



## **SAFEGUARDING AND PROTECTING YOUNG PEOPLE POLICY**

Policy Type	Statutory
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**PHOENIX KARATE SCHOOL  
SAFEGUARDING AND PROTECTING YOUNG PEOPLE POLICY**

**BACKGROUND**

Phoenix Karate School recognises that anyone may have the potential to abuse children in some way. Children are abused regardless of age, racial origin, ability or sexual identity. It is important, therefore, to have in place a policy that will ensure unsuitable people are prevented from working with children. This policy applies to all individuals involved, whether paid or unpaid in any capacity within Phoenix Karate School.

**POLICY AIMS**

- The aim of Phoenix Karate School Safeguarding and Protecting Young People Policy is to promote good practice.
- Providing children and young people with appropriate safety and protection whilst in the case of Phoenix Karate School, its staff, clubs, instructors and volunteers.
- Allowing all staff and volunteers to make informed and confident responses to specific safeguarding and protection issues.

**POLICY STATEMENT**

Phoenix Karate School will use the following principles to fulfil these aims:

- The safety and welfare of children and young people is paramount.
- All children and young people, whatever their age, culture, disability, gender/sexual identity status, language, racial origin, religious beliefs and/or social status have the right to protection from abuse and to enjoy all aspects of martial arts safely and without discrimination.
- All concerns and allegations will be taken seriously and responded to swiftly and appropriately in accordance with these procedures. Outcomes may be given depending on the outcome of the allegation.
- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children and young people, safeguard their well-being and protect them from abuse.
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer and/or statutory agencies. Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.
- Respect and promote the rights, wishes and feelings of children and young people.
- Advise its' instructors and volunteers to adopt best practice to safeguard and protect children and young people from abuse and themselves against potentially false allegations.
- Require instructors/volunteers to attend a Safeguarding Course every three years.
- A child is defined as anyone under 18 years of age (The Children Act 2014)
- Repeated malicious and proven false allegations could result in disciplinary action.
- Phoenix Karate School will take into account the outcome of a disciplinary or appeal but can decide to withdraw a license regardless of the outcome of a disciplinary or appeal.

## **GUIDANCE AND LEGISLATION**

This policy has taken into consideration guidelines and legislation including:

- Every Child Matters - 2003
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999 and 2018
- The Police Act 1997
- Criminal Justices and Court Services Act 2015
- The General Data Protection Regulations 2018
- The Human Rights Act 1998 and 2015
- The Safeguarding Vulnerable Groups Act 2006 – Sector Specific
- Working Together to Safeguard Children – HM Government 2019
- ISA Referral Guidelines
- The Equality Act 2020
- The Protection of Freedom Act 2017

## **ROLES AND RESPONSIBILITIES**

For the protection of young people, and to conform to guidelines and legislation as listed above, Phoenix Karate School is required to have:

- Clear priorities for safeguarding and promoting the welfare of young people explicitly stated in key policy documents;
- A clear commitment by senior management to the importance of safeguarding and promoting young people's welfare;
- A clear line of accountability and governance within and across organisations for provision of services designed to safeguard and promote the welfare of young people;
- A culture of listening to and engaging in dialogue with young people – seeking their views in ways appropriate to their age and understanding; and taking account of these both in individual decisions and the establishment or development and improvement of services;
- Recruitment procedures that take account of the need to safeguard and promote the welfare of young people, including arrangements for appropriate checks and adoption of best practice in the recruitment of new staff and volunteers;
- A clear understanding of how to work together to help keep young people safe online by being adequately equipped to understand, identify and mitigate the risks of new technology;
- Procedures for dealing with allegations of abuse against members of staff and volunteers;
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with young people, are made aware of arrangements and their responsibilities for safeguarding and promoting the welfare of young people;
- Have policies for safeguarding and promoting welfare of young people, effective complaints procedures, and procedures that are in accordance with guidance from local authorities and locally agreed inter-agency procedures;
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of young people, including arrangements for sharing information; and
- Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of young people to be addressed.

## GOOD PRACTICE GUIDELINES

All staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to provide the best possible sports experience for young people and to protect young people and themselves from allegations.

- Always work in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treat all young people equally with respect and dignity.
- Always put the welfare of each young person first.
- Maintain a safe and appropriate distance with students (for example it is not appropriate for staff or volunteers to build an intimate relationship with a young person or to share a room with them).
- Build balanced relationships based on mutual trust and empowering young people to share in the decision making
- Make martial arts fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to the Safeguarding Policies and the Coach Development. If it is necessary, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about this, and their views should always be carefully considered.
- You should not invite or allow young people to stay with you at your home unsupervised.
- You should not allow any private texts, social network messages or emails without parental consent or knowledge – in any case parent must be copied into all messages/emails.

NB: It may sometimes be necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are disabled or injured. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk to him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

**If any of the following incidents occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the young person are informed:**

If you accidentally hurt a student.

If he/she seems distressed in any manner.

If a student appears to be sexually aroused by your actions.

If a student misunderstands or misinterprets something you have done or said.

## **RELATIONSHIPS OF TRUST**

*'The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.'* *Caring for Young People and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office, 1999)*

This statement recognises that genuine relationships do occur between the different level of staff and volunteers and students in a group but that no intimate relationship should begin whilst the member of staff is in a 'position of trust' over them. The power and influence that the older member has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for staff and volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust.

If you engage in an intimate or inappropriate relationship with a young person (under 18 years of age) it is a breach of the Phoenix Karate School Safeguarding Policies and Codes of Conduct and as such will result in disciplinary action.

In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Act 2003).

## **USE OF PHOTOGRAPHIC/VIDEO EQUIPMENT**

These guidelines apply to the use of cameras, digital cameras, video recorders, mobile phones and PDAs.

Phoenix Karate School are committed to providing protection for young people from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. By adopting best practice principles everyone will be working together to keep young people safe from misuse of images and personal identities.

Please remember:

- Ask for permission of the student and parent/carer to take and use their image. This ensures they are aware of the way the image is intended to be used to represent martial arts. A consent form should be used for this purpose
- Never use a photograph and a student's surname at the same time
- NEVER publish personal details (e.g., email address, telephone numbers, address etc.) of a child or young person
- Only use images of students in suitable dress to reduce the risk of inappropriate use. Try to focus on the activity rather than a particular child where possible
- Use photographs that represent the broad range of young people taking part in martial arts
- Ensure that images reflect aspects of children's involvement in martial arts (enjoyment/competition etc.)
- Ensure that no photographs are taken at any time in changing areas or weigh-in areas.

Phoenix Karate School has no wish to prevent parents, carers or other spectators being able to take legitimate photographs or video footage of family members. However there are occasions where certain individuals may visit sports events to take inappropriate photographs or video footage of young people. All staff and volunteers should be vigilant about this possibility. If you are suspicious or do not recognise an adult (especially during classes), don't be afraid to ask them who they are there to watch.

At events, anyone who wishes to use video equipment, should ask the organiser's permission prior to using the equipment. The organiser should record the names of these people.

Phoenix Karate School recognise that video is a very useful coaching resource and promotion tool. Students and parents should be aware of the reasons if filming is to take place. They should be allowed to 'opt out' if they wish. Care should be taken in the storing of coaching films to avoid inappropriate use. When filming, ensure there is a parent or other 'person in a trustworthy position' present. The film should be destroyed when it is no longer required for the purpose for which it was intended.

## **USE OF SOCIAL NETWORKING SITES**

With the common use of social network sites, it has been necessary for Phoenix Karate School to consider how these may affect the safeguarding and protection of young people. In particular there are worries from instructors and other staff at getting 'involved' with students in this way.

It is advised that staff and volunteers do not accept students, and especially young people or vulnerable adults, as 'friends' on these sites. We also recommend that you talk to students, especially the younger ones, about what they put on their own sites, and that the image they portray both in text and picture form, reflects on the clubs and schools they belong to. They should be aware that certain images and language are not suitable both for their own protection and for the image of sport and martial arts. For example, a junior black belt graphically swearing on the site would not be acceptable. It is also a good idea to speak to parents, or perhaps give out a newsletter with guidelines so that they are encouraged to keep an eye on what is being posted on the internet.

You will find further guidelines at [www.nspcc.org.uk/inform/cpsu/resources](http://www.nspcc.org.uk/inform/cpsu/resources)

This website contains lots of guidance on various issues.

