



**SHOTOKAN
KARATE**

SAFEGUARDING POLICY

&

GUIDELINES FOR CLUB SENSEI

Version 5 – March 2019

SAFEGUARDING POLICY

Policy Statement

All TOTAL Shotokan Karate (TSK) Instructors have a duty of care to safeguard all participants involved in their classes from harm, especially children, young people and vulnerable adults.

- A “Child” is defined as anyone who has not yet reached the official minimum school leaving age (MSLA).
- A “Young Person” is defined as anyone under the age of 18 who is not a “Child”
- A “Vulnerable Adult” is defined as anyone over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”

TSK Instructors will ensure the safety and protection of all children, young people & vulnerable adults involved in our sport through adherence to these Safeguarding guidelines.

Shotokan Karate should and does have a very powerful and positive influence on people, especially children, young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement; it helps to develop and enhance valuable qualities such as self-esteem, leadership and teamwork. We have to ensure that for these positive experiences to take place, Instructors should have the welfare of children, young people & vulnerable adults uppermost in their mind and that we have proper procedures and practices to support, and empower them.

Policy Aims

The aim of TSK’s Safeguarding Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Karate clubs and instructors affiliated to TSK.
- Ensure that all incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- The Policy recognises and builds on the legal and statutory definition of a child
- The distinction between ages of consent, civil and criminal liability are recognised but in the pursuit of good practice a young person is recognised as being under the age of 18 years [Children’s Act, 1989].
- TSK will provide a suitable individual to act as Child Protection Officer and commit to raising awareness to their role.
- Confidentiality will be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000.

INSTRUCTOR GUIDELINES

Introduction

Contained within this document are some practical ways in which you, the responsible instructor, should help safeguard children, young people and vulnerable adults who take part in Karate within a TOTAL Shotokan Karate (TSK) Dojo

These guidelines cover the following topic areas:

Instructors

All TSK Instructors, who may come into contact with children, young people and vulnerable adults should have an enhanced DBS certificate.

Best practice is to ensure that all Instructors subscribe to the DBS Update service (<https://www.gov.uk/dbs-update-service>). A £13 annual subscription which ensures Instructors DBS certificates are kept up to date.

Best practice is to ensure that Instructors undertake a First Aid in Sport qualification, refreshed every three years. Lists of qualified first aiders within the club are to be kept.

Teaching Style

All participants in the class should at all times be treated with respect and dignity. Make lessons fun and engaging but maintain a level of discipline within the class, ensuring that the instructor is always in control.

Focus on feedback to children, young people and vulnerable adults in a **sandwich feedback** approach. The **sandwich feedback** method consists of praise followed by corrective **feedback** followed by more praise. In other words, the **sandwich feedback** method involves discussing corrective **feedback** that is “sandwiched” between two layers of praise

Involve parents and carers as much as possible, invite them to watch classes and provide regular feedback about progress.

Children at Key Stage 2 should in general only be encouraged to train in lessons of one hour or less. Children at Key Stage 3 and above can be encouraged to attend longer classes with parental consent.

Instructor ratios

Instructor/student ratios should always be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs.

The lower the age of the participants, then greater is the need for supervision. When the activity is mixed gender, male and female instructors (or a responsible parent/adult) should be available. Broadly these should be in line with Ofsted recommendations:

- For 3 to 8 years – one adult to every eight children (1:8)
- For over-8s – one for the first 8, then one for every additional 10 children.

Parents should be actively encouraged to stay and watch classes.

Changing room awareness

Instructors should monitor time spent in changing rooms by participants and enter if any concerns are raised. Males adults should only enter male changing rooms and female adults only enter female changing rooms.

Instructors/Adult staff should not change or shower at the same time using the same facilities.

For mixed gender training, separate changing/shower facilities should be available for boys and girls.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Alternatively, they may be advised and encouraged to shower or change at home.

Where children with disabilities use your club, ensure they and their carers are involved in deciding how they should be assisted. Ensure they are able to and consent to the assistance that is offered.

Photography & Videography

Photography and videography of children, young people and vulnerable adults should only take place with parental/carers consent of the person in question.

Photography and videography should only be used in the contexts of marketing or as a coaching aid.

Where photographs are used on a website or social media, children's names are not to be used alongside photos where this information can be used to identify children. For clarity:

- Individual photos of children/young people/vulnerable adults should not be captioned with names
- First names only can be used if there is a group photograph but the names of the children are not listed in order
- Lists of competition winners should be listed but photos posted separately.

A photo/video consent section is included in the annual student information form.

Dealing with Injuries and illness

Reports of any injuries, accidents and near misses children, young people and vulnerable adults sustain during activities should be kept. Where an instructor or member of staff witness an injury the parents shall be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible.

Instructors must ensure they have up-to-date contact details at club venues, competitions or events and information about any student's relevant medical conditions. Seishinkai require all club Sensei to update medical and contact records annually.

An Incident Report Form as annexed to this policy.

Collection of children by parents/carers

Instructors shall ensure permission has been obtained from parents/carers of children and young people for them to participate in any of the games, competitions, and training or practice sessions you run.

You should provide a timetable of events and competitions regularly throughout the year. You should also notify parents/carers of any changes to this timetable in writing.

Late collection of children

Late collection of children by parents presents instructors with a potentially difficult situation.

Guidelines:

- Make it clear that it is not the Associations/club's responsibility to transport children home on behalf of parents who have been delayed.
- Include your contact number and an instruction to parents/carers to phone if there is any likelihood of late collection.
- Ask parents to provide an alternative contact name or number, for coaches/adult staff if they are not available on their usual number.

Where there is an incident of late collection, instructors/adult staff:

SHOULD:

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the sport location, with other staff or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.

SHOULD NOT:

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer;
- Ask the child to wait in a vehicle or sport location with you alone.

Discipline Issues

Discipline used by Instructors, should only be with the clear intention of teaching or reinforcing appropriate behaviour. It shall not be used impulsively, to gain power, or to embarrass or humiliate a child/young person/vulnerable adult.

Discipline should be used only to:

- Develop and encourage a sense of responsibility for behaviour;
- Develop and encourage respect for others and their property;
- Reinforce rules or values of the sport;
- Reinforce and encourage positive behaviour or attitudes;
- Reinforce an awareness of health and safety aspects of the activity.

Physical contact Issues

Karate like other sports requires a degree of physical contact between instructors and children, young people or vulnerable adults. Instructors and staff may need to use it to instruct, encourage, protect or comfort.

Physical contact during classes should at all times be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop skills or techniques within Karate;
- To treat an injury received;
- To prevent an injury occurring;
- In order to meet the requirements of Karate.

The Instructor should explain the reason for the physical contact to the child. Unless the situation is an emergency, the instructor/adult staff should ask the child for permission.

The contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others.

Sexual activity Issues

Within Karate, as within other sports, sexual relationships will and do occur between consenting adults.

Sexual activity between children/young people/vulnerable adults involved in sport should be prohibited during training, competitive events, in sports facilities or social activities organised by the Association/club. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action.

Sexual interactions between adults and young people (16yrs +) raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent (16yrs) the power or authority of the adult over that young person may influence their ability to genuinely consent to sexual activity. An instructor/adult staff in such a position of authority may have significant power or influence over a young person's Karate career.

Sexual activity between adults and young people (16+) involved in KARATE is **prohibited** when the adult is in a position of trust or authority (instructor, coach, trainer, official).

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with TSK and Governing Body discipline code.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it.

Actions if you have concerns

It is not the responsibility of TSK Instructors to decide if abuse has taken place, it is that of the child protection agencies and the police. However, TSK Instructors do have a responsibility to act on any concerns.

If you have any concerns whatsoever with regards to the behaviour of a child, young person, vulnerable adult, Club member, Instructor, Parent or Carer report you concerns to the TSK Child Protection Officer/TSK Senior Instructor (Adam Cockfield sski_london@hotmail.co.uk / 07838 608789) using the Incident Report Form annexed to this policy, as soon as is possible. If the Child Protection Officer is unavailable, please contact a member of the Exec Committee listed below:

- Daniel White (TSK Senior Instructor)

Confidentiality should be maintained at all time and on a need to know basis only. Instructors should at all times follow up their concerns with who it was reported to.

If you continue to have concerns or would like more advice, you should contact the local social services directly, the local police, the NSPCC on 0808 800 5000 or Childline on 0800 1111,

Participants in your Association or club with disabilities

Children or young people with disabilities shall have the same rights and opportunities as others involved Karate, to have fun and be safe. Their particular vulnerability to abuse or neglect requires Instructors to take additional steps to safeguard them.

Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.

Associations or clubs, who are involved with children/young people with disabilities within Karate, should seek specialist training or advice. For example, when staff need to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.

When transporting child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.

When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.



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INCIDENT REPORT FORM

Name	
Position	
Date	
Name of Person(s) involved	
Nature of Incident (injury, illness, accident, pre-existing condition, near miss, bad behaviour, violence, child protection etc)	
Report of Incident (please include as much information as possible):	
Action Taken if any:	
Reported to if any (Parent, Carer, Child Protection Officer)	