



CHILD SAFEGUARDING & PROTECTION POLICY

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<http://www.bab.org.uk>

PRODUCED IN ASSOCIATION WITH THE NSPCC CHILD PROTECTION IN SPORT UNIT

NSPCC registered charity numbers 216401 and SC037717



Child Protection in Sport Unit
play sport stay safe
enjoy and achieve

NSPCC 
Cruelty to children must stop. FULL STOP.

BRITISH AIKIDO BOARD

Acknowledgements

The Chairman on behalf of the British Aikido Board acknowledges the invaluable assistance of the NSPCC Child Protection in Sport Unit, British Judo Association, Amateur Swimming Association and The English Cricket Board in assisting the Board in formulating the policy in this document

The Chairman of the British Aikido Board recognizes and thanks the following employees of the Board for their hard work, dedication and help in defining and preparing the content of this document:

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The Chairman of the British Aikido Board also acknowledges the support and assistance of Jude Toasland, National Development Officer at the NSPCC Child Protection in Sport Unit (CPSU) and Anne Tiivas, Director, NSPCC Child Protection in Sport Unit (CPSU), in approving this document for use by the Board, its Member Associations, Clubs and individual members

The BAB is committed to maintaining appropriate policies and procedures for its Member Associations, Clubs and individual members. This comprehensive child safeguarding structure will assist in promoting a safe environment that parents have a right to expect for their children when they participate in Aikido under its aegis.

*Vincent Sumpter
Chairman
October 2010*

BRITISH AIKIDO BOARD

CHILD SAFEGUARDING & PROTECTION POLICY

INTRODUCTION

The British Aikido Board (BAB) believes that all children under the age of 18 involved in the practise of Aikido have the right to stay safe and have fun. Aikido develops physical skills, self esteem, and the ability to be a team player as well as the opportunity to achieve individual success. These opportunities can only be safeguarded if kept in the safe hands of people who place the welfare of all children first and adopt practices that support, protect and empower children in clubs that has a culture of openness and equality.

The BAB is committed to ensuring that all children who participate in Aikido activities should be able to participate in an enjoyable and safe environment and be safeguarded from harm. The BAB relies on affiliated Associations and their clubs to provide this safeguarding to their child members. The BAB recognises that child safeguarding concerns can occur in Aikido clubs and events as well as at home, in school and in the community at large. The BAB requires all affiliated Associations, clubs and their individual members to be aware of, and implement the policy and procedures outlined in this document to safeguard all those members who are under the age of 18.

Recent reports and research, including the government strategy “*Every Child Matters – change for children*”, highlights this responsibility and the need for individuals, statutory and voluntary agencies, as well as all other organisations who work with children, to work together to achieve the best outcomes for our children and to safeguard them from harm.

“*Every Child Matters*” sets out the basic skills and knowledge required by those adults, both employed and volunteers, whose work brings them into regular contact with children. These include effective communication and engagement with children and their families, safeguarding and promoting the welfare of the child, and multi agency working to include appropriate information sharing.

“*Every Child Matters*” defines 5 key outcomes for children, as follows

- Being healthy: enjoying good physical and mental health and living a healthy lifestyle.
- Staying safe: being protected from harm and neglect.
- Enjoying and achieving: getting the most out of life and developing the skills for adulthood.
- Making a positive contribution: being involved with the community and society and not engaging in anti-social or offending behaviour.
- Economic well-being: not being prevented by economic disadvantage from achieving their full potential in life.

The strategy outlined is supported by legislation (the *Children Act 2004*), and guidance (including *Working Together to Safeguard Children HM Government 2006*). Additionally the government’s Children’s Workforce Strategy, which sets out its vision of a world class children’s workforce, identifies the common core of skills and knowledge for the Children’s Workforce, which are the knowledge and skills required to meet this strategy.

LEGAL AND PROCEDURAL FRAMEWORK

Relevant Acts and Government guidance

- The Children Acts 1989 and 2004
- The UN Convention on the Rights of the Child 1989
- The Police Act 1997
- The Protection of Children Act 1999
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- Caring for the young and Vulnerable – Home office guidance for preventing the abuse of trust 1999
- Standards for safeguarding and protecting children in sport – NSPCC/CPSU 2003
- Working Together to Safeguard Children HM Government 2006:
www.everychildmatters.gov.uk
- What to do if you are worried a child is being abused 2006. Obtainable from:
www.everychildmatters.gov.uk
- Every Child Matters. Obtainable from: www.everychildmatters.gov.uk
- Staying Safe – A consultation document. Obtainable from: www.dcsf.gov.uk
- Information sharing – pocket guide
www.everychildmatters.gov.uk

All relevant Acts and Home Office guidance documents can be obtained from:
www.dfes.gov.uk

WHO IS THIS POLICY FOR?

This policy document is for all members of the BAB and the parents/guardians of child members. The policy is divided into sections to assist those wishing to access information and guidance.

The policy highlights that the responsibility to safeguard children in Aikido lies with all adults involved in the sport and not just the Club Welfare Officer or the Association Child Protection Officer.

GLOSSARY

In recent years there have been many changes in the regulatory policy for the safeguarding of children. The following will help clarify how the current terminology and titles relate to past policy documents and training material.

TERMINOLOGY

“A Child”. A child is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout this document and denotes all persons under the age of 18.

“Working Together to Safeguard Children”. A guide to inter-agency working to safeguard and promote the welfare of children produced by Government in April 2006

“What to do if you are worried a child is being abused”. A government publication (2006) useful for all adults who work with children.

“Regulated Activity Providers”. A person or organisation that has responsibility for the management or control of regulated activity, and makes arrangements for another person to engage in that activity

“Regulated position”. Those working, voluntarily or employed, who are in a position of responsibility and trust in respect of the children in the club; these persons require a CRB check under BAB policy. Regulated position holders will also require ISA registration from June 2010 when their current CRB check expires or upon moving to a new role in a regulated position.

“Safeguarding and Promoting the Welfare of Children”. The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

“Child Protection”. Child protection is a part of safeguarding and promoting welfare and refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of abuse or neglect.

STATUTORY AGENCIES

Children’s Social Care Services. The services formerly known as Social Services. The name may vary from county to county and teams are sometimes known as the “Children, Schools and Family” team.

Local Safeguarding Children Boards (LSCBs). LSCBs are newly formed strategic bodies which have responsibilities under the Children Act 2004 to help ensure that children are safeguarded properly by the “key agencies” involved with children working effectively together. They put the former area child protection committees (ACPC) on a statutory footing. The LSCBs can assist clubs through:

- Offering recognised child safeguarding courses for clubs at low or no cost.
- Producing the local inter agency guidance and child protection procedures.

- Provide local resources to clubs through “Local Safeguarding through Sport” sub-groups. They may also be active in providing child safeguarding conferences for local sporting organisations.

The objective of an LSCB is to co-ordinate and ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children.

Local Authority Designated Officer (LADO). LADO's are involved in the management and oversight of individual cases where it is alleged that a person working with children (including a volunteer) has:

- behaved in a way that has harmed a child, or may have harmed a child; or possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

These officers provide advice and guidance to employers and voluntary organisations, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

Police Child Abuse Investigation Team/Unit (PCAIT/U). Formerly known as the Police Child Abuse Investigation Team. The above title is not generic and may vary according to the police authority. The role of the PCAIT/U is to investigate alleged crimes against children by family members, by other children and by those in a position of trust over them, for example, sports coaches and teachers.

Child Protection in Sport Unit (CPSU). The CPSU is a partnership between the NSPCC, Sport England, Sport Scotland, Sport Northern Ireland, and the Sports Council for Wales with distinct arrangements with each Home Country. The Unit was founded in 2001 to co-ordinate and support sports organisations' implementation of the 2000 National Action Plan for Child Protection in Sport and to help them minimise the risk of child abuse during sporting activities. Further information is at: www.thecpsu.org.uk

WITHIN AIKIDO

Case Management Group (CMG). The CMG is responsible for considering all concerns of a child safeguarding nature and, together with the BAB Lead CPO (see next para), will make decisions as to action required. The group is made up of four Association Child Protection Officers who have professional involvement in matters concerning children and/or a high degree of knowledge of child safeguarding.

The BAB Lead Child Protection Officer (Lead CPO). The Lead CPO is a member of the CMG with specific responsibilities in and for Safeguarding Procedures.

The Association Child Protection Officer (ACPO). The ACPO is available to advise the CWO or the other club officers/members if the CWO is not available. They are also responsible for ensuring that Criminal Records Bureau Checks are completed and processed.

The Club Welfare Officers (CWOs). The CWOs have the primary responsibility to receive, consider and report concerns involving children and advise their club's officers on safeguarding matters. They are responsible for ensuring all relevant staff and volunteers obtain Criminal Records Bureau checks and ISA registration. They are supported by the ACPO, and BAB Lead CPO.

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Section 7 – Related and/or Supplementary Policy Documents

The following documents, presently being drafted, will be available on the BAB website www.bab.org.uk once approved and adopted by the Board Members:

1. Organising Trips and Events & Transporting Under 18s.
2. Event Welfare Plan.
3. Compliance with CRB Requirements and ISA Checks for Persons who work with Children.
4. Aikido Compliance with CRB and ISA requirements.

SECTION 1

BAB CHILD SAFEGUARDING POLICY AND PROCEDURE

PART 1 – POLICY AND PRINCIPLES OF SAFEGUARDING

POLICY STATEMENT

In accordance with the Constitution, the BAB's Child Safeguarding & Protection Policy is mandatory for all Member Associations, including their clubs and individual members providing services for children – that is those under the age of 18.

It is the aim of the British Aikido Board that all children should enjoy Aikido in a safe enjoyable setting. The British Aikido Board is aware of the need to ensure that all Associations, clubs and individuals who provide children with the opportunity to practice Aikido, are aware of their responsibilities.