## **PERSONNEL ISSUES**

Phoenix Karate School recognises that the majority of people wishing to work with young people are honest and motivated to provide the best care for them. We recognise that unfortunately there are a few individuals who will try to use organisations such as Phoenix Karate School to gain access to young people for inappropriate motives. We therefore must ensure that all reasonable steps are taken to ensure these individuals are prevented from doing so. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity. All staff and volunteers 'employed' must be competent, qualified and safe.

## **INSTRUCTORS / VOLUNTEERS**

- Key responsibilities of the role includes level of experience
- The role would require an Enhanced Disclosure, and would need to follow the Equality Policy.

**Pre/Re-affiliation checks** by Phoenix Karate School will include the following:

- Consent will be obtained from the applicant for Phoenix Karate School to seek information from the Disclosure and Barring Service or Disclosure Scotland in the form of an Enhanced Disclosure / PVG Scheme Record
- Enhanced Disclosures need to be applied for members who 'are given responsibility of being in a supervisory role in a regulated activity', and renewed every three years (or signed up to the DBS Update Service)
- For the purposes of an Enhanced Disclosure, evidence of identity should be provided (eg passport or driving licence with a photograph, or any acceptable evidence according to the DBS or equivalent).
- Checks on the applicant's technical qualifications, with proof of grades required.

## **INDUCTION**

- Upon affiliation Phoenix Karate School will ensure that staff, instructors and volunteers have a copy of the Safeguarding Policies and that they fully understand their responsibilities.
- Instructors and club staff are given access/links to appropriate training, as deemed necessary by Phoenix Karate School or themselves.
- Phoenix Karate School staff and volunteers also have access to the Sports Coach UK 'Safeguarding and Protecting Children' workshop, which is recommended by Phoenix Karate School and the NSPCC.

## **LEGISLATION/REGULATORY BODIES**

The legal minimum age for a disclosure check is 16 years. The overall body for disclosures in the UK (not Scotland) is the Disclosure and Barring Service (DBS). The DBS undertakes background and criminal checks on those working with children, young people and/or vulnerable adults. The PVG Scheme managed by Disclosure Scotland is a similar scheme in Scotland.

## **RECOGNITION OF ABUSE, POOR PRACTICE AND BULLYING**

Child abuse can and does occur outside the home. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse might occur or has taken place. Staff and volunteers within Phoenix Karate School has a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) and to follow the procedures in this Policy. Allegations may relate to poor practice as well as abuse and bullying and these will be treated seriously and appropriate action taken.

Abuse and neglect are forms of maltreatment of a young person. Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

It is not always easy to recognise a situation where abuse may occur or may have already taken place. Indications that a young person may be being abused include:

Unexplained/suspicious injuries such as bruising, cuts, burns on unusual body parts.

- An injury for which the explanation seems inconsistent.
- Describes what appears to be an abuse act involving him/her.
- Someone else (child or adult) expresses concern about the welfare of a young person.
- Unexplained changes in behaviour (e.g., becoming very quiet, outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour or language.
- Distrustful of adults, particularly those normally trusted.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variation in eating patterns (overeating, loss of appetite).
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

## Examples of Abuse in Martial Arts

- Inappropriate touching of student when it is not needed.
- Asking students to undress in front of audience, e.g. tournament weigh-in.
- Students sleeping in same room as instructors on an 'away' event.
- Asking young people to 'break' tiles and wood as part of their training.
- Asking young people to 'fight' with adults as part of their training.
- Asking young people to perform exercises/techniques which may result in danger to their growth.
- Humiliation of a student in front of the class.
- It should be recognised that the list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place. It is not, however, your responsibility to decide if abuse is occurring, but only to act on any concerns.

## FORMS OF ABUSE

**Physical abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. In martial arts situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In martial arts this could include an instructor not ensuring the children were safe, exposing them to undue cold or to unnecessary risk of injury.

**Emotional abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of expectation and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Emotional abuse in martial arts might occur if children are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations consistently.

**Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sports which involve physical contact with children could potentially create



situations where sexual abuse may go unnoticed. The power of the instructor over a young student, if misused, may also lead to abusive situations developing.

### **Additional Vulnerabilities**

Children and young people with disabilities, gender dysmorphia or uncertainties, or from ethnic minority groups may be particularly vulnerable and at greater risk to all forms of abuse including bullying. Some of the common factors which can lead to increased vulnerability include social isolation, communication and learning difficulties, lack of understanding of boundaries and need for assistance with personal care. These people have the same rights of protection as other students and clubs working with more vulnerable people need to be especially alert to the signs and symptoms of abuse and bullying, and have strategies in place to ensure all children and young people are able to raise concerns. Appendix E has more details about those with additional vulnerabilities.

### **Bullying**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be emotional, physical, racist, sexual, homophobic and verbal. Anyone can be the target of bullying although victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Girls and boys can be bullies, as can adults. Often bullying takes place where there is less supervision, for example, changing rooms or on the way to a club. Bullies come from all walks of life and will bully for a variety of reasons. Typically bullies may have been abused themselves, can have low self-esteem, be excitable, aggressive or jealous. They will have learned to gain power over others.

We all have a responsibility to respond promptly and effectively to issues of bullying. It must be shown that bullying will not be tolerated.

### **Signs and Indicators**

A child may indicate by signs or behaviour that he/she is being bullied. Adults should be aware of these possible signs and they should investigate if a child:

- is frightened of walking to or from the hall
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins truanting
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions go 'missing'
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually 'lost'
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- starts bullying other children or siblings

- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

**Action to help the person being bullied and prevent bullying in martial arts:**

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

**Action towards the bully(s):**

- Talk with the bully(s), explain the situation, and try to get the bully(s) to understand the consequences of their behaviour. Seek an apology to the person(s) being bullied.
- Speak with the bully(s)'s parents.
- Insist on the return of 'borrowed' items and that the bully(s) compensate the person being bullied.
- Provide support for the coach of the person being bullied.
- Impose sanctions as necessary.
- Encourage and support the bully(s) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

**Action if bullying is suspected**

If bullying is suspected reporting procedures outlined below should be used.

**REPORTING ALLEGATIONS OR CONCERNS**

It is not the responsibility of anyone working in Phoenix Karate School, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, Phoenix Karate School has a responsibility to act on any concerns through contact with the Police and Social Services. These establishments have the responsibility to make enquiries to establish if a young person is at risk of harm.

Phoenix Karate School will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a young person or vulnerable adult.

Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **How to respond to a disclosure from a young person**

If a young person informs you directly that he or she, or another young person, is concerned about someone's behaviour towards them (this is known as a disclosure), you should:

- React calmly so as not to frighten the young person
- Tell the discloser he or she is not to blame and that it was right to tell you
- Take the disclosure seriously, recognising potential difficulties in expressing words coherently
- Keep questions to an absolute minimum to make sure you understand the disclosure
- Reassure the young person but DO NOT promise confidentiality – this might not be possible depending on the circumstances both at the time and in the future
- Record exactly what has been said using the young person's words (Welfare Report Form), and send a copy to the Phoenix Karate School Safeguarding Officer. If the young person is not very verbal, also record any odd behaviour or actions observed.
- Seek advice from Phoenix Karate School Safeguarding Officer. If they are unavailable, contact children's social care or the Police Child Abuse Investigation Unit (CAIU) immediately. They will advise on the action to be taken, including advice on contacting the parents. You can also get expert advice from the NSPCC Helpline 0808 800 5000. The child can get advice and support from ChildLine 0800 1111.
- See [www.nspcc.org.uk](http://www.nspcc.org.uk) – search 'What do to if you are worried a child is being abused'

Do not:

- Panic
- Allow your shock or distaste to show
- Ask questions which are not needed to clarify further action necessary
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

### **How to respond to a disclosure about possible abuse from Inside of Martial Arts**

If a young person informs you directly that he or she is being abused within the martial arts environment OR through your own observations or through a third party you become aware of possible abuse or poor practice within martial arts, you must REACT IMMEDIATELY.

#### **Concerns about suspected abuse**

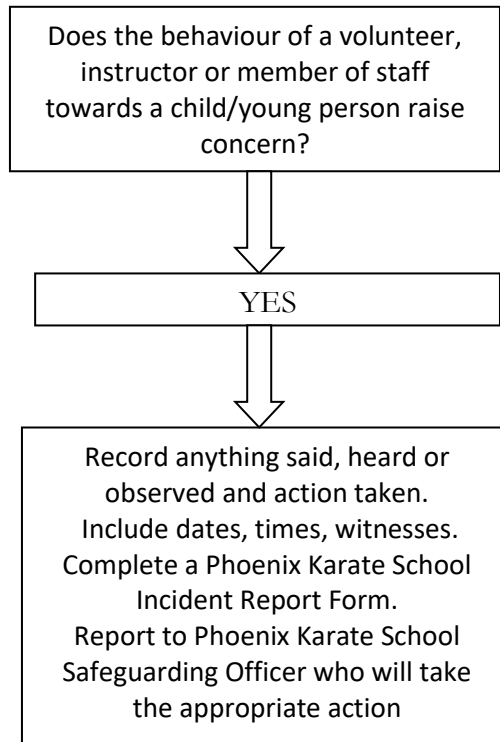
- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue

#### **Reporting Procedures**

- Seek advice immediately from Phoenix Karate School Safeguarding Officer 07917 110530. If they are unavailable, the matter should be referred immediately to children's social care or the Police Child Abuse Investigation Unit/Team (CAIU/CAIT). They will advise on the action to be taken including contacting the parents or carers.
- Expert advice can also be obtained from the NSPCC Helpline 0808 800 5000.

- A welfare report form is included in the Policy pack or available from our website. A copy must be given or emailed to Phoenix Karate School Lead Safeguarding Officer on [karenwilliams1821@gmail.com](mailto:karenwilliams1821@gmail.com). This can be photocopied and used as necessary. Please keep a copy of all forms sent outside the club locked in a secure place. You may have also been advised by the Police or Social Services to send a copy to them.
- See [www.nspcc.org.uk](http://www.nspcc.org.uk) – search ‘What do to if you are worried a child is being abused’

### **RESPONDING TO A DISCLOSURE FROM INSIDE THE MARTIAL ARTS**



#### **Investigation**

- The Phoenix Karate School Director in consultation with the Phoenix Karate School Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and children’s social care enquiries.
- The Phoenix Karate School Management Committee will appoint a disciplinary sub-committee to assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Phoenix Karate School sub-committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

#### **Concerns outside the immediate martial arts environment (e.g., a parent or carer):**

- If a young person informs you directly that they are being abused outside the martial arts environment (e.g. at home, school, or elsewhere) OR through your own observations or through a third party you become aware of possible abuse outside martial arts you must REACT IMMEDIATELY.

## RESPONDING TO A DISCLOSURE FROM OUTSIDE THE MARTIAL ARTS

If you are concerned that a child or young person could be being abused outside martial arts  
REACT IMMEDIATELY

Ensure his or her safety. If medical treatment is needed, take to hospital or call an ambulance. Inform doctor of concerns and make aware it is a child protection matter

Record anything said, heard or observed and action taken. Include dates, times, witnesses. Report your concerns from the Phoenix Karate School Safeguarding Officer, or if unavailable, directly from Children's Social Care or the Police CAIU. Record again

Follow expert advice (as above) as to whether it is appropriate to discuss the matter with the parents

Complete the Phoenix Karate School Incident Report Form and send the copy to the Phoenix Karate School Safeguarding Officer

### **Concerns about suspected abuse**

Refer to procedures on page 11-13.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Discuss the matter with the Phoenix Karate School Safeguarding Officer for support or with the NSPCC Helpline 0808 800 5000.

### **Referral to the Disclosure and Barring Service**

If an allegation is substantiated and on conclusion of the case the employer (i.e., Phoenix Karate School) dismisses the person or ceases to allow the person to be a member, or the person ceases to remain in membership or resigns, Phoenix Karate School will consult the local authority designated officer about whether a referral to the DBS and/or other professional or regulatory body is required. If a referral is appropriate the report should be made within one month. A referral should always be made if the employer thinks that the individual has harmed a child or poses a risk of harm to children.

Referral forms and guidance can be downloaded from [www.direct.gov.uk](http://www.direct.gov.uk).

Scottish members are covered under the Protection of Vulnerable Groups (PVG) Act 2007. Referral details can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

### **Support**

- Consideration should be given to the kind of support that children, parents or members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. Further details are available on the contacts page, and on the NSPCC website.
- If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to cease working with young people in martial arts. The decision will be given to you as soon as possible based on advice from the statutory agencies. This may result in suspension from activity within Phoenix Karate School whilst a full investigation is being carried out. This is to protect all parties concerned. Phoenix Karate School will assess on an individual case basis any support needed both during and after the investigation. It is likely that an independent officer will provide support to the accused.

### **Allegations of previous abuse**

Allegations of abuse may be made some time after the event (e.g., by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedure as detailed above. This is because other children, either within or outside martial arts, may be at risk from this person.

Individuals who have a previous criminal conviction for offences related to abuse may be excluded from working with children.

### **Confidentiality**

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

- the parents of the person who is alleged to have been abused
- the person making the allegation
- children's social care (Local Authority Designated Officer (LADO)) /police (CAIU/T)
- the Phoenix Karate School Safeguarding Officer and the Phoenix Karate School Director
- the alleged abuser (and parents if the alleged abuser is a child).

Seek children's social care advice on who should approach the alleged abuser. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (for example that information is accurate, regularly updated, relevant and secure).

### **Whistle Blowing**

Phoenix Karate School will support reports of any concerns relating to the welfare of a child or vulnerable adult, poor practice or possible abuse in good faith. Phoenix Karate School is committed to high standards of openness, honesty and accountability. Members are encouraged to come forward and voice any concerns. All information received will be treated in confidence and only shared on a 'need to know' basis with those who will be able to manage and resolve the situation. On occasions, it may be necessary to seek advice, or inform statutory agencies e.g., the Police or Children's Social Care.

All information kept in relation to this Policy will be in accordance with the Phoenix Karate School GDPR Privacy Policy which can be found on the website

## **PHOENIX KARATE SCHOOL CONTACTS**

Karen Williams  
Phoenix Karate School Lead Safeguarding Officer  
Tel: 07917 110530  
Email: karenwilliams1821@gmail.com

Vivianne Trorey  
Phoenix Karate School Director  
Tel: 07895 550168  
Email: phoenixkarate@hotmail.co.uk

## **EXTERNAL CONTACTS**

### **NSPCC**

Weston House, 42 Curtain Road, London EC2A 3NH  
Tel: 0808 800 5000 – for adults concerned about a child  
0800 1111 – help for children and young people  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **ChildLine – for children**

Helpline for children: 0800 1111 (free 24 hour helpline for children)  
[www.childline.org.uk](http://www.childline.org.uk)

### **National Children's Bureau**

To contact the Anti-Bullying Alliance  
8 Wakley Street, London EC1V 7QE  
Tel: 020 7843 6000  
[www.ncb.org.uk](http://www.ncb.org.uk)

### **Kidscape**

Tel: 0207 730 3300  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

**Family Rights Group**

Tel: 0808 801 0366

[www.frg.org.uk](http://www.frg.org.uk)

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

**Family Lives**

Helpline: 0808 800 2222

Head Office Tel: 0207 553 3080

[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

Support for all families / stepfamilies

**Samaritans**

Tel: 116 123 (in the UK and Northern Ireland)

[www.samaritans.org.uk](http://www.samaritans.org.uk)

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

**Disclosure and Barring Service**

PO Box 3961, Royal Wootton Bassett SN4 4HF

Helpline: 03000 200 190

03000 200 191 (Wales)

Email: [customerservices@db.s.gov.uk](mailto:customerservices@db.s.gov.uk)

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

**Disclosure Scotland**

PO Box No 250, Glasgow, G51 1YU

Helpline: 03000 2000 40

Email: [info@disclosurescotland.gsi.gov.uk](mailto:info@disclosurescotland.gsi.gov.uk)

[www.mygov.scot/disclosure-types](http://www.mygov.scot/disclosure-types)

**Children 1st**

83 Whitehouse Loan, Edinburgh EH9 1AT

Tel: 08000 282233

Text: 07860 022844 and they will call back

Email: [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

[www.children1st.org.uk](http://www.children1st.org.uk)

Support for families under stress and protect children from Abuse in Scotland

**CEOP**

Child Exploitation and Online Protection Command

To report online sexual abuse or the way someone has been communicating.

[www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)