easy to recognise a situation where abuse is occurring or has already taken place. Therefore, staff and volunteers should recognise that the following list is not exhaustive and in some cases these factors may not be apparent, and the concern is raised when another person expresses concern about the welfare of a child or vulnerable person.

In a karate environment and indication may be an unexplained drop off in performance and or attendance.

8.1 Neglect or Acts of Omission / Self-Neglect

Signs and Indicators of Neglect and Acts of Omission

- Poor physical condition and/or personal hygiene.
- Poor home environment, i.e., dirty or unhygienic.
- Malnutrition or unexplained weight loss.
- Untreated injuries and medical problems.
- Accumulation of untaken medication.
- Uncharacteristic failure to engage in social interaction.

- Inappropriate or inadequate clothing.

Signs and Indicators of Neglect and Acts of Omission

- Unkempt appearance.
- Very poor personal hygiene.
- Lack of essential food, clothing or shelter.
- Neglecting household maintenance.
- Living in squalid or unsanitary conditions.
- Malnutrition and/or dehydration.
- Collecting a large number of animals in inappropriate conditions.
- Hoarding.
- Non-compliance with health or care services.
- Inability or unwillingness to take medication or treat illness or injury.

8.2 Physical Abuse

Signs and Indicators of Physical Abuse

- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps.
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injuries
- Frequent injuries.
- A child or vulnerable person refuses to remove clothing for normal activities or wants to keep covered up during warm weather.
- A child or vulnerable person describes what appears to be an abusive act involving them
- No explanation for injuries or inconsistency with the account of what happened.
- Signs of malnutrition.
- Failure to seek medical treatment or frequent changes of GP.
- Unexplained falls.
- Injuries are inconsistent with the person's lifestyle.
- Subdued or changed behaviour in the presence of a particular person.

8.3 Sexual Abuse

Signs and Indicators of Sexual Abuse

- Poor concentration, withdrawal, sleep disturbance.
- The uncharacteristic use of explicit sexual language or significant changes in sexual behaviour or attitude.

- Self-harming.
- Excessive fear/apprehension of, or withdrawal from, relationships.
- Reluctance to be alone with a particular person.
- Fear of receiving help with personal care.
- Infections, unexplained genital discharge, or sexually transmitted diseases.
- Pregnancy in a woman who is unable to consent to sexual intercourse.
- Incontinence not related to any medical diagnosis.
- Unusual difficulty in walking or sitting.
- Torn, stained or bloody underclothing.
- Bleeding, pain or itching in the genital area.
- Foreign bodies in genital or rectal openings

8.4 Psychological and Emotional Abuse

Signs and Indicators of Psychological and Emotional Abuse

- Low self-esteem.
- Uncooperative and aggressive behaviour.
- Signs of distress: tearfulness, anger.
- A change of appetite, weight loss/gain.
- Withdrawal or change in the psychological state of the person.
- An air of silence when a particular person is present.
- Insomnia.
- Apparent false claims, by someone involved with the person, to attract unnecessary treatment.

8.5 Discrimination and Bullying

Signs and Indicators of Discrimination and Bullying

- The person appears withdrawn and isolated.
- Expressions of anger, frustration, fear or anxiety.
- Has difficulty making friends.
- Shortage of money or frequent loss of possessions.
- The support on offer does not take account of the person's individual needs in terms of a protected characteristic.

Individuals with disabilities may not be able to communicate verbally about abuse that they may be experiencing or have witnessed. It is therefore important to observe these children for signs other than 'telling'.

It should also be borne in mind that the presence of one or more of the following indicators is not necessarily proof that abuse is taking place.

Changes in a child or vulnerable person's behaviour can be the result of a wide range of factors. Visible signs such as bruising or other injuries cannot be taken as proof of abuse. For example, some disabled children may show extreme changes in behaviour, or be more accident prone, as a result of their impairment. A child or vulnerable person may also try to tell a person directly about abuse, therefore it is imperative that staff and volunteers listen carefully and respond sensitively, as Kanzen Karate has a responsibility to act on any voiced, observed or identified concerns or disclosures made.

9. Responding to Suspicions, Allegations or Disclosures of Abuse

If a child or vulnerable person reports abuse then Kanzen Karate staff or volunteers member must not promise to keep this secret. The child or vulnerable person can be told it will be treated confidentially but it will have to be "reported" to the appropriate person or agency.

Similarly, if a vulnerable adult reports abuse outside of Kanzen Karate activities, seek permission to disclose to the Safeguarding Officer and/or the police. If a vulnerable adult reports abuse within Kanzen karate activities then be clear that this will be reported to the Safeguarding Officer.

It is not the responsibility of Kanzen Karate staff or volunteers to decide whether or not any form of abuse has or is taking place. This is the role of the established Social Services. However, there is a responsibility for everyone at Kanzen Karate to act on any concerns by reporting them to the Safeguarding Officer, who will in turn contact the appropriate authorities.

Kanzen Karate assures that all of its staff and volunteers will be fully supported and protect anyone, who in good faith reports their concern that a colleague is, or may be, abusing a child or vulnerable person. Where there is a complaint against a member of staff or volunteer, one of the following types of investigation may be instigated.

- A criminal investigation
- A child protection investigation
- A child disciplinary or misconduct investigation
- The results of a Police or child protection investigation may influence a disciplinary investigation, but not on necessarily on every occasion.

Kanzen Karate's Staff and Volunteers Responsibilities

- Staff and volunteers must be able to recognise poor practice and abuse.

- Staff and volunteers must respond to any concerns they have about the welfare of a child or vulnerable person.
- Staff and volunteers need to know how to respond and report their concerns and who to.

Some Safeguarding - Do's and Don'ts

- You **do** have a responsibility to spot the signs of abuse.
- **Do** speak to the adult in question to establish their thoughts and feelings on the matter of concern.
- When speaking with an adult about any concerns **don't** be dismissive and **don't** personalise matters or offer solutions.
- If necessary **do** report any concerns to the Safeguarding Officer, or other appropriate person at the earliest opportunity.
- If necessary **do** report any concerns whether you have all the information or not.
- **Do** ensure any concerns reported are recorded and at the time.

Actioning concerns about poor practice

- If, following consideration, the allegation or concern relates to identifiable poor practice of a staff member or volunteer, the Safeguarding Officer will refer the matter to either, the individual's line manager, a senior instructor or the Board, as deemed appropriate to the individual and/or circumstances, who will decide how to deal with the allegation or misconduct and whether or not to initiate disciplinary proceedings.
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to either the Board who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Concerns about suspected abuse

- Any suspicion that a child or vulnerable person has been abused by either a member of staff or a volunteer should be reported to Kanzen Karate's Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child or vulnerable person in question and any other individual who may be at risk.

Staff and volunteers should remember the following:

- Your job **is** to identify concern or having been made aware of it and report that concern to the appropriate person, i.e., the Safeguarding Officer.
- Your job **is** to speak with adults to establish their thoughts on the concern raised and their views on what if anything should be done.

- Your job is **not** to decide whether you believe the concern, whether you think the alleged abuser did it, to investigate the matter in any way or speak to the alleged abuser at all.
- The Safeguarding Officer may refer the allegation to the relevant child protection agency, which may involve the Police, or go directly to the Police if out-of- hours or the circumstances dictate that to be the most appropriate course of action.
- The parents or carers of the child or vulnerable person will be contacted as soon as possible following advice from the child protection agency or Police, provided they are not subject of the allegation in question.
- If the Safeguarding Officer is the subject of the suspicion or allegation, the report must be made to a senior instructor or the Board who will refer the allegation to child protection agency or Police.
- The obvious exception is when an individual is at immediate risk of serious abuse or harm, at which time intervention is required to prevent the harm and in the most serious cases the emergency services should be called on 999.

How to act in relation to an allegation of poor practice or abuse

- **Stay calm** - try not to frighten the child or vulnerable person and do not rush into actions that may not be appropriate.
- **Reassure** - tell the child or vulnerable person they are not to blame and that they did the right thing by disclosing.
- **Listen** - show the child or vulnerable person you believe what they have said and taking it seriously.
- **Keep questions to a minimum** - it is not your role to investigate the matter, only to establish sufficient information to be provided to the relevant child protection agency or Police.

There should be a clear and accurate understanding of what has been said. The law is very strict, and a child abuse case may be unsuccessful if it appears the child has been led, or words and ideas have been suggested. In view of these legal complexities, it is better to refer the matter to professionals as soon as possible.

- **Explain** - you will have to tell other people in order to stop what is happening.
- **Safety of the child or vulnerable person is paramount** - if the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure that they are made aware that this is a Safeguarding issue.
- **Record** - complete an Incident Report Form with all information.
- **Report the incident** - tell the Safeguarding Officer as soon as possible.

10. Confidentiality

All Kanzen Karate staff and volunteers have an absolute duty to ensure that every effort is made to maintain confidentiality for all concerned. Information should be handled and disseminated purely on a need to know basis only, and then only to the following people as is deemed appropriate for the given circumstances:

- The Kanzen Karate Safeguarding Officer.
- The parents, guardian or carer of the child or vulnerable person subject of the abuse allegation, but only when they are not the person being accused of said abuse.
- The person disclosing or making the allegation of abuse.
- The relevant Social Services.
- The Police.
- The parents, guardian or carer of child or vulnerable person, if they are the alleged abuser, but only when the Social Services or Police deem this to be appropriate.

The Child Protection agency or Police will advise when the alleged abuser should be approached and who should do this. Unless as an act of intervention concerning abuse actually ongoing at that time, no staff or volunteer should make any investigations into the alleged abuse, or approach, or otherwise confront the alleged abuser in any way.

All information, whether written or printed, or stored electronically should be stored in a secure place with access limited only to designated people, in line with data protection laws, i.e., that information is accurate, regularly updated, relevant and stored securely.

11. Whistle Blowing

It is vital that Kanzen Karate's staff and volunteers are fully aware of the procedures that enable them to share any concerns they may have discerned, witnessed or had disclosed to them, in confidence to a designated person, in regard to the behaviour of a colleague.

This may be behaviour linked to poor practice, breaches of procedure and/or the abuse of a child or vulnerable person. If this is consistently ignored a culture may develop within an organisation whereby Kanzen Karate representatives and children are 'silenced'.

Kanzen Karate are fully supportive of 'whistle blowing' for the sake of children and vulnerable people and will provide support and protect those who whistle blow accordingly. While it is difficult to express concerns about colleagues, it is essential that these concerns are communicated to the designated Safeguarding Officer in the first instance. All staff and volunteers are encouraged to talk to the Safeguarding Officer if they become aware of anything that makes them feel uncomfortable.

12. Internal Enquiries and Suspension

All internal enquiries relating to Safeguarding will be overseen by the Safeguarding Officer with support from Senior Instructors or the Board as deemed appropriate. Suspension/s will be addressed in accordance with the Kanzen Karate Discipline Procedure policy.

It should be recognised throughout, that the welfare of the child or vulnerable person should remain of paramount importance throughout.

13. Support to deal with the aftermath of Abuse

Consideration should be given to the kind of support that children, parents, guardians, carers, members, staff and volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Consideration should also be given to what kind of support may be appropriate for the alleged abuser.

Counselling advice and support is available from:

1. The British Association for Counselling
Tel: 01455 883300
Email: bacp@bacp.co.uk
Website: www.bacp.co.uk
2. COSCA (Counselling & Psychotherapy in Scotland)
Tel: 01786 475140
Email: info@cosca.org.uk
Website: www.cosca.org.uk

14. Allegations of previous Abuse

Allegations of abuse may be made some time after the event (e.g., by an adult who was abused as a child or by a member of staff or volunteer who is still currently working with children). Where such an allegation is made, the Kanzen Karate staff and volunteers should follow the procedures as detailed above and report the matter to Safeguarding Officer, who will in turn report the matter to Social Services or the Police. This is because other children or vulnerable people, either within or outside Kanzen Karate, may be at risk of abuse from the same individual.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. The requirement for all staff and volunteers to have PVG or DBS checks carried out is an example of the due diligence measures taken by Kanzen Karate to try and ensure this is the case.

15. Action if Bullying is suspected

If bullying is suspected, primarily the same procedure should be followed as set out above at 'Section 8 - Responding to Suspensions, Allegations or Disclosures of Abuse', with some action to help the victim and prevent bullying in Karate being:

- Encourage everyone at Kanzen Karate to speak and share their concerns, particularly children, and young or vulnerable people, as it is known that a number of such children commit suicide every year as a direct result of bullying.
- Help anyone being subjected to bullying to speak out and disclose their concerns and experiences.
- Take all signs and disclosures relating to bullying seriously and tell the Safeguarding Officer, or other person in charge or someone in authority.

- If anyone talks about or threatens suicide, seek professional help immediately.
- Reassure the child, young or vulnerable person, that you can be trusted and will help them, although you cannot promise not to tell someone else what is happening or has happened.
- The Safeguarding Officer, will investigate all allegations of bullying, supported by a Senior Instructor as required, to allow the appropriate action to be taken, and to ensure the person subjected to the bullying is safe.
- The bully and person being bullied should not be spoken to or otherwise interviewed together.
- An accurate and chronological record should be kept, detailing of what was said to have happened, who else was present or aware of the conduct, when occurred and who the perpetrator was.

Actions that should be considered or taken in respect of a bully or bullies may include:

- Inform the bully or bullies parents, guardians, carers of what has been alleged or established to have taken place.
- Talk with the bully or bullies and their families, explain the situation as reported, and try to get the bully or bullies to understand the impact and consequences of their behaviour.
- Request the return of any property that has been taken, compensation for any property that has been damaged and seek an apology for the person subjected to this behaviour.
- Encourage and support the bully or bullies to change their behaviour.
- Impose appropriate and proportionate sanctions as deemed necessary.
- Hold meetings with the families concerned to report on progress and outcomes.
- Inform the appropriate Kanzen Karate staff and volunteers of the circumstances and of any action taken.
- Keep an accurate record detailing of what was said to have happened, and what action has been taken.

Concerns outside the immediate training environment (e.g., a parent or carer):

- Report your concerns to the Safeguarding Officer, who will in turn report the matter to the Social Services or the Police if deemed appropriate.
- See below for the information that Social Services or the Police will need.
- If the Safeguarding Officer is not available, then the person being told of, or discovering the abuse should report the matter to the most senior instructor of staff member, who will in turn report the matter to the Social Services or the Police if deemed appropriate.
- Social Services or the Police and Safeguarding Officer will decide how and when to involve the parents or carers.

- Confidentiality should be maintained on a need to know basis only, as disclosure may jeopardise any ongoing or future investigation, or subsequent legal proceedings.

16. Information for Social Services or the Police regarding Abuse

To help ensure that any information that may be, or is intended to be passed to Social Services or the Police is as useful as possible, a detailed record should always be made at the time of the disclosure, or concern being otherwise identified, or as soon as is practicable thereafter, and should where possible include some or all of the following:

- The child or vulnerable persons full name, age and date of birth.
- The child or vulnerable persons home (and any other provided contact) 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 disclosure, allegation or concern. This should include times, dates, locations, along with any specific details or other relevant information.
- When known, efforts should be made to make a clear distinction between whether information is known to fact, opinion or hearsay.
- A description of any visible bruising or other injuries, along with any indirect signs, such as behavioural changes. Photographs should not be taken on personal camera, phones, etc. Should the authorities require photographic images they will arrange for them to be taken professionally for forensic purposes.
- If the child or vulnerable person was not the person who reported the incident, has the child or vulnerable person been spoken to? If so, what was said?
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred. This should be written down verbatim, without interruption and with no questions being asked to clarify anything. Staff and volunteers must remember they are merely recording what is being said as accurately as possible. It is not their place to question or otherwise investigate the matter in any way, as this may prejudice any later legal proceedings.
- Name, designation as appropriate, address, contact number of witnesses.
- Have the parents been contacted? If so, what has been said and to who?
- Has anyone else been consulted? If so, record details of who.
- Has anyone been named as the alleged abuser? If so, record details of who.
- Where possible or necessary referrals to the Police or Social Services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police directly, or any of the following:

The NSPCC on

- Child Protection Helpline - 0808 800 5000
- Email address - help@nspcc.org.uk
- Childline on - 0800 1111
- Children 1st - 0800 28 22 33

False allegations of abuse do occur, but they are rare. Staff and volunteers should always take immediate action if a child or vulnerable person discloses or indicates that they are being or have been abused, or you have reason to suspect that this is the case. This may involve dealing with the child or vulnerable person, and one or more of the following: their parent or carer, colleagues at your club or organisation, teachers, external agencies such as Social Services or the Police, or the media. Following the guidelines included herein is recommended. Children or vulnerable people who are being abused will only tell people they trust and with whom they feel safe. As a coach you will often share a close relationship with students and may therefore be the sort of person in whom a child or vulnerable person may place their trust in.

Children and vulnerable people that are being abused want the abuse to stop. By listening to them and taking what is said seriously, you will already be helping to protect them. Staff and volunteers may find it useful to think in advance about how they might respond to a situation or disclosure like this.

It is understandable that the child or vulnerable person may want to see you alone, away from others. Therefore, they may approach you at the end of a session when everyone is going home or may arrive deliberately early at a time when they think you will not be busy. However, a disclosure is not just a quick chat, it will take time and usually has further consequences. As such staff and volunteers should bear this in mind, especially when they may be needed to attend to other students or a class - you cannot simply leave a session unattended. Therefore, try to arrange to speak to the child at an appropriate time and place, as location is very important. Although it is important to respect the child or vulnerable person's privacy, you also need to protect yourself against potential allegations. Do not listen to the child's disclosure in a completely private place - try to ensure that another, or other members of staff are present or at least nearby.

All records should:

- Be written as soon as possible signed and dated.
- Clearly distinguish between known facts, observation, hearsay, allegation and opinion.
- Include a note the name of the person disclosing, the date, the nature of the abuse, whether any injuries were visible, the demeanour of the person disclosing, an accurate verbatim record of what was said, and any action taken in cases of suspected abuse.

- Be held securely and if possible separately from main records, or at least with restricted access given the required levels of confidentiality.
- Be exempt from open access.

17. Responding to the Child

Guidance for staff and volunteers:

- Do not panic, remain calm and react accordingly so as not to frighten the child or vulnerable person.
- Acknowledge that what the child or vulnerable person is doing is difficult, but that they are right to confide in you.
- Reassure the child that they are not to blame.
- Make sure that, from the outset, you can understand what is being said.
- Be honest straight away and tell the child or vulnerable person that you cannot make promises that you will not be able to keep.
- Do not promise that you keep the conversation secret. Explain that you will need to involve other relevant people and that you will need to write things down.
- Take the child or vulnerable person seriously, listen to and believe them.
- Do not allow your shock or distaste regarding what you are being told to show.
- Keep any questions to a minimum and only to clarify any facts or words that you do not understand - do not speculate or make assumptions.
- When trying to clarify something, avoid closed questions (i.e., questions which invite yes or no answers).
- Encourage the child or vulnerable person to use their own words and write down and record what they say verbatim.
- Do not probe for more information than is offered, your role is purely to record what is said, not to try to investigate the matter in any way.
- Do not make negative comments about the alleged abuser.
- End the disclosure and ensure the child or vulnerable person is either being collected or is old enough and capable of going home alone, but only if circumstances permit. If the situation demands immediate intervention and the involvement of Social Services or Police, they will decide when and where the child or vulnerable person will go, and with whom.
- Do not approach, speak or otherwise communicate with the alleged abuser, and do not disclose their identity to anyone other than the relevant parties and agencies set out herein.

18. Safeguarding and Overnight trips for training or competitions

Kanzen Karate regularly take child or otherwise vulnerable athletes away for regional, national and international competitions and many members of the Kanzen Karate stay overnight. It is acknowledged that staying in a hotel can present the potential for safeguarding issues to arise and opportunity for would-be abusers to act. Therefore, Kanzen Karate requires that all necessary steps are taken to safeguard the welfare of all children and vulnerable people that are staying overnight in a hotel or elsewhere, as part of their involvement with karate.

- Kanzen karate will ensure that the required number of adult supervisors for the number of children participating in a trip is adhered to.
- Overnight stays can present additional challenges for those responsible for the safety of child and vulnerable people while away from home. Whether at hotels or elsewhere, there will often involve interaction with other guests and facilities such as hotel bars. It will be the responsibility of the person tasked with organising accommodation to contact the venue before booking to ascertain what the policy is on children staying in their own room. When booking accommodation under no circumstances should an adult (aged 18+) who is not the parent/guardian or carer share a room with a child.
- Children of a similar age and of the same sex are permitted to share a hotel room but must not share a bed.
- Children, staying overnight are not allowed in other competitors rooms without an adult being present. It is also advisable that there is an adult supervisor situation in an adjacent or nearby room. Chaperones need to ensure that they supervise children, until they are settled in their rooms on an evening when they are ready to go to bed.
- Group bookings should, where possible, also occupy as much of the same part of the hotel as to avoid members being sparsely populated across a large site. The organisers of accommodation will be also need to ensure that the hotel offers adequate facilities for anyone with disabilities.
- It is also the responsibility of Kanzen Karate staff and volunteers to ensure students cannot access inappropriate TV programmes, such as adult channels and hotel mini bars stocked with alcohol. Other practices to be adhered to include briefing all children about the emergency procedures in case of a fire and being mindful of any children who may have difficulty hearing alarms. A list must be held which indicates who assigned to and staying in each room.

Unsupervised time

- While on trips away there will be situations where children and vulnerable people will free time which is often unsupervised time e.g., tourist visits, shopping time, returning to hotels after events. These occasions may occur at training camps or competitions and may coincide with older athletes as part of the planned programme. However, at no time or under any circumstances should children under the age of 16 years be granted unsupervised time and must be accompanied by a responsible adult at all times.
- Any opportunities that are known or likely to arise for unsupervised time must be communicated with the parents/guardians or carers of the children or vulnerable people before the trip. Unsupervised time should also never allow for children to

be on their own and should ideally be in groups of 3 as a minimum. It is imperative that ground rules are set and that all children know how to contact a member of Kanzen Karate staff or a volunteer, know where they are staying, including the hotel phone number, and have an understanding of any areas which are prohibited. Kanzen Karate staff and volunteers away on trips will also ensure that there is a central meeting point so children know where they can check in with them if required.

Information for Parents, Guardians and Carers

- Before an overnight stay is planned adequate documentation provided to the parents, guardians, carers, children and vulnerable people involved, as appropriate, which should give them sufficient information about the planned trip. This should be standard practice for all trips but for those involving an overnight stay this will need to be much more comprehensive and include the following:
 - Purpose of the trip and intended objectives to be realised.
 - Name and contact number of the senior Kanzen Karate member of staff that will be away on the trip, and a further local Kanzen Karate contact not away.
 - Venue details including full postal address, telephone number and email address.
 - Transport arrangements, i.e., flights, trains, coaches, transfers, etc.
 - Indications of any occasions where there will or will likely be unsupervised free time.
 - A full list of all essential equipment and documentation required for the trip, e.g., karate suit and equipment, passport, money.
 - Code(s) of conduct, as appropriate, including expectations regarding social networking.
 - The known or estimated cost with an acknowledgement that these may vary up or down.

Transportation

- In the first instance it remains the responsibility of parents, guardians or carers to transport their children to and from karate events. However, if there are a large number of children travelling for team-based events then group transport may be provided. In such cases the relevant information needs to be provided as to who will be providing the transport, i.e., the name of the company and/or driver, along with the venue or other destination (e.g., accommodation) to which the team are travelling. Kanzen Karate staff and volunteers will also be responsible for ensuring that seatbelts are utilised, and that the driver has the correct type of license.

Emergencies

- While it is the responsibility of senior Kanzen Karate member of staff to know how to contact the emergency services as and when required, and to ensure first-aid kit is available, all staff and volunteers will be briefed and have this knowledge.

When taking children or vulnerable people away it is also advisable that if there are any with medical conditions (including allergies) this medication information is relayed beforehand. When applying first-aid, the person administering it must clearly communicate with the child or vulnerable person what they are doing and for what purpose. Any First Aid that is undertaken should avoid being undertaken in private, unless modesty dictates otherwise. Only those with a first-aid qualification should administer any form of first-aid treatment. Any injuries that do occur should be relayed to the child's parent, guardian or carer at the earliest opportunity.

- When an emergency situation arises, the senior member of staff or other responsible adult must establish the name of the child affected and seek urgent medical attention whilst ensuring that all other children and vulnerable people are adequately supervised and kept together at all times. A written account of what occurred should be recorded as soon as practicable, which should contain all of the relevant facts and witnesses. An incident form must then be submitted.

19. Photographs and Video Recordings at Kanzen Karate events

- There is no intention to stop people photographing their children, club mates, or using photography and video equipment as an educational tool, but this is in circumstances where appropriate safeguards are in place. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or video footage, whether on film or digitally, of young or vulnerable people at sporting events.
- Kanzen Karate seeks the written consent from parents, guardians, carers, children and vulnerable people, as appropriate, in respect of them being photographed or videoed, and the subsequent publication of such still images or videos.
- Kanzen Karate endeavours to ensure that no caption or content of text accompanying an image or video contains information that will identify any child or vulnerable person, without express permission from a parent, guardian or carer.
- It is advisable that all clubs be vigilant with any concerns being reported to the Kanzen Karate Safeguarding Officer, or if unavailable the senior member of staff present. Anyone, including parents, guardians and carers, who wishes to photograph their child, or a vulnerable person must seek permission event organiser, in case others appear in the image(s).
- Official photographers must be registered with Kanzen Karate and wear identification at all times. Kanzen Karate has a policy of using authorised camera operators, photographers and videographers at its local, regional, national and international events.
- At Kanzen Karate squad events only people authorised by Kanzen Karate may video or take photographs, and only for promotional purposes only. No other images are permitted to be taken at these events by other persons.
- All images and videos shall be stored securely, with access restricted to appropriate staff only.

20. Video Recording as a coaching aid

There is no intention to prevent club instructors or coaches using video equipment as a legitimate coaching aid. However, performers and their parents, guardians or carers should be aware that this is part of the coaching programme and care should be taken in the storing of such recordings. Kanzen Karate also insists that the following guidelines are followed:

- Where athletes, children or vulnerable people are used in promotional material the appropriate consent must be obtained.
- Using the first name and surname together of individuals in a photograph must be avoided.
- If a child or vulnerable person is named, we do not use their image without first obtaining the appropriate consent.
- If an image is used, we do not name the individual without first obtaining the appropriate consent.
- Permission of the parent, guardian or carer, and that of the participant is sought to use any image of any such participation.
- All parent, guardian, carer, and or student/competitor permission has been sought and the Kanzen Karate Photography and Filming Consent Form has been signed.

21. Social Media Platforms

Owing to the vast number of social media platforms that currently available, targeting various demographics, i.e., Facebook, Twitter, YouTube, TikTok, Instagram, Messenger, WhatsApp, Zoom, etc., the potential for misuse and abuse exists.

Some of the key risks associated with such user interactive services include:

- Cyber bullying.
- Grooming.
- Online abuse by predators.
- Radicalisation.
- Hate crimes.
- Pornography.

Kanzen Karate uses the following guidelines when using its various social media platforms:

- Consideration is given to the objectives, i.e., what is desirable to be achieved, who the intended audience are, which media platforms are the most suitable to achieve the objectives and are there any safeguarding implications with the media platforms being utilised.
- Safeguarding policies & procedures are reviewed regularly to ensure that they are fit for purpose.

- Staff responsible for managing and/or contributing to any Kanzen Karate social media platforms will be appropriately trained, and fully conversant with these platforms.
- Only official Kanzen Karate email addresses or other relevant contact details will be used.
- All staff log-in and associated password details will be kept secure and known only to the individual concerned, unless there extenuations circumstances that dictate otherwise. In such circumstances any details should be shared with as few people as possible.
- The privacy levels will be set to those deemed appropriate for the platform concerned.
- The appropriate settings shall be selected, in order for all third party posts and messages to be monitored timeously following posting on any social media platform, to allow for removal at the earliest opportunity.
- Don't target children or vulnerable people unless for a specific purpose related to them and don't communicate or link personal profiles with anyone under 16 years of age, or vulnerable people unless they are personally related to staff and volunteers and consent has been obtained from a parent, guardian or carer.
- Avoid using personal details of children and vulnerable people that may help identify or locate them.
- Carefully consider how images and videos of children and vulnerable people are used and avoid naming without consent or tagging them.
- Staff and volunteers should remind member to protect their privacy online.
- Kanzen Karate promotes safe and responsible social networking and provides links to safety and support organisations.

22. Children and Vulnerable People with disabilities or additional needs

Kanzen Karate recognise that children or vulnerable people with either a physical or mental disability are more prone to being abused than other children.

They are more susceptible to suggestion or other external influences and as such are more likely to have, or experience, or be subject to some or all of the following:

- Have a dependency on others for assistance in order to carry out routine or essential daily tasks.
- Have difficulty or be incapable of expressing themselves and/or communicating that abuse has taken place.
- Bullying from other children or adults.
- Social isolation with less frequent contact than people without disabilities.
- Have reduced or impaired capacity to identify, understand or resist abuse when it occurs.

It is the responsibility of all Kanzen Karate staff and volunteers to ensure that the duty of care to children and vulnerable people is upheld at all times. Therefore, in order to establish an inclusive environment for disabled children and/or vulnerable people the following are areas of good practice that should be adopted or provided where and whenever possible:

- The provision of disabled access at dojos, competition and event venues and accommodation.
- The provision of suitably adapted transport to meet the specific needs of individuals.
- Adapting coaching practices to meet the specific needs of individuals.
- Improved methods of communication to meet the specific needs of individuals, e.g., the use of sign language.
- The provision of additional staff and/or volunteers, to enhance supervision at training and other events.
- The provision of appropriate and easily accessible changing, showering and toilet facilities to meet the specific needs of individuals.
- Information relating to training or competition opportunities should be made available in a variety of formats to meet the specific needs of individuals, e.g., brail or another language.
- Kanzen Karate staff and volunteers, be they in instructors, coaches or event support roles must undergo the relevant training to allow them to better understand and meet the general and specific needs of individuals (currently this includes NSPCC and UK Coaching eLearning modules on Safeguarding children and adults in sport, and various other UK Coaching eLearning modules including those covering Inclusive Activity and Equality).
- While Safeguarding measures need to be in place in order to protect all people with disabilities from abuse this does not mean they cannot actively participate part in karate classes and competitions.

Notwithstanding the above, there may be occasions where suitably identified Kanzen Karate staff and/or volunteers are involved in the provision of intimate care for a child or vulnerable person. On any such occasion, the identified member of staff or volunteer must be familiar with, and strictly adhere to the contents and guidelines set in the Kanzen Karate Intimate Care Policy.

23. Children and Vulnerable People from Ethnic Minority backgrounds

All staff and volunteers at Kanzen Karate strive to ensure that discrimination is not acceptable in any form. However, as discrimination is more common towards people from ethnic minority backgrounds, diligence is needed when holding or participating in classes, competitions or other events for cultural and language differences.

Children from ethnic minority backgrounds are also more susceptible to being abused for the following reasons:

- Language barriers may make it difficult for them to tell or otherwise communicate to somebody that they are being abused.

- They may be more socially isolated and have less contact with people from outside their community.
- Stereotyping or prejudice may lead to situations where abuse is not detected or is misinterpreted.
- They may be more prone to being victims of discrimination and bullying.

In order to ensure that anyone from an ethnic minority background is adequately safeguarded, consideration should be given to their involvement or participation in religious festivals and/or cultural practices, e.g., being aware that a child who is fasting during the festival of Ramadan may be more physically exhausted than usual during training.

Moreover, to be as inclusive as possible it is advised that where possible, events are not held on days which coincide with significant religious or cultural festivals.

Some religions and cultures may also adhere to strict dietary requirements, therefore when planning things like team meals or catering, these dietary requirements should be considered, e.g., vegetarian, vegan, halal, kosher.

While it may not be manageable or proportionate have all relevant information readily available in appropriate formats and languages, consideration should be given to how to diversify the dissemination of information.

24. Prevent

Kanzen Karate is committed to playing an active role in the UK government's counter terrorism strategy 'Contest', which includes the programme 'Prevent'.

Kanzen Karate recognise that the principles of the organisation and of karate itself, i.e., respect, discipline, teamwork and sportsmanship, can act as fundamental building blocks to preventing radicalisation at every level. This in turn allows people from diverse backgrounds to reach their full potential within the sport.

As of July 2015, Section 26, of the Counter Terrorism and Security Act 2015, mandates all schools and childcare providers by law to pay due regard to the prevention of young people being radicalised and recruited to terrorism. Whilst this legislation is targeted specifically at schools all agencies and organisations which come into contact with children and young people must also seek to prevent radicalisation. The Prevent strategy links closely with Kanzen Karate's duty of care to look after the health and well-being of all its members, in particular children and young people.

Kanzen Karate's dealings with the Prevent Strategy will vary from those of public sector organisations such as local authority schools and other educational establishments, there are elements which overlap.

It is important to note that the general risks surrounding radicalisation of children and young people varies geographically and by age. As staff, volunteers and indeed members of Kanzen Karate have a wide range of involvement with children and young people we are uniquely placed to identify and respond to any risks within a local context. It is therefore crucial to understand the risks in order to be able to respond appropriately and proportionately.

Contest - Strategy and Aims

- Contest is based around four key work streams which are aimed at reducing the risk to the United Kingdom. These four key work streams are:
 - **Pursue:** Stop terrorist attacks from occurring.
 - **Prevent:** Stop people from becoming terrorists or supporting terrorist organisations or cells.
 - **Protect:** Strengthen protection against terrorism and any actions thereof.
 - **Prepare:** Mitigate any impact of terrorism and any actions thereof.
- Prevent is a strategy which adopted by a wide range of organisations encompassing both public sector and private sector, as well as third sector, i.e., charitable organisations and voluntary groups. The following are the three distinct Prevent objectives:
 - Respond to the ideological challenges posed by terrorism and the threat from proponents of terrorism.
 - Deter people from being drawn into terrorism initially.
 - Work collaboratively with institutions and wider society to address risks of radicalisation.
- The overarching aim of Prevent is to safeguard individuals who may be vulnerable to radicalisation. Radicalisation against terrorism is not exclusive to one brand of terrorism and crosses the political and religious spectrums.

The Exploitation Process

- Unfortunately, there is no given explanation as to why vulnerable people become involved in terrorism. However, it is understood that personal experiences may affect the ways in which vulnerable people deal with their external environments. The factors are likely to be personal and unique from individual to individual.

Radicalisers who attempt to convert children and vulnerable people to their cause will often prey upon that persons vulnerabilities. Contact between these vulnerable people and the radicaliser can also take many forms, from face to face contact, to social networking and other forms of media but often through a combination of methods.

It is known to be more commonplace for those who are vulnerable to become involved in terrorism and related activities through the influence of their family and peer group and it therefore takes on a distinctly social element.

- As the social element cannot be discounted, the internet is increasingly playing a part in radicalisation as it provides a platform for the promotion of terrorist related propaganda to a wide audience at the click of a button. Members should therefore be mindful of any content which romanticises violence or makes apologies for terrorism being shared and discussed by students either online, at classes or away on competition.

Factors Affecting Vulnerability

- While there is no defined criteria which constitutes vulnerability, the following situations, when taken in combination with other behaviours, may be indicative of radicalisation:
 - Identity crisis.
 - Personal crisis.
 - Personal Circumstances.
 - Personal grievances.
 - The internet, social networking and other media.
 - Criminality.
- The principle of dealing with Prevent related risks is the same as managing other safeguarding risks. All members who have contact with children should be alert to any changes in a child's behaviour or language which could be indicative that they have been exposed to inappropriate material or opinions and may require protection.
- While the signs of radicalisation may differ greatly from one person to another (with children also known to hide their views) this policy does not require Kanzen Karate staff or volunteers to make intrusive interventions into family life but rather to know to take action when potentially concerning behaviour has been identified.
- There is absolutely no expectation for Kanzen Karate staff or volunteers to take on any form of surveillance or enforcement role. Rather, any concerns identified should be flagged to the Safeguarding Officer, or in their absence the most senior member of staff. The Safeguarding Officer will then liaise with partner organisations in order to contribute to the prevention of terrorism.

Human Rights Act

In addition to the Equality Impact Assessment accompanying this policy, this section of the policy does not bar any Human Rights related issues as it simply follows national guidance laid down by the UK and Scottish Governments. However, due diligence should always be carried out when implementing the policy and/or acting upon any concerns so as not to discriminate.

25. Female Genital Mutilation (FGM)

FGM is the practice of intentionally removing part or all of the external female genitalia and/or causing other female genital organ injury for non-medical purposes with FGM having no health benefits. FGM may also be referred to as 'female circumcision' or 'cutting' with the following cultural references being used to describe the practice; tahir, halalays, gudniin, sunna or khitan to name but a few.

The practice is a cultural one with no religious text requiring that girls are 'cut'. It is most prevalent in African and Middle Eastern regions, but it is not exclusively geographically defined. The countries with the highest prevalence of the practice include Egypt, Eritrea, Ethiopia, Gambia, Guinea, Nigeria and Somalia. The practice

is also carried out in Asian countries such as Malaysia and has been known to occur in South America. Whilst these countries have the highest prevalence of the practice, it may also be carried out on British citizens when parents take their child abroad.

There is no one way of undertaking the 'cut' and it can be carried out at a number of differing stages from two days after birth to before puberty or even during pregnancy. The age group which is most commonly affected ranges from 0-15 years.

This is an inhumane treatment which has been outlawed in the UK through the FGM Act 2003, and anyone found guilty of the offence can face up to 14 years imprisonment. Additionally, anyone found to be failing in their duty of care and assumed responsibility, e.g., a parent, who allows the practice to happen to their daughter can face up to 7 years in prison. The practice results in severe bleeding and problems during urination as well as infections, childbirth complications and the increased chance of infant mortality not to mentioned psychological and relationship problems.

Given these procedures are not fully irreversible, prevention is key. Kanzen Karate staff and volunteers have a duty of care to the children they come into contact with and if signs and/or symptoms are identified, it is imperative that action is taken to ensure the safety and well-being of the individual, and bring to justice those responsible, either before or after the practice has occurred.

Key signs and symptoms to be mindful of:

- The individual's relatives are known to have had FGM.
- The family belongs to a community which is known to practice FGM:
 - Cultural appropriations are not sufficient grounds for concern and accusations based solely upon cultural heritage should be discouraged. However, when taking into account other factors this may be a genuine cause for concern.
- The individual will be absent from training for a number of weeks as they are planning on making a trip to one of the aforementioned countries.
 - Note: This of itself is not cause for concern and should be taken considered along with other factors.
- You are involved in discussions with the child who discloses that they have a forthcoming special celebration.
- You may notice that the individual has difficulty either walking or sitting. They may also be unable to carry out certain karate techniques or stretching exercises as they did once did.

For further advice and guidance on FGM there is a free online course offered by the Home Office on FGM. This can be accessed by following the below link:

<https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm>

26. Breast Flattening/Ironing

The terms breast flattening, and breast ironing refer to the procedure whereby pubescent girls' breasts are, over a period of time, maybe years, flattened and/or pounded down. The purpose of this is to delay the development of breasts entirely or to make the breasts permanently disappear.

The practice is usually done within families (often by female relatives) and involves large stones, hammers or spatulas being heated up over scorching hot coals to compress breast tissue. Other methods adopted can include the use of a binder or elastic belt to press the breasts.

It is something which usually starts when the girl first shows signs of puberty and can be as young as 9 years old.

Breast ironing and flattening may also be done by the child themselves as they may be undergoing gender transformation or identity issues.

Based upon research carried out by the UK's National FGM Centre, it was found that the practice is largely confined to the African continent or those with African heritage, with Cameroon being identified as one of the most prevalent areas this is practiced. Other countries known to carry out the procedure include Benin, Chad, Kenya, South Africa, Togo and Zimbabwe.

The health implications of such a practice, both physical and mental, can be extremely damaging with abscesses, severe fever and infections being commonplace.

Unlike FGM, there is no specific law which addresses the issue, but it falls under the category of physical abuse and should be dealt with as such. However, like FGM, the processes and procedures to follow if you identify or have suspicions that the practice has taken place are the same.

Signs and Symptoms

Signs and symptoms should be treated with caution and used in conjunction with other known factors, e.g., a girl may be embarrassed about her body for other reasons such as low body confidence. This therefore is not of itself indicative that abuse has occurred. These signs may be noticed during karate sessions when a girl is changing before or after practice, or during discussions with fellow students.

Some of the primary signs to look out for include the following:

- A girl being embarrassed about her body.
- A girl's mother or other members of her immediate family have undergone breast flattening.
- References to breast flattening in conversation.
- The girl's family have limited levels of integration within the wider community.

Documented in Appendix 2 is a flowchart for how you would report suspicions of FGM and/or Breast Flattening/Ironing.

27. Recruitment and training of staff and volunteers

Advertising for staff and volunteers will reflect the charitable objectives Kanzen Karate, along with the key responsibilities of the role, and the necessary experience required, and shall be in accordance with all other Kanzen Karate policies.

Our open and positive stance on the safeguarding of all members, along with our ethos of equality, inclusivity and diversity will be paramount. Prior to any application, all relevant information will be made available for all posts.

Following short-listing, formal interviews will be held and the successful applicant will only be allowed to take up their post and duties once a valid PVG or DBS check has been carried out, and the credentials applicable to the role have been checked. Kanzen Karate recognises that anyone may have the potential to abuse children or vulnerable people in some way and that all reasonable steps must be taken to ensure unsuitable people are prevented from working with for the organisation. It is essential that the same procedures be used consistently for all posts whether staff are paid or voluntary, full time or part time. Under UK legislation all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

Recruitment and employment shall be in accordance with the following and any other relevant legislation:

- Protection of Children (Scotland) Act 2003
- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006

Pre-selection checks

Pre-selection checks must include the following:

- All potential staff and volunteers should apply in writing or complete a relevant application form for any role. The application process will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Applicants will be made aware that employment as a member of staff is subject to an enhanced PVG or DBS check. Similarly, volunteers will be subject to successful membership of the PVG Scheme Record or DBS equivalent.
- Two confidential references, will be required, one of which will relate to previous work with children or vulnerable people. These references shall be taken up and confirmed through telephone contact.
- Evidence of identity will need to be provided, one should be a photo identification such as a passport or driving licence, the other proof of address no more than 12 months old.

Interview and induction

All staff and volunteers will be required to undergo an interview carried out in accordance with the Kanzen Karate selection policy, and prior to or during which:

- Application forms will be checked to verify that all relevant sections have been completed in full, in particular sections on criminal records and self-disclosures.
- Applicants qualifications should be substantiated.
- The requirements, responsibilities and person specification for the role should be clarified.
- Applicants should sign up to the Kanzen Karate Code Conduct.
- All Safeguarding procedures will be explained in conjunction with the Kanzen Karate Safeguarding Policy, and any training needs identified.

Existing Staff

All current Kanzen Karate staff and volunteers shall undertake Safeguarding training, either at a workshop, course or online via eLearning modules, as deemed appropriate to their role.

28. Kanzen Karate's expectation of affiliated members

It is the decision of Kanzen Karate's Board and Safeguarding Officer that all affiliated clubs and members will comply with the requirements specified below and the contents of the Kanzen Karate Affiliation Policy. Help and support is available from the Kanzen Karate Safeguarding Officer and Board as required, as compliance is a prerequisite of affiliation.

Clubs will need to comply with the following:

- Have a Lead Safeguarding Officer for their club:
 - The named person should have their contact details displayed on the official association website (e-mail address and telephone number).
 - Lead to complete the same or equivalent Safeguarding training as Kanzen Karate's Safeguarding Officer, or as otherwise required.
 - Ensure association coaches and instructors are compliant with PVG or DBS requirements by keeping and monitoring accurate records.
- Have either their own substantial and fit for purpose Safeguarding Policy document in place, or adopt Kanzen Karate's existing policy:
 - The policy should include clear systems and processes for how concerns are received, processed and managed.
 - For advice and guidance on how to proceed with cases that arise please contact Kanzen Karate's Safeguarding Officer who will assist.
 - The policy must refer to the Kanzen Karate Safeguarding Officer and detail how to refer a concern accordingly. This may be particularly pertinent if the Lead Safeguarding Officer is the subsequently found to be the subject of an accusation or complaint, or the individual wishes the process to be managed outside of their club.
 - Have a Safeguarding referral form displayed on their website.

29. Data Protection Policy

Kanzen Karate will, as an organisation primarily made up of subscribed members, collect personal data and therefore must comply with:

- The Data Protection Act 2018
- The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit)) Regulations 2019
- UK GDPR
- EU GDPR (as and when applicable)

Kanzen Karate therefore has a requirement to process, store and share data in accordance with the above legislation.

Further information on UK GDPR and how it affects Kanzen Karate's practices can be found by viewing the dedicated Data Protection Policy.

For further advice and guidance on UK GDPR and its implications for safeguarding and its use within sporting organisations, please refer to the Information Commissioners Office:

ICO website: <https://ico.org.uk/for-organisations/guide-to-data-protection/>

30. Monitoring Compliance and Review

This policy will be reviewed every 3 years by the Kanzen Karate Safeguarding Officer initially for validation and amendment as appropriate, before being received by the Kanzen Karate Board for ratification.

In certain circumstances the policy may be reviewed earlier than the scheduled time period. These include:

- Any changes in legislation and/or government guidance.
- As a consequence of a significant event/incident.
- As instructed by UK Sport, sportscotland, Sport England or other relevant bodies.

The following situational monitoring will be carried out by Kanzen Karate as per the prescribed regularity:

PVG and DBS Checks

All Instructors who are members of staff must have up to date enhanced PVG or DBS checks carried out. Records of said checks, along with copies of associated certificates of compliance will be held by Kanzen Karate, which are both in date and clear of any offences that would render their position untenable. These checks should be carried every three years.

All volunteer Instructors, Coaches, Event Support and the Kanzen Karate Safeguarding Officer must have up to date PVG, or DBS checks carried out. Records of said checks, along with copies of associated certificates of compliance will be held

by Kanzen Karate, which are in date and clear of any offences that would render their position untenable. These checks should be carried every three years.

Kanzen Karate's websites and social media platforms will be continually monitored to identify where the policy is applicable and whether the contents conform with the policy and are of the standards expected.

The Kanzen Karate Safeguarding Officer and any other members of staff as deemed appropriate by the Board, shall attend or otherwise complete comprehensive and relevant training in respect of the Safeguarding of children and other vulnerable people and groups. Kanzen Karate will retain records of this training.

A meeting will be held annually with the Kanzen Karate Safeguarding Officer and appropriate senior members of staff to discuss sample cases that may have arisen during the previous 12 months. This will be to determine whether the policy is fit for purpose and was capable of successfully managing and/or resolving the matter raised. The findings will be cascaded to the Board and changes implements as deemed necessary.

PVG and DBS Data – Handling, Storage, Retention and Disposal

Kanzen Karate recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure Scotland information to any unauthorised person. Therefore, Kanzen Karate only pass Disclosure Scotland information to those who are authorised to see it in the course of their duties.

Kanzen Karate does not keep Disclosure information for any longer than is required after recruitment, or any other relevant decision has been made. In general, this is the duration of the individual in the role requiring the PVG or DBS check to be carried out. This information will be securely stored, with restricted access apply during any such period. Individuals who are required to have PVG or DBS checks carried out should ensure that they retain their original certificate and be in a position to produce it upon request.

Kanzen Karate only retains the organisation's copy of the certificate provided by Disclosure Scotland on an individual's file, which contains the Disclosure certificate number and PVG scheme membership number.

Once the retention period has elapsed, Kanzen Karate will ensure that all Disclosure information produced is immediately destroyed in a secure manner, i.e., by shredding via the organisations contracted confidential waste disposal company. Kanzen Karate will not retain any image, photocopy, or other form of the information apart from the following:

- Date of issue of the PVG or DBS certificate.
- The name of the individual the certificate was issued for.
- The type of disclosure information requested.
- The position with Kanzen Karate the application was for.
- The unique PVG or DBS reference number.

If it is not possible to receive PVG or DBS clearance for periods of time when applicants have worked or resided out with the United Kingdom, they must be asked specific questions about this period. In particular, they should be asked whether they had any criminal convictions during this time abroad. In addition, if they have not listed a referee from abroad they must supply a suitable character or employer reference to cover this period. No decision should be taken to appoint until approval is given by the Kanzen Karate Board.

Policy Record

Date Revised	Comments
22/04/2022	Policy approved and adopted by Board
16/08/2022	Policy revised, approved and adopted by Board
10/10/2023	Policy revised, approved and adopted by Board

Name: Peter Stanton

Position: Chair

Signed: 
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Date: 10/10/2023
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