Good practice will involve an ongoing process of consideration and review, working together and looking at all aspects of provision for children, so as to be well prepared to:

- Ensure the safety and enjoyment of all children in the Aikido setting, as well as promote and preserve their opportunity within Aikido for healthy personal development (e.g. physical, emotional, cognitive, psychological and social development)
- Ensure that children attending Aikido who experience abuse of any kind, within or outside the Aikido setting, are responded to appropriately, that any concerns about the welfare of children attending Aikido are acted upon appropriately and not ignored, and that the full legal and moral responsibilities that accompany working with children are understood and fulfilled by adults working within the Aikido setting
- Ensure that adults working within the Aikido setting are not placed in situations where allegations against them could be made

The welfare of all children is paramount.

RESPONSIBILITY TO SAFEGUARD CHILDREN

The Children Act (2004) makes it clear that safeguarding children is the responsibility of all, including those who work with children irrespective of their role or status in an organisation. To achieve this the BAB acknowledges and requires the Member Associations and their clubs to acknowledge that they have a Duty of Care to safeguard children from harm. Clubs and their members are required to follow the guidance in this document to safeguard children from harm and act appropriately if a child is identified as being at risk of harm. They must also meet the requirements of BAB complementary policies; i.e. the Equity policy. The BAB Mission Statement and Aikido Development Plan will support the BAB Child Safeguarding Policy.

The BAB is committed to working in partnership with the Police and Children's Social Care services to enable them to carry out their statutory duties to investigate concerns and protect all children from harm. To enable this to happen the BAB will endeavour to develop closer links with the Local Safeguarding Boards. The BAB recognises the responsibility of the statutory agencies and is committed to complying with the Local Safeguarding Children

Board Procedures and the statutory guidance “Working Together to Safeguard Children (April 2006)”.

The BAB is committed to developing policies and procedures to assist clubs in Safeguarding children through links with professional organisations including the Child Protection in Sport Unit. The BAB has developed an anti bullying policy to further strengthen the commitment to prevent and deal with bullying in clubs.

The BAB has worked with an Independent Child Safeguarding Adviser to develop its policies and procedures. The Independent Child Safeguarding Adviser will continue to work with the BAB on a consultancy basis.

KEY PRINCIPLES OF SAFEGUARDING

- A child is anyone under the age of 18.
- The BAB is committed to providing all children who take part in Aikido activities with an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child’s right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- The BAB recognises the responsibility of the statutory agencies and is committed to complying with the Local Safeguarding Children Board Procedures and the statutory guidance “Working Together to Safeguard Children” April 2006.
- At all times confidentiality will be maintained appropriately and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.
- The BAB will support all adults involved in the sport to understand their roles and responsibility for safeguarding and protecting children in the sport.
- The BAB will seek to provide opportunities for training and education for all persons who have responsibility for children in Aikido to develop awareness and understanding of what best practice is and how to manage any child welfare concerns they identify or are informed of.
- Parents, children and all participants involved in the sport can access advice and guidance on a child welfare matter from the Club Welfare Officer (CWO), the Associations Child Protection Officer (ACPO), BAB Lead Child Protection Officer (Lead CPO), one of the BAB Child Protection Case Management Group Officers (CP CMGO), or the voluntary or statutory agencies.

REQUIREMENTS. All BAB Associations and their clubs that have children in membership are required to:

- ◇ **Adopt and actively implement the BAB Safeguarding Policy and:**
 - ◇ Ensure that the policy is updated on instruction from the BAB.
 - ◇ Ensure all clubs have Club Welfare Officers in post.

- ◇ Ensure the Association has a Child Protection Officer in post.
- ◇ Advise the BAB Lead CPO of the names of their CPO and CWOs and keep these details up to date on the BAB web site.
- ◇ Ensure that Codes of Conduct are in place in all clubs.
- ◇ Ensure the BAB Equality policy is adhered to and all discrimination is challenged and dealt with appropriately.
- ◇ Ensure that all clubs adopt any supplementary policies developed by the BAB whether or not included in this document.
- **Publicise the BAB Safeguarding Policy and:**
 - ◇ Ensure all individual members and their parents/carers have access to the Policy and know how to disclose or gain advice on child safeguarding matters.
 - ◇ Ensure all adults working in Clubs are aware of their responsibilities to safeguard the children they have contact with in the sport.
 - ◇ Provide training opportunities as required for those who have direct contact with children and ensure all relevant training is undertaken as required.
 - ◇ Ensure that all adults in Associations and clubs with direct responsibility for, or significant contact with, children in Aikido have a current BAB CRB check, and ISA registration (*when enacted*).
 - ◇ Ensure all coaches are regularly appraised of the child safeguarding policy and procedures and when poor practice is observed ensure it is dealt with in an appropriate manner
- **Implement the BAB Safeguarding Policy and:**
 - ◇ Ensure that the “Employment” of any person to be in a role with children, whether paid or voluntary is subject to the policy on recruitment included in this document.
 - ◇ Ensure that children have the opportunity and knowledge to raise concerns in a safe and proper manner in the knowledge their concerns will be heard and acted upon appropriately and in an acceptable timescale.
 - ◇ Ensure that all matters involving children be kept confidential on a need-to-know basis only while ensuring no child is left at risk of harm through failure to pass on information appropriately.
 - ◇ Ensure that Aikido coaches, officers and adult members accept that they have a duty of care to all children in their club, and act upon that duty appropriately in line with the section on a “Duty of Care” in this document.

DUTY OF CARE

All Associations, clubs and individuals have a Duty of Care to safeguard children with whom they have contact. The BAB Child Safeguarding Policy is aimed at helping all affiliated Associations, their clubs and individual members to meet that Duty of Care.

Safeguarding is about the BAB, Associations, and clubs and their members acknowledging that this Duty of Care exists. To provide proper safeguarding they must all put in place measures to minimise the likelihood of “foreseeable harm” arising to child members.

To achieve a Duty of Care through proper safeguarding all Associations and their clubs who have members under the age of 18 must adopt the BAB Child Safeguarding Policy. To do this it will be necessary for Associations and their Clubs to make amendments to their constitution to reflect the safeguarding principles and the role of the BAB. All Associations and their clubs must ensure that the principles and practices of the policy are followed by all members. To enable this to happen, all members, parents of members under 18, officers, coaches and anyone else involved in Aikido must have knowledge of, and access to, the BAB Child Safeguarding Policy. To enable full availability of the document to those involved in Aikido the policy document will be available in full on the BAB website www.bab.org.uk

The ACPO and the CWO/s are the lead persons in the Associations and their clubs from whom advice and guidance can be gained on safeguarding matters. Additionally, members can contact the BAB Lead CPO. For advice external to the BAB, or where to gain advice internally will cause unacceptable delay, the Local Authority Children's Social Care Team or the Police Child Abuse Investigation Team (CAIT) should be contacted.

To assist Associations and Clubs in meeting their Duty of Care this document identifies policies and procedures required to provide proper safeguarding, as well as actions to be taken when a concern is identified.

POSITION OF TRUST

The Sexual Offences Act 2003 states:

"It is an offence for a person aged 18 years or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children".

This does not currently apply in law to sports teachers and coaches but the BAB adopts the Home Office guidelines which recommend the principle that people in positions of trust and authority do **not** have sexual relationships with 16 – 17 year olds in their care.

The BAB policy is therefore that:

People in positions of trust and authority do not have sexual relationships with 16–17 year olds in their care

It is the view of the BAB that the power and influence a coach has in a professional relationship with a child cannot be underestimated. The inequality of a relationship in which one party has significantly greater power or influence over the other is such that it would be inappropriate to form an intimate or sexual relationship while continuing the position of trust. The power and influence that an older or senior member has over someone attending a group or activity must not be under-estimated. If there is an additional ranking or competitive aspect to the activity and the older person is responsible for the child's success or failure to some extent, then the dependency of the member upon the coach will be increased.

In practical terms this means that if any coach, official or coach assistant in an existing position of trust over a child aged 16/17 forms a sexual relationship with that child they will breach BAB policy and action will be taken. Currently it has been noted by sports Lead Child Protection Officers that many Local Authority Designated Officers (LADO – See Glossary) are taking action to consider relationships of a sexual nature between children

aged 16/17 and their coaches in sport despite it not be an offence within the Sexual Offences Act 2003. It is therefore important that when any such a relationship is suspected the Club Welfare Officer should contact the BAB Lead CPO to discuss and who will, if appropriate, refer the concern to the LADO for consideration before the BAB consider disciplinary action. The CWO should contact the LADO directly and then inform the BAB Lead CPO, if to contact the BAB LCPO would cause unnecessary delay and possibly leave a child at risk of possible harm.

Additionally all officers and coaches in Aikido should be aware that any sexual relationship between a child aged under 16 years of age with any adult is an offence and **must** always be reported to the police for action.

It should also be remembered that any sexual activity at whatever age that is not freely consented to is criminal and should be referred immediately to the police for action.

Remember: Everyone in Aikido has a duty to raise concerns about behaviour by staff, managers, volunteers or others, which may be harmful to those in their care, without prejudice to their own position

Note: see also Section 4 – Relationship of Trust.

PART 2 – DEFINITION AND INDICATORS OF ABUSE

Child Protection is part of safeguarding and promoting welfare. This action refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. Effective child protection is essential to safeguard and promote the welfare of children. However all partner agencies will aim proactively to safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Children in Need are defined by section 17 Children Act 1989 as those whose vulnerability is such that they are unlikely to reach or to maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services for them. Children with disability are automatically included in this definition. Many of the children who fall within the remit of this definition will be dealt with through the Integrated Children's Service.

Significant Harm. Working Together to Safeguard Children (2006), page 36, says: "There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation and the presence or degree of threat and coercion, sadism, and bizarre or unusual elements....."

DEFINITIONS OF ABUSE

Abuse and neglect are forms of maltreatment of a child. A child may be abused or neglected by someone who:

- Inflicts harm,

- Fails to act to prevent harm.

A child may be abused by:

- A family member
- By a person within an institutional or community setting
- By a person known to them or more rarely by a stranger
- An adult or adults, or another child or children.

TYPES OF ABUSE

Physical abuse

Physical abuse may involve, for instance, hitting, shaking, poisoning, burning or scalding, drowning, suffocating, throwing (*except in the controlled environment of an aikido class*), 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.

*Aikido is a sport whereby actions including physical contact do take place. For physical abuse to take place the action would be a deliberate act and not in keeping with the ethos of the martial art; for example, applying techniques against the joint – such as nikkyo or sankyo – with children under the age of 12. (see also **APPENDIX 17**)*

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 feature age or 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 exploration 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, 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.

In Aikido this may be child on child, or adult on child, and could include requiring children to undertake actions appropriate to the sport but not appropriate within that child's age group.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

- The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.
- They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sex abusers can come from any professional, racial or religious background, and can be male or female. They are not always adults - children can also behave in a sexually abusive way. Usually the abuser is a family member or someone known to the child, such as a family friend. Some individuals will target a sport that allows access to children specifically to commit acts of sexual abuse.

Abusers may act alone or as part of an organised group. After the abuse, they will put the child under great pressure not to tell anyone about it. They will go to great lengths to get close to children and win their trust. For example, by choosing employment that brings them into contact with children, or by pretending to be children in internet chat rooms run for children.

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 occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve 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).
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

In Aikido, while responsible adults must provide a Duty of Care to children in the club (provide appropriate first aid and summoning help if a child is hurt) it may be that the Coach or another person in the club may have concerns about a child who attends in terms of parental care. This may be identified by a child's clothing being inappropriate for the time of year or repeated late collection of children from the session.

Bullying

Bullying is repeated deliberate actions by one or more people that causes hurt to an individual or group and where it is difficult for the bullied person(s) to prevent or deal with the bullies actions. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

The Anti bullying charity "Kidscape" defines bullying as a child encountering bullying attacks that includes:

- Physical. Pushing, kicking, hitting, pinching and other forms of violence or threats.
- Verbal. Name-calling, sarcasm, spreading rumors, persistent teasing.
- Emotional. Excluding (sending to Coventry), tormenting, ridicule, humiliation.

Bullying can occur between:

- An adult and a child.
- A child and a child.
- A parent and own child.

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None of the above are acceptable within aikido

The competitive nature of any sport can create an environment which provides opportunities for bullying. Examples of bullying in aikido could be:

- A parent who pushes too hard.
- A coach who adopts a win-at-all costs philosophy.
- A child aikidoka who intimidates inappropriately
- An older aikidoka who intimidates inappropriately
- An official who places unfair pressure on a person

The physical contact in Aikido, combined with the importance of discipline and respect for authority, can create the opportunity for bullying; for example, coaches who inflict pain or humiliation on child *ukes* or adult *ukes* while children are watching.

Harassment

Harassment is an act that is unwanted by the recipient. It may be the provision of items or unwanted actions from another person but by definition it is the unwanted nature of the action or item that distinguishes the nature of the act to be harassment. As an example, most clubs encourage students to change partners regularly during a class and discourage refusing practice with any one individual. This might be exploited so that a child felt unable to refuse to practice with someone who was using the practice to constantly criticise the child's technique or to show the child that their technique was ineffective.

It is for any given individual to determine for themselves what is acceptable to them and what they regard as offensive.

Harassment can be deemed to be a criminal offence in some circumstances and can lead to the use of a restraining order or criminal prosecution. Harassment can take many forms, some examples being suggestive sexual remarks; racist insults or jokes; verbal abuse or foul language exclusion; unwelcome attention. The impact of harassment for the individual can be profound. Harassment can lead to the child feeling unhappy, demoralize, undervalued as a person. Harassment is an often a constant ongoing type of abuse where the individual causes extreme distress by the repeated action usual verbally.

INDICATORS OF ABUSE

Abuse is not always easy to identify. Children can be bruised/injured in everyday life by, for example, falling off bikes and playing with friends. In adolescence, children can be moody and unpredictable in their behaviour.

Children can react to external circumstances by a change in behaviour such as bereavement or parental divorce/separation. However some signs may alert you to a view that a child may be being abused. Some indicators of abuse are:

- The child discloses a concern and describes what may be an abusive act
- Another person raises concern about the wellbeing of a child.
- A change in the child's behaviour to or relationship with the parent or carer
- Unexplained or concerning injuries such as burns, cuts, and bruises situated in area of the child's body where not normally prone to injury through, for example, play activity.
- Physical injury where the explanation given is inconsistent.
- Unexplained changes in behaviour such as a child becoming withdrawn, quiet or aggressive/verbally violent.
- Inappropriate sexual awareness and/or behaving in a sexualised manner
- Eating disorder i.e. a child is overeating or showing a loss of appetite.
- Excessive weight loss or weight gain for no obvious reason.
- Physical appearance becomes unkempt.
- The child is withdrawn and isolates themselves from the group and seem unable to make friends
- The child is prevented from socialising with other children.
- The child displays a distrust of adults.
- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop in performance at school or in the sport.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

This is not an exhaustive list of indicators and alone cannot be seen to be definitive proof a child is being abused.

Remember: *The BAB, your Association and club does not expect the adults involved in the sport to decide a child has been abused but it is the responsibility of all adults in the sport to act upon their concerns*

PART 3 – PREVENTION THROUGH BEST PRACTICE

GOOD PRACTICE AND PRACTICES TO AVOID

Good Practice

It is essential that all persons involved with children in Aikido clubs in whatever capacity follow good practice at all times to minimise the risk of harm. This includes exhibiting exemplary behaviour befitting to their position when involved in an Aikido activity, adherence to the BAB/Associations' codes of conduct and to follow the guidance in this document.

Examples of good practice are:

- Make your sport fun for all children and promote fair play.
- Always working in an open environment where you can be observed at all times when you are with a child.
- Ensure that all forms of manual/physical support are provided openly. In Aikido in order to teach or coach certain techniques effectively, it is sometimes necessary to make physical contact with the child. Parents and children should be made aware of this when they join the class. Their views should always be carefully considered and the child/children themselves should always be consulted and their agreement gained.
- All physical/manual support and instruction should be unambiguous and non sexual i.e. would not normally be construed as sexual by a reasonable observer.
- Encourage open and free communication by all
- Treat all children with respect and dignity at all times
- Maintain appropriate boundaries from children in terms of you professional or voluntary role with them.
- All relationships with children should be based on mutual trust and power and equal at all times.
- Empower children to be a part of the decision making process as far as possible within the sport.
- Keep parents fully aware of activities that their child is engaged in and wherever possible get parents involved as volunteers.
- When taking children away for a course or event ensure they are accompanied by male and female members of staff and follow the good practice guidelines in "Safe Sport Away (published by CPSU) and the document Trips and Travel to be found in the Appendices.

Additionally if you are a coach:

- Always be an excellent role model to the children when involved in Aikido activities
- Ensure you remain up to date in your qualifications and the technical advances in your sport and maintain membership of your appropriate Association and insurance requirements.

- Ensure you have a current CRB checks (these must be renewed every 3 years), ISA registration and undertake Child Safeguarding Training. (See **APPENDIX 9** for detailed information on ISA & CRB Checks).
- Be enthusiastic and positive in your feedback to children and never openly criticise or belittle them.
- Recognise children are individuals and treat them as such, always taking into account their physical development and their emotional wellbeing.
- If a child cries they generally do so because they are hurt or unhappy about something. A coach must assume the child is in distress and act appropriately.
- Ensure you have the written consent of parents to administer first aid if required and have relevant medical information on the child in case of injury or illness
- Allow all children to have breaks from training to use the toilets, for the appropriate taking of food and drink as required for their wellbeing.
- Keep a written record of injuries that occur along with treatment given and always inform the parents.
- If any of the following occur, immediately report the matter to a colleague and parent at the earliest opportunity and ensure the Club Welfare Officer is made aware as soon as possible so that they can take any required action:

If you accidentally hurt a child in Aikido

If a child in your class appears distressed

If a child in your class appears sexually aroused by yours or others actions.

If a child misunderstands or misinterprets your actions

Practices to avoid

It is important some practices are avoided without exception whereas some practices may be required on occasion to prevent a child suffering harm.

Do not:

- Spend time alone with a child unless to fail to do so places them at risk of harm i.e. if a child is left alone by a parent/carers failure to collect them. In such situations get another suitable adult to stay with you or come back to stay with you until the parent arrives.
- Transport a child alone in your car except in an emergency (when a child needs to go to hospital and it is not possible to gain the presence of another adult or alternative transport in any other way and to fail to do so would cause the child likely harm.)

Never:

- Engage in rough physical play or horse play or sexually provocative games.
- Make sexually suggestive comments to a child even if done in “fun”
- Allow a child to engage in inappropriate touching
- Allow a child to use inappropriate language or use inappropriate language to or in front of a child
- Do things that are personal in nature for a child i.e. toileting.
- Use such behaviour as to reduce a child to tears or to display significant distress
- Share a hotel room with a child or invite a child to your home in the daytime or overnight.

- Use inappropriate wrist and arm locks on young children whose bones have not yet fully developed.

And NEVER allow allegations by a child to go unreported or not acted upon

PART 4 – VULNERABLE CHILDREN

All children are vulnerable but through research we know some groups of children are more vulnerable than others

CHILDREN UNDER THE AGE OF 5

Present BAB policy is that no child under the age of 4 may be accepted into BAB membership through an affiliated Association or Club

It is important that all persons in clubs and Associations with members aged under 5 recognise and specifically consider the increased risks to a young child participating in the sport. When working with children under the age of 5, Associations and club officers must therefore ensure that:

- Any activity is tailored to the child's age taking into account their social, emotional and physical development.
- All coaches and support staff are aware of the needs of such young children in terms of understanding instruction and ability to act in accordance with the requirements of the Coach/Instructor.
- The ratio of coach/assistant/helper to these children is 1:3 with the proviso that in unforeseen circumstances it may be allowed to be 1:4 subject to risk assessment; this is to satisfy occasions of, for instance, additional children turning up unexpectedly and/or an assistant/helper not turning up for the class. In any circumstance a ratio of 1:4 is the maximum student ratio allowed.
- There are at least 2 suitably qualified and CRB checked staff members present at all times.

Additionally, in some specific circumstances, activities involving children under 5 years of age may require registration under the **Children Act 1989**. **Part 10A of the Act** currently states that OFSTED registration may be required if a training session **exceeds 4 hours** and the parents are **not** present throughout.

Based on this Legislation and in recognition of the specific needs of children aged under 5 taking part in Aikido, **BAB policy also includes the following mandatory requirements for this age group:**

- Parents are to be in attendance during training sessions, and
- For no training session to be longer than 2 hours.

Guidance on Aikido activities and training suitable for children under 5 years of age is detailed in **APPENDIX17**.

CHILDREN WITH DISABILITIES

Children with disabilities are more likely to be vulnerable because they may:

- Have fewer outside contacts than other children *and*
- Lack access to peers to discover what is acceptable behaviour.
- Receive intimate personal care, possibly from a number of carers, which may both increase the risk of exposure to abusive behaviour, and make it more difficult to set and maintain physical boundaries.
- Have an impaired capacity to resist or avoid abuse.
- Have communication difficulties which may make it difficult to tell others what is happening.
- Be inhibited about complaining because of a fear of losing involvement in the sport
- Be especially vulnerable to bullying and intimidation and be more vulnerable than other children to abuse by their peers.
- Be subject to the prejudices and/or misconceptions of others e.g. about their 'attractiveness' to potential abusers
- Have medical needs that are used to explain abuse.

CHILDREN WHO HAVE BEEN SUBJECTED TO ABUSE OR HARM

Sport can play an important part in developing a child's self esteem and confidence including when the child has suffered abuse or harm. The importance of clubs being inclusive to all such children cannot be over emphasized. However a child entering or remaining in a club after such an incident or situation can be a challenge to the CWO and other officers.

It is therefore important that the CWO is given relevant information, to be shared in confidence and on a "need to know" basis, with other club officers as deemed appropriate (e.g.: the coach). It is likely such information will come from parents/guardians/carers and professionals involved with the child. The CWO can also gain support and guidance from the ACPO and the BAB Lead CPO.

Club Welfare Officers need to be aware of possible problems that may occur and how to act upon them. For example a child who has suffered abuse may appear fearful of adults, particularly to a person of the same sex as the abuser and consideration must be given to who is placed in a position of trust over the child within the Aikido club. A child who has suffered sexual abuse may exhibit sexualized behaviour or use overtly sexualized language and may be unable to differentiate between acceptable and unacceptable behaviour by adults towards them. This makes the child vulnerable to further abuse and advice must be sought from professional involved on how to deal such situations appropriately and sensitively.

This is not an exhaustive list of potential areas that need to be considered, and each situation must be considered appropriately.

Further advice for clubs is available from the ACPO and the BAB Lead CPO.

CHILDREN FROM MINORITY ETHNIC GROUPS

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

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

CHILDREN WHO TAKE ON LEADERSHIP ROLES

Taking on a leadership role within Aikido is intended to be an enjoyable and positive learning experience. However, coaches and parents in Aikido may lose sight of the fact that an individual in a leadership role who is under 18 is still legally a child. As a consequence young coaches and helpers can also carry out abusive behaviour verbally, physically and emotionally, as well as experiencing it themselves. This behaviour is not acceptable in Aikido. Young officials should always be supervised by an appropriately qualified adult and should never have sole responsibility for other children, as they are themselves subject to BAB's child safeguarding policy.

The increased potential harm that verbal, physical and emotional abuse can cause to children in these roles needs to be recognised. It is important that clubs acknowledge their role in ensuring that club officials; players and spectators behave appropriately towards children who take on such roles.

REDUCING THE INCREASED RISK TO ALL CHILD MEMBERS

To reduce the increased risk to all child members, Associations and Clubs should be aware that children can be and are disadvantaged in relationships of trust and be extra vigilant in creating a safe culture, including:

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

(Revised October 2010)

- Implementing a club code of conduct for spectators and players.
- Accepting the special role club officials have in setting a good example of the way in which people should behave towards children in leadership roles.
- Remembering that It may be necessary to ask other specialist agencies for help and advice in including some children in aikido

It should be seen as a strength of the club to approach families, Education, Children's Social Care (Scotland), Social Services, voluntary agencies and community groups for advice about supporting a child, or vulnerable person to participate in sport and be afforded appropriate safeguarding and protection. The mentoring and support of children is particularly helpful if they are faced with abusive behaviour and in preventing the continuation of such behaviour.

SECTION 2

RAISING CONCERNS

The BAB is committed to dealing with issues raised within Aikido and will ensure that any persons raising concerns are supported in doing so if they raise that concern in good faith.

The procedures in this document clarify how to raise a concern and give guidance on who will take any required action. However the BAB cannot deal with concerns if they are not referred appropriately.

The BAB requires all parents, coaches, participants, officials and officers to be aware that they do not expect them to decide if an issue they observe or that they have raised to them is one of child safeguarding or child abuse. BUT the BAB does expect that individual to raise the concern appropriately to the relevant person within the organisation or to the statutory agencies

The BAB acknowledges raising concerns is not always easy, particularly if you know the person(s) concerned well and have trust in them. This is particularly true when raising concerns regarding a colleague. The BAB has a whistleblowing policy as outlined below to help guide such referrals.

The BAB also requires any matter involving children to be kept confidential on a "need to know basis". In this section the information sharing policy gives guidance on managing confidentiality appropriately.

WHISTLE BLOWING

'Whistle Blowing' can be defined as the action of an employee/member in disclosing evidence of wrongdoing arising from the deliberate commission of improper conduct, unethical activities (which may be of a criminal nature) and dangerous acts or omissions which create a risk to health, safety or the environment, within the organisation to which they belong. In terms of child safeguarding the act will involve or adversely affect a child.

The concept of Whistle Blowing is important in any organisation that is committed to maintaining appropriate levels of safeguarding and good practice. Whistle Blowing allows individuals to raise issues of poor practice or misconduct by members and employees.

Children are vulnerable to abuse and all adults who work in clubs, whether voluntary or employed, paid or unpaid, members or non members, must look to safeguard their welfare. The BAB believes it is necessary to develop a culture in all clubs and Associations where concerned individuals can raise issues about unacceptable practice and misconduct in a safe and supportive environment.

"Abuse" is a powerful and emotive term. There is a tendency to think the worst when we hear it used and this can result in an unhelpful, overly simplistic way of looking at "Child Protection". Not all abuse is sexual, or even physical. The definitions of abuse are outlined in **SECTION 1 – Part 2 of this policy**.

It is important for coaches to be aware that the difference between abuse and poor practice is minimal. For example some things that were considered acceptable behaviour in the past are not in the current society eg a coach who uses inappropriate language to a child is not acceptable but would have been unlikely to be questioned in the past.

In order to provide children with the best possible experiences and opportunities in Aikido, it is imperative that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour. Whistle Blowing is an important part in ensuring this happens by allowing children and adults to raise concerns in a safe and appropriate manner.

Delaying raising concerns does not deal with them; it just delays the inevitable and may cause matters to get worse. Such matters will seldom, if ever, improve by being ignored and the damage to the children involved will inevitably increase.

When is it Necessary for you to Whistle Blow?

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, official or volunteer helper may have regular contact with children and be an important link in identifying cases where a child needs protection. All suspicious cases of poor practice or possible abuse should be reported following the guidelines in this document.

As a member or employee/volunteer you may witness or be told about a situation of poor practice, or a failure to safeguard or even abuse within the sport regarding an incident in which a colleague is implicated. For example, a child might tell you of something that has happened to them while in training or being chaperoned by an Aikido volunteer. Or you might become suspicious about the behaviour of a colleague or volunteer. Or a parent might make an allegation of abuse involving someone working with you in a paid or voluntary capacity. Should this happen to you such information will generate strong emotions. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take.

**Remember it is not your responsibility to investigate such incidents.
Your role is to respond appropriately and to report the concern in line
with the guidance in this policy document**

Once the concern has been raised you should refer it at once to the CWO who will consider the matter and involve the Association CPO, and the BAB Lead CPO, as required. Decisions will also be made by the aforementioned persons on whether the matter should be referred to the statutory agencies.

As the person raising the concerns you are likely to have mixed emotions at your required action, as colleagues are seen as people to trust implicitly and suspecting “unpleasant things” about a colleague is hard. You may find it hard to accept what is being alleged and that to think that way is disloyal. Alternatively you may fear victimization if you raise a concern against a colleague. It is not unusual to feel this way but it is important to consider the welfare of the child as paramount and not allow your judgment on what is the right action to be clouded by personal feelings and beliefs. Your CWO and the Association CPO recognise that any person referring concerns involving a colleague may need additional support in light of the action they have taken and will support you throughout any such concern that is raised in good faith.

CONFIDENTIALITY AND INFORMATION SHARING

Issues involving child safeguarding must be kept confidential. All paperwork relating to a concern regarding a child must be kept in a safe and secure manner. However confidentiality must never prevent an individual sharing information with appropriate and relevant persons when not to do so may prevent appropriate safeguarding and place a child or children at risk of harm. It is for this reason the BAB policy states no person being made aware of a child safeguarding concern should promise to keep such information secret.

Research and experience has demonstrated that to keep children safe from harm it is essential that all who work with children maximise the potential for safeguarding by working in partnership with parent/s, carer/s and the statutory agencies and share relevant information appropriately. Often it is only when information from a number of sources has been shared, collated and analysed, that it becomes clear a child is suffering, or is likely to suffer significant harm.

The key factor in deciding whether or not to disclose confidential information is ‘proportionality’ i.e. is the proposed disclosure a proportionate response to the need to protect the child’s welfare? The amount of confidential information disclosed and the number of people to whom it is disclosed should be no more than is necessary in protecting the health and well-being of the child.

The approach to confidential information should be the same whether any proposed disclosure is internal, within the organisation, or with an external statutory agency, e.g. to the police.

The Government Document “*Every Child Matters*” identifies 6 key points on information sharing:

1. You should explain to children and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (see glossary for definition) including where seeking consent might lead to interference with any potential investigation.
2. You must always consider the safety and welfare of a child when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.

3. You should, where possible, respect the wishes of children or families who do not consent to share confidential information. You may still share information, if in your judgment on the facts of the case; there is sufficient need to override that lack of consent.
4. You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
6. You should always record the reasons for your decision – whether it is to share information or not.”

In addition the document states that information sharing is important to:

- Enable early intervention to help children and families who need additional services to achieve positive outcomes, thus reducing inequalities between disadvantaged children and others.
- Safeguard and promote the welfare of children.

The BAB is committed to ensuring no child is disadvantaged or placed at risk through a failure to share information. If you are unsure on whether to share information advice can be sought from the CWO, the ACPO, BAB Lead CPO or a member of the BAB CMG if to do so will not cause undue delay; or immediately with the Police or Children’s Social Care Team for them to make a decision on any action required.

SECTION 3

RESPONDING TO AND REPORTING CONCERNS

WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

The BAB has developed this policy document to safeguard children in our sport through best practice in all areas involving children. The BAB has developed policy and guidance on recruitment, training, and behaviour of adults towards children in the sport. However experience and child safeguarding studies inform us that risk can never be completely eliminated no matter how good the guidelines or how well they are actioned.

We therefore not only need the adults in Aikido clubs to action the policies but also to develop a culture in which children can openly raise concerns and where they know they will be listened to and their concerns acted upon. A proactive culture of listening to children and acting appropriately upon all concerns regarding children will help to ensure the safeguarding of the children in Aikido. Research informs us that children have to disclose seven times on average before their disclosure is taken seriously and acted upon. In Aikido we want to make a child’s disclosure of concern acted upon appropriately and swiftly at the first time of asking.

React, Report and Record

The BAB has developed a child safeguarding team from whom advice and guidance can be gained, and who will take the required actions and decisions in matters regarding child safeguarding. These are:

- The Child Protection Case Management Group Officers (CP CMGO)
- The BAB Lead Child Protection Officer
- The Association Child Protection Officer (ACPO)
- The Club Welfare Officer (CWO)
- The BAB Executive Committee

A report may be raised as a result of:

- a child disclosing to another child or adult
- by an observation of a concern
- from a third person raising a concern
- a change in a child's behaviour or demeanor

The concern may be a regarding:

- an abusive act, a breach of the safeguarding policy
- a bullying incident
- a breach of the code of conduct
- **or** any other concern for a child's wellbeing
- It may be current or historical
- It may be regarding a concern that has taken place in the club and regarding an adult that may not be members of the club **or** external to the sports setting but disclosed to a safe and trusted person known to the child within the sports club.
- The concern may be about the behaviour of a child to another child
- an adult to a child
- A child to themselves (self harming).

Note: This is not a definitive list.

React

If you have any concerns regarding child safeguarding or abuse observed by you or raised to you, you should:

Listen and respond

- Ensure the wellbeing of the other children for whom you have responsibility and ensure they are being supervised by appropriate adults.
- Stay calm and listen. Do not show that you are either upset, disgusted or disbelieve what you are hearing
- Reassure the child they are right to tell you and they are not to blame
- Listen carefully to all that is being said and stay calm.

- If a child is disclosing to you directly ensure that they are safe and feel safe
- Do not ask questions unless to clarify what is being said. It is important not to ask leading questions or make suggestions or comments, i.e. has your Mum hurt you?
- Do not make assumptions about what is being said.
- Do not make judgements as to what is being said.
- Always take the concerns raised seriously
- It is important to be honest and explain you cannot keep what they are saying secret and never promise to do so.
- Try to reassure them by explaining what action you will be taking
- Disclose what you have been told only to those who “need to know”. This may be internal or external to Aikido. Ensure you maintain confidentiality at all times and ensure others you share the information with understand to do the same
- If the parents are not implicated in the concern ensure they are made aware at the earliest opportunity and ensure they are advised on the basis of the above information.
- Ensure the child receives appropriate medical treatment as required.

But

- Do not confront the alleged abuser
- Do not promise to keep a secret
- Do not take any action until you have considered and shared the information appropriately
- Do not act alone. Follow club guidance on whom to share the information with in an appropriate and proper manner.

Report

Remember. It is the duty of everyone involved in the sport to report cases of concern and abuse to protect children **but** it is for the professionals to consider and decide if abuse has taken place.

It is your duty to pass on the concern appropriately. The reporting structure of BAB is outlined fully here and in the flow chart on page 21 and 22 in this document. Ensure you follow the guidance given and report the concern as soon as possible to the appropriate person.

The Club Welfare Officer (CWO) has the primary responsibility in Aikido clubs to receive and deal with concerns involving children. If they are not available speak to another officer of the club.

The Association Child Protection Officer (ACPO) can be contacted to give advice to the CWO or any other person involved in Aikido if the CWO is not available.

The CWO or ACPO must raise concerns to **The BAB Lead Child Protection Officer (BAB Lead CPO)** – on the appropriate referral form as soon as they are able. They can report the concern verbally by phone to avoid delay in cases requiring immediate action (**see APPENDIX 1**). The BAB Lead CPO and ACPO will provide advice and guidance or may take over dealing with a concern if appropriate or necessary.

In an emergency you should refer the concern directly to the Children's Social Care Team or the Police Child Abuse Investigation Team and inform the CWO of the action taken. Ensure you take names and contact details of the person spoken to inform the CWO of the action taken. The CWO will inform the ACPO and BAB Lead CPO.

If medical assistance is required ensure you seek that at once.

In all other cases refer the matter immediately to the CWO, the ACPO or the BAB Lead CPO.

Once the concern has been raised, the BAB Lead CPO will either:

- note the concern and await further action/outcome from the CWO
- advise on action to take
- take action directly.
- consult the Child Safeguarding Adviser or CPSU to discuss appropriate action.

The concern raised or observed may be:

- from within the Aikido club setting
- external to the sport
- from information on a CRB check
- current or historical in nature

Concerns raised about the safeguarding of a child that has occurred within the Aikido club or related activity – Action to take:

1. Seek immediate medical assistance if required
2. Ensure the child is safe from harm
3. Contact the CWO who will decide what action to take. This may include:
 - Contacting the statutory agencies or seek advice from the NSPCC.
 - Seeking advice from the association CPO or the BAB Lead CPO
 - Taking action within the clubs child safeguarding/disciplinary policy

If you are working on a local authority programme – you must inform the Sports Development Officer or nominated person, who will follow the Local Authority procedures.

If you are concerned about a child in a competitive event then you should contact the Welfare Officer designated for that event, who will refer the matter to the BAB Lead Child Protection Officer.

Remember: In all situations involving the safeguarding of children the BAB LCPO and Association CPO **MUST BE INFORMED**

Concerns raised about the safeguarding of a child that has occurred outside the Aikido club or related Activity – Action to take

1. Seek immediate medical assistance if required
2. Ensure the child is safe from harm
3. Refer the concern to the Children's Social Care Team or the Police Child Abuse Investigation Team and inform the CWO.

Or if no delay will be caused, report your concerns to the CWO or ACPO or BAB Lead CPO who will advise on action or refer the matter to Statutory Agencies.

Concerns of Historical Abuse. Sometimes concerns raised by a child or an adult may be historical in nature. Such historical concerns must be listed to and acted upon in the same way as current safeguarding issues. The actions to be taken will be as outlined above whether the concern is within or external to the sport.

Additionally the BAB may have to consider action against the person identified as the alleged abuser to protect current members if they are still present in whatever capacity in an Aikido club. It is therefore important the matter is referred to the ACPO and BAB Lead CPO alongside the statutory agencies.

Record

Recording Action. Once you have taken action to ensure the wellbeing of the child and passed on the information as required you will need to write a report of what you have been told, and/ or have observed.

It is important you are clear in this report what you have been told or observed. **If in doubt leave it out** or make a note that you are uncertain as to what was said or seen and that you saying what you believe to be so.

The BAB has a referral form for you to use which can be found at **APPENDIX 1**. If you do not have a form to hand the following information will need to be included in your report

- Full details of the child concerned including:
 - ❖ age or date of birth
 - ❖ full name
 - ❖ gender
 - ❖ race and ethnic origin
 - ❖ address.
 - ❖ information about any disability or special needs
- Parent, carer or guardians details
- What information has been shared with the parent or carer?
- The allegation made
- Full details of the person about whom the concern/allegation is made including:
 - ❖ full name
 - ❖ age or date of birth
 - ❖ address
 - ❖ relationship the child concerned and/or position held in the club, if any
- If the child has any marks, injuries or bruising visible to you note them down and if possible draw an outline drawing of where they were seen on the child's body
- Note as fully as possible the child's account being factual as to what the child actually said.
- Note down details of any witnesses
- Any other relevant information including, but not solely, any other incidents including dates if possible,

- Any information which has been passed to you as hearsay, second hand information or opinion clearly noting it as such.
- What was said to the child in response to the allegations
- Sign and date your report and give a phone number at which you can be contacted.

If you do not have this information it will be available in the club but must only be obtained ensuring confidentiality is maintained.

Parents must see the care of their child in an Aikido club environment as a shared responsibility to ensure the child is safeguarded at all times. Clubs may place restrictions on parents leaving children during coaching sessions and will always insist on having contact details for parents if an emergency arises.

Incident Book. It is advised that all BAB clubs keep an Incident book. It is also advised that this be combined with the club accident book. Written details of all incidents/accidents, together with details of a summary of the incident and actions taken/ treatment given must be recorded in the club incident/accident book. This should be kept in a secure place and/or held by an appropriate person in the club who is in a regulated position.

WHAT HAPPENS NEXT?

In all situations the welfare of the child(ren) concerned must be paramount and support must be given to the child(ren) concerned throughout any investigation. Additionally consideration must be given to supporting staff and other club members including the person who raised the concern. Where there is a Child Safeguarding concern raised against a BAB member there may be 4 types of investigation:

1. An internal investigation under the Child Safeguarding Procedures of the BAB by the BAB Lead CPO, the Association CPO, or the CWO.
2. A child protection investigation led by the Children's Social Care Team.
3. A joint investigation by Police Child Abuse Investigation Team (CAIT) and the Children's Social Care Team.
4. A criminal investigation led by the Police CAIT.

In all situations the Case Management Group may, on the authority of the Chairman BAB seek advice from the Board's Independent Child Safeguarding Adviser before jointly considering if the individual concerned should be either:

Removed from or refused a designated position temporarily or permanently (for example: is not to teach or assist with teaching children). Where the decision of the BAB Lead CPO and CMG is that an individual should be removed from working in a designated position with children in Aikido, the CMG will communicate that decision to the BAB Chairman, the Association CPO and the individual concerned. The BAB and its Member Associations will accept and abide by such decisions. A "temporary" suspension placed on a member during a BAB Lead CPO, BAB CMG, Association, Club or Statutory Agency investigation will be on a "*without prejudice*" basis.

OR:

Suspended from all activities within aikido temporarily or permanently. Where the conclusion of the BAB Lead CPO and CMG is that an individual should be temporarily or permanently suspended from membership, the BAB Lead CPO on behalf of the CMG will make a recommendation in writing to the BAB Chairman for his further action. The

(Revised October 2010)

BAB Chairman will, after consulting with the Vice-Chairman, communicate that recommendation to the Association CPO for their action. A “temporary” suspension placed on a member during a BAB Lead CPO/CMG, Association, Club or Statutory Agency investigation will be on a “*without prejudice*” basis.

This process will be followed in all matters of child safeguarding irrespective of whether the referral is from a concern raised within the club, from an external agency, or the outcome of a CRB check. The BAB Lead CPO will be available to assist and advise the BAB (through the Executive Committee), the Association, and/or Club, as required, following any of the above actions.

The BAB will inform the Association of any decision that their member should be suspended and direct that they and their clubs act upon that decision. Whilst the decision on whether an individual should be suspended from membership is recognised as an Association matter, Associations should note that failure to act upon the reasonable decision of the BAB Lead CPO and CMG, supported by the Chairman, could put the Association in breach of the BAB over-arching Child Safeguarding & Protection policy; this could result in the BAB considering further action under the Board’s Constituted disciplinary code. Any appeal by the individual concerned is to be made and dealt with, in the first instance, through and by the individual member’s affiliated Association.

In some situations the statutory agencies will request no suspension be put in place while they investigate further. This may be to avoid alerting the person to the concern raised and preventing evidence being removed or destroyed. In such situations the club will be advised by the Statutory Agencies and/or the BAB Lead CPO on how to manage the situation.

If a “**temporary**” suspension has been put in place, once the BAB Lead CPO, Association, Club, Police and/or Children’s Social Care investigation is completed the outcome will form the basis of what disciplinary action under the BAB Child Safeguarding policy is required. If the investigation shows that the allegation is clearly about poor practice then the BAB’s procedures will be followed.

Irrespective of the findings of the Police or Children’s Social Care Team the BAB Lead CPO and CMG will assess all individual cases to decide if a member of staff or volunteer can be reinstated and consider how this can be sensitively handled in consultation with the Association CPO and the CWO.

Temporary or permanent suspension from aikido, or from teaching or assisting with teaching children, may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Statutory Agencies. In such cases the BAB will require the BAB Lead CPO and CMG to reach a decision based upon the information that is available and on a balance of probability. **In all considerations the welfare of the child(ren) should always remain paramount.** The action taken will be as outlined above.

FLOW CHARTS – ACTION TO TAKE ON INCIDENTS OCCURRING BOTH INSIDE AND OUTSIDE THE SPORT

Inside the Sport. If a child informs you directly that he/she is being abused in an Aikido environment **OR**, through your own observations or through a third party you become aware

of possible abuse or poor practice within the Aikido environment, you must **REACT IMMEDIATELY**. Follow the reporting chain detailed in **APPENDIX 2**.

Outside the Sport. If a child informs you directly that he/she is being abused outside the Aikido environment **OR**, through your own observations or through a third party you become aware of possible abuse or poor practice, follow the reporting chain detailed in **APPENDIX 3**.

SECTION 4

COACHING IN AIKIDO

INTRODUCTION

The BAB and Aikido Associations recognize the commitment of all those who work directly with children in our sport. Throughout this document it is stated that the responsibility to safeguard children in Aikido lies with all those who work directly with, or have responsibility for, children in Associations and clubs. The BAB has further developed a Code of Conduct for all coaches and officials (*see below*). All those who work directly with children in Associations and clubs are to adhere to the BAB Child Safeguarding policy and procedures to ensure they safeguard children at all times.

It is recognised by the BAB that children can and do exhibit difficult and challenging behaviour. A CPSU document entitled “**Managing Challenging Behaviour Guidelines**” is available on the CPSU web site www.thecpsu.org.uk. The BAB strongly advise all members who work with children to access this information.

(NB: See also Section 1, Part 3 – *Good Practice and Practices to avoid*).

THE COACH CODE OF CONDUCT AND THEIR RESPONSIBILITIES WITHIN A RELATIONSHIP OF TRUST

The code of conduct for coaches and their responsibilities within their relationship of trust with children and thus to the parents/guardians of the children is detailed in **APPENDIX 4**. For completeness, the **APPENDIX** also repeats the content of the following paragraphs on:

- Coach adherence to the equality, diversity and inclusion policy, and
- Coaching ratios and supervision.

COACH ADHERANCE TO THE EQUALITY, DIVERSITY & INCLUSION POLICY

The BAB is committed to tackling all forms of discrimination and to strive to become inclusive of all those who want to participate in Aikido irrespective of their race, gender, disability, age, sexual orientation, faith and ability. To this end the BAB will not tolerate:

- Discrimination on the grounds set out in the para above
- Harassment
- Bullying
- Abusive or insensitive language
- Inappropriate behaviour detrimental to any individuals or groups of individuals

The BAB is governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the Sex Discrimination Act 1975, Race Relations Act

1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.

BAB, Association and Club Committees, Officials and Volunteers in all aikido disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

The BAB Equality Policy, which includes the BAB's commitment to equity and ethics in sport, can be viewed on the website: www.bab.org.uk

COACHING RATIOS AND SUPERVISION

It is recognised that coaching styles within the BAB may vary from Association to Association; however, when working with groups of children, the following ratios staff to child ratios shall apply:

- **Children aged under 5.** The ratio of coach/assistant/helper to these children is 1:3 with the proviso that in unforeseen circumstances it may be allowed to be 1:4 subject to risk assessment; this is to satisfy occasions of, for instance, additional children turning up unexpectedly and/or an assistant/helper not turning up for the class. In any circumstance a ratio of 1:4 is the maximum student ratio allowed.
- **Children aged 5 and over.** When working with groups of children aged 5 and over, the **minimum** ratio is one coach/assistant to 10 children. This ratio may need to be lowered in some cases to meet the Coach's "duty of care" to the children. This could be, for instance, where the predominance of children in the class is in the range of 5-8 year olds. Where the age mix of the children is predominantly "teenagers" this ratio may be increased to 1:12, subject to risk assessment.

and

- **All Children.** Coaches should never work alone in or with any group of children. They should have at least one other coach, assistant coach or volunteer present at all times who has been CRB/ISA checked by their club.
- Consideration should also be given to staffing required in cases where an accident or emergency occurs with sufficient staff present to not only cope with the casualty/emergency but also supervise the remaining group members.
- Some of the many factors that should be taken into account when considering ratios of staff to children is the ability of the group, any special educational or medical needs by all or part of the group, the activity to be undertaken and the experience of the coach.
- At least 2 members of staff should remain until all children are collected and always ensure each child is collected by a responsible parent, carer, guardian or nominated adult. The adults should be suitably CRB checked unless this is not possible in the situation that arises. Follow the guidance in the section on "Late Collection of Children" if parents/carers persistently collect children late or children persistently fail to be collected by a responsible adult.

SECTION 5

CHILD SAFEGUARDING STRUCTURE WITHIN THE BAB

THE ROLE OF THE BAB

In matters of child Safeguarding the BAB will:

- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and/or, where appropriate, referred to other agencies
- Make decisions on misconduct/poor practice within agreed timescales.
- Inform all appropriate individuals and bodies of their decisions within agreed timescales.
- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to relevant government agencies for consideration by PoCA/PoC(S)A and the Independent Safeguarding Authority (ISA); in Scotland ISA will be introduced and known as the Vetting and Barring Scheme.
- Monitor and evaluate the implementation of the policy
- Review the Child safeguarding policy and Procedures document every 3 years.
- Provide support and guidance to the Association Child Protection Officers and Club Welfare Officers
- Take advice and guidance from the BAB Lead CPO or any other member of the Case Management Group.
- Act upon the advice and/or recommendations of the Lead CPO/CMG and, as necessary, notify the affiliated Association of the action required by the Association or their club. **N.B.** In the event that the BAB does not accept the recommendation of the BAB Lead CPO/CMG, and no agreement as to action can be found, the Lead CPO/CMG will refer the matter to the BAB Independent Child Safeguarding Adviser, the NSPCC CPSU, or the relevant Statutory Agencies.

And, in the next 3 years, will aim to provide training for all Club Welfare Officers through a recognised training course.

ROLE OF THE BAB LEAD CHILD PROTECTION OFFICER (BAB Lead CPO)

The role of the BAB Lead CPO is to:

- Be informed of all matters relating to child safeguarding in BAB Member Associations and their clubs.
- Advise or take action on matters relating to child safeguarding in respect of any BAB affiliated club member.
- Advise or take direct action on matters referred by the affiliated Associations' CPOs, CWOs or any other Officer of those institutions or the BAB.
- Advise on, and take a leading role in, the development of the Child Safeguarding policy and supplementary/associated policies and procedures.

- Liaise, as appropriate, with the NSPCC CPSU and Statutory Agencies, on behalf of the BAB.
- Manage cases of a child safeguarding nature.
- Be the Lead Officer for the **Child Protection Case Management Group**. Working for, and under the direction of the BAB Lead CPO, officers with appropriate CP management training comprise the BAB CP Case Management Group (CMG)
- Make recommendations to the BAB Chairman as to action which should be taken by the Board, the Executive Committee, the Association(s) or the club(s). In the event that the BAB does not accept the recommendation of the BAB Lead CPO/CMG, and no agreement as to action can be found, the Lead CPO/CMG will refer the matter to the BAB Independent Child Safeguarding Adviser, the NSPCC CPSU, or the relevant Statutory Agencies.
- Keep the Chairman apprised on issues arising from the day-to-day work of the CMG.

Additionally, the BAB Lead CPO/CMG will have access to an Independent Child Safeguarding Adviser with whom they can consult on an “as and when required” basis.

ROLE OF THE CHILD PROTECTION CASE MANAGEMENT GROUP (CMG)

The purpose and principles to be observed by the Child Protection Case Management Group are detailed in **APPENDIX 4**.

ROLE OF THE BAB INDEPENDENT CHILD SAFEGUARDING ADVISER

This is an external appointment which may be made from time to time depending upon the needs of the BAB. If this post is not filled then the role below will be fulfilled by the BAB Lead CPO). The BAB Independent Child Safeguarding Adviser will offer advice, guidance and assistance on CP policy and Case Management.

The BAB Independent Child Safeguarding Adviser will also undertake to update the BAB Chairman and BAB Lead CPO on changes in Government Legislation and Guidance identified as being relevant to the BAB Child Safeguarding Policy and Procedures.

ROLE OF THE ASSOCIATION CHILD PROTECTION OFFICER (ACPO)

All Associations affiliated to the BAB are required to have an ACPO in post if any clubs within the Association have members/students under the age of 18. The full job description of that post is detailed in **APPENDIX 6**.

ROLE OF THE CLUB WELFARE OFFICER (CWO)

All Aikido clubs must have a CWO if the club has members under the age of 18. The full job description of that post is detailed in **APPENDIX 7**.

ROLE OF THE CHILD PROTECTION STEERING GROUP

The purpose and principles to be observed by the Child Protection Steering Group are detailed in **APPENDIX 8**.

SECTION 6

LIST OF APPENDICES:

To enable the BAB Child Safeguarding Policy to be rolled out within every club in affiliated Associations, supplementary policies have been developed to assist in ensuring good practice in safeguarding is maintained. These policies can be found in the numbered Appendices listed below:

- 1 BAB Incident Reporting Form
- 2 Action to take on Incidents Occurring INSIDE the Sport (*Flow Chart*)
- 3 Action to take Incidents Occurring OUTSIDE the Sport (*Flow Chart*)
- 4 The Coach Code of Conduct and Responsibilities within Their Relationship of Trust
- 5 Role of the BAB Child Protection Case Management Group (CMG)
- 6 Role of the Association Child Protection Officer (ACPO)
- 7 Role of the Club Welfare Officer
- 8 Role of the BAB Child Protection Steering Group
- 9 CRB Checks and ISA Registration
- 10 Child Safeguarding Contact Details (*Information Sheet for Clubs*)
- 11 Joining a Club – Suggested Welcome Letter to Parents and Children
- 12 Late Collection of Children Policy
- 13 Missing Child Policy
- 14 Changing-Room Policy – Including Club Responsibilities After a Training Session is Completed
- 15 Child Transport Policy
- 16 Anti-Bullying Policy
- 17 Guidance on Aikido Activities and Training Suitable for Children (*Revised October 2010*)
- 18 Guidance on Children and Adults on the Mat Together
- 19 Dress Code
- 20 Drug and Weight Management – Sport Aikido
- 21 Photographic Images Policy
- 22 Electronic Communications
- 23 Recruitment Policy – Volunteers and Employees (*including Sample Application Form and Employee Reference Form*)



APPENDIX 1

BRITISH AIKIDO BOARD INCIDENT REPORT FORM

Details of report writer:

Date of report:

Association	Club	Your Name	File Name:		
Time and Date of incident					
Brief Details of incident					
Child's Name		Date of Birth	Sex:	M	F
Child's Address		Parent/Carer's Address			
Disability (if applicable):					
Ethnic Group (Circle appropriate category)					
White	<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Other, please specify	<input type="text"/>	
Mixed	<input type="checkbox"/> White Black Caribbean	<input type="checkbox"/> White Black African	<input type="checkbox"/> White Asian	<input type="text"/>	
	<input type="checkbox"/> Other mixed background, please specify				<input type="text"/>
Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="text"/>	
	<input type="checkbox"/> Other Asian background, please specify				<input type="text"/>
Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="text"/>		
	<input type="checkbox"/> Other Black background, please specify				<input type="text"/>
Chinese or other Oriental group	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other, please specify	<input type="text"/>		
Other group not included above	<input type="checkbox"/> Please specify		<input type="text"/>		
or:	<input type="checkbox"/> None of the above – Prefer not to Specify				



Child – stated what the child said –

--

**Referrer Observed – state only what you saw OR
If reporting on what someone else saw note that with the persons name and ask they write
a brief report of what they observed.**

--

Referrer: Please note comments and immediate action taken by you/others

--

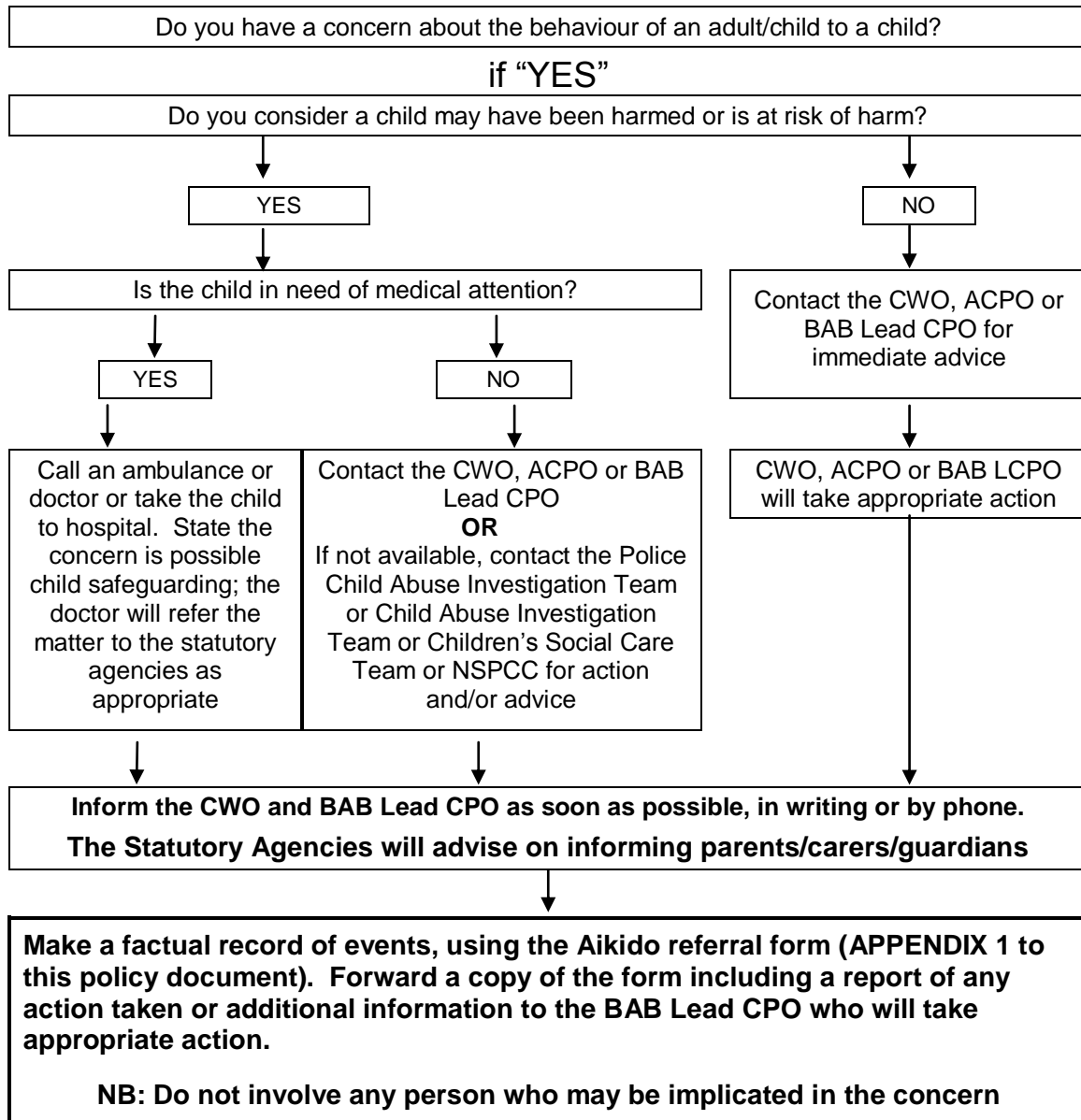


Identity of Person Implicated in the referral		
Name		
Role in Aikido:	Club:	
Relationship between above person and child:		
Ethnic origin, please state as per chart above:		
Marital Status	Age	
Address		
Contact details: Phone:		
External Agencies Contacted (Dates & Times)		
Police	Contacted by:	Date & Time:
	Contact Name and Number:	
Children's Social Care services	Contacted by:	Date & Time:
	Contact Name and Number:	
BAB (e.g.CPO)	Contacted by:	Date & Time:
	Contact Name and Number:	
Local Authority	Contacted by:	Date & Time:
	Contact Name and Number:	
Other (e.g. NSPCC)	Contacted by:	Date & Time:
	Contact Name and Number:	

APPENDIX 2

**ACTION TO TAKE IF THE INCIDENT OCCURRED INSIDE THE SPORT
(FLOW CHART)**

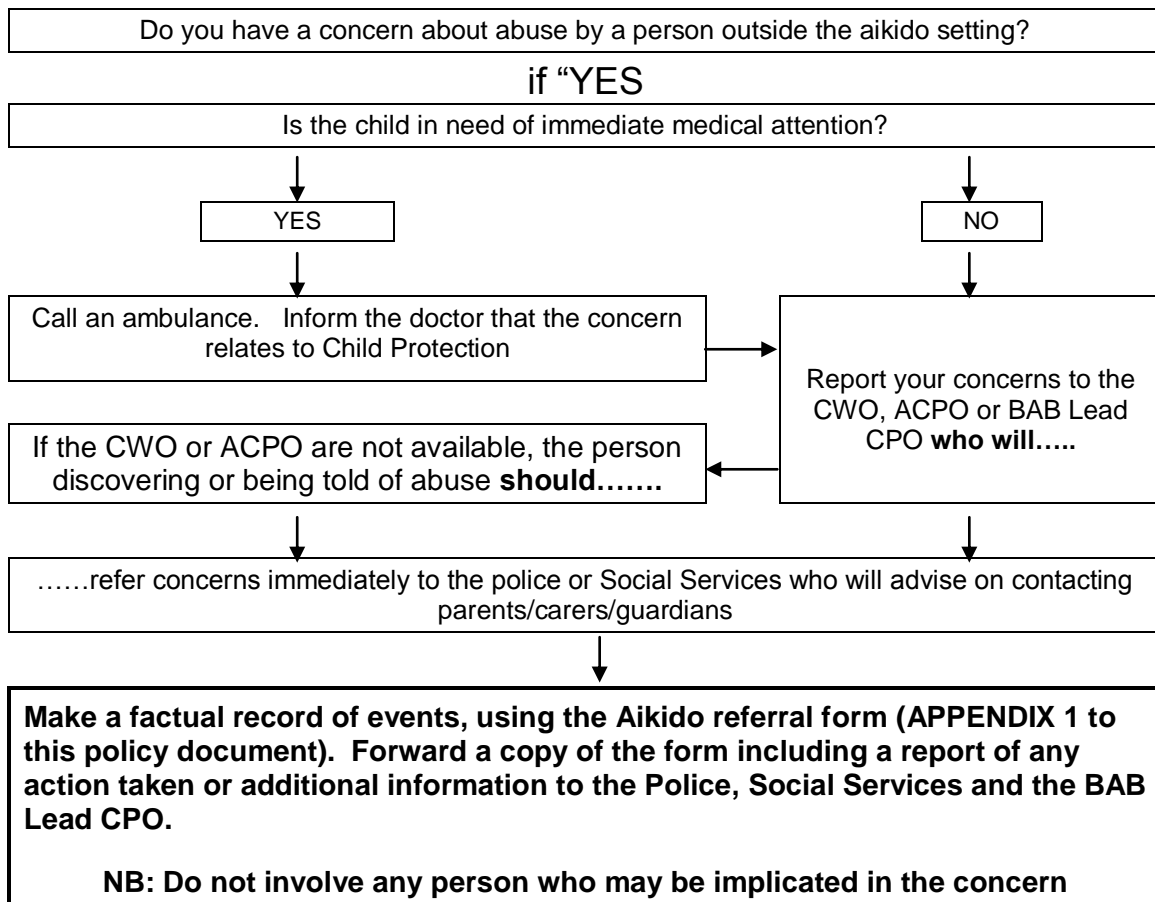
If a child informs you directly that he/she is being abused in an Aikido environment **OR**, through your own observations **OR**, through a third party you become aware of possible abuse or poor practice within the Aikido environment, you must **REACT IMMEDIATELY**. Follow the template below:



APPENDIX 3

ACTION TO TAKE IF THE INCIDENT OCCURRED OUTSIDE THE SPORT (FLOW CHART)

If a child informs you directly that he/she is being abused in outside the Aikido environment **OR**, through your own observations **OR**, through a third party you become aware of possible abuse or poor practice, follow the template below:



APPENDIX 4

THE COACH CODE OF CONDUCT AND RESPONSIBILITIES WITHIN THEIR RELATIONSHIP OF TRUST

COACH CODE OF CONDUCT

- At all times adhere to the BAB Code of Ethics, Rules and Laws.
- At all times adhere to the Child Safeguarding Policy of the BAB and follow ensure you follow the guidance in Good Practice and Practices to be avoided,
- Raise concerns as outlined in the Child Safeguarding Policy about behaviour by staff, managers, volunteers, and others, which may be harmful to those in their care, without prejudice to their own position. This duty also related to concerns about any child's behaviour that could harm or cause harm to themselves or others,
- Refer all concerns of a child safeguarding nature in line with the BAB Child Safeguarding Policy.
- Consistently display high standards of behaviour and appearance.
- Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with a participant under 18 or someone close to them.
- Treat all information of a personal nature about individual Aikidoka as confidential except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all Aikidoka to obey the spirit of the rules both in and out sporting arena.
- Continue to seek and maintain their own professional development in all areas in relation to coaching children.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the Aikidoka.
- Never encourage Aikidoka, volunteers, officials or parents to violate or condone the rules of the club or the martial art and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.

COACH RESPONSIBILITIES WITHIN THEIR RELATIONSHIP OF TRUST

- A "Position of trust" held by those in authority over children in Aikido is outlined in **Section 1 Part 1** of this document.
- The relationships between coaches/teachers/assistant-coaches/helpers and students/children in the Aikido setting are "Relationships of Trust".
- The term, "Relationship of Trust" is used to describe the unequal relationship that exists between people of different status in particular circumstances, as a result of which one

of the parties could be seen as being vulnerable, such as doctor/patient, teacher/pupil, coach/athlete.

- The inequality of a relationship in which one party has significantly greater power or influence over the other is such that it would be inappropriate to form an intimate or sexual relationship while continuing the relationship of trust.
- The power and influence that an older or senior member has over someone attending a group or activity must not be under-estimated. If there is an additional ranking or competitive aspect to the activity and the older person is responsible for the child's success or failure to some extent, then the dependency of the child member upon the older will be increased.
- Although children of 16 or 17 can legally consent to some types of sexual activity, they may still be relatively immature emotionally. In many areas of the law, for example the right to vote or the provisions of the Children Act 1989, they are still classed as children.
- The potential inequality of a relationship of trust can be seen as undermining the ability of the individual being looked after to give free consent. This aspect of the relationship can continue to be a significant factor into adulthood and it should be remembered that any sexual activity that is not freely consented to is criminal.
- The effects of an unequal relationship on either person may not be something either party is aware of, or sets out to exploit, however, coercive sexual relationships, or sexual relationships where a party is unable fully to give free consent, should not be allowed, even unintentionally, to develop. The inequality at the heart of a relationship of trust should be ended before any sexual relationship develops.

**Sexual relationships with a child below the age of consent are illegal
and never acceptable under any circumstances**

COACHING RATIOS AND SUPERVISION

It is recognised that coaching styles within the BAB may vary from Association to Association; however, when working with groups of children, the following ratios staff to child ratios shall apply:

- **Children aged under 5.** The ratio of coach/assistant/helper to these children is 1:3 with the proviso that in unforeseen circumstances it may be allowed to be 1:4 subject to risk assessment; this is to satisfy occasions of, for instance, additional children turning up unexpectedly and/or an assistant/helper not turning up for the class. In any circumstance a ratio of 1:4 is the maximum student ratio allowed.
- **Children aged 5 and over.** When working with groups of children aged 5 and over, the **minimum** ratio is one coach/assistant to 10 children. This ratio may need to be lowered in some cases to meet the Coach's "duty of care" to the children. This could be, for instance, where the predominance of children in the class is in the range of 5-8 year olds. Where the age mix of the children is predominantly "teenagers" this ratio may be increased to 1:12, subject to risk assessment.

and

- **All Children.** Coaches should never work alone in or with any group of children. They should have at least one other coach, assistant coach or volunteer present at all times who has been CRB/ISA checked by their club.

- Consideration should also be given to staffing required in cases where an accident or emergency occurs with sufficient staff present to not only cope with the casualty/emergency but also supervise the remaining group members.
- Some of the many factors that should be taken into account when considering ratios of staff to children is the ability of the group, any special educational or medical needs by all or part of the group, the activity to be undertaken and the experience of the coach.
- At least 2 members of staff should remain until all children are collected and always ensure each child is collected by a responsible parent, carer, guardian or nominated adult. The adults should be suitably CRB checked unless this is not possible in the situation that arises. Follow the guidance in the section on “Late Collection of Children” if parents/carers persistently collect children late or children persistently fail to be collected by a responsible adult.

COACH ADHERANCE TO THE EQUALITY, DIVERSITY & INCLUSION POLICY

The BAB is committed to tackling all forms of discrimination and to strive to become inclusive of all those who want to participate in Aikido irrespective of their race, gender, disability, age, sexual orientation and faith and ability. In this regard the BAB will not tolerate:

- Discrimination on the grounds set out in the para above
- Harassment
- Bullying
- Abusive or insensitive language
- Inappropriate behaviour detrimental to any individuals or groups of individuals

The BAB Equality Policy, which includes the BAB’s commitment to equity and ethics in sport, can be viewed on the website: www.bab.org.uk

APPENDIX 5

ROLE OF THE BAB CHILD PROTECTION CASE MANAGEMENT GROUP (CMG)

Purpose

1. To make decisions on the initial approach to all reported cases related to the welfare and protection of children. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies.
2. To make initial decisions as to what level each case will be dealt with, i.e:
 - Minor poor practice which may be referred back to a club CWO with advice, or
 - Suspected abuse of a child which requires dealing with at Association or Board level.
3. To make the decision on the temporary or permanent removal of, or refusal for, an individual member to be in a designated position with children within the BAB, an affiliated Association or Club.
4. To make a recommendation to the BAB Chairman on the temporary or permanent suspension from Association membership of an individual member.
5. To monitor and review progress on all cases and to identify any trends emerging which may require a review/revision of existing policies/procedures.

Principles

1. Independence. It is essential that the group is empowered by the BAB to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.
2. Confidentiality. All child welfare/protection matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.
3. Expertise. The group should be led by the BAB Lead CPO. The group should include people who have relevant knowledge and expertise to enable the group to fulfill its purpose such as HR/Personnel Manager/Clerk to disciplinary panel etc. It is recommended that at least one member of the group is external to the BAB management and has current professional child protection knowledge and experience, such as a child protection social work manager or policy child protection team officer.
4. Equity and Anti-discriminatory Practice. All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the BAB Equity and/or Equality Policies and the principle that all children have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.
5. The Welfare of the Child is Paramount. This principle is enshrined in the Children Act 1989. In any decision taken by the group, the welfare of the child is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest.

APPENDIX 6

ROLE OF THE ASSOCIATION CHILD PROTECTION OFFICER

Knowledge to be Acquired Through Training	Skills	Tasks
<ul style="list-style-type: none"> • Core legislation, government guidance and national framework for child protection. • Roles and responsibilities of statutory agencies and Area Child Protection Committees. • Local arrangements for managing child protection and reporting procedures. • Poor practice and abuse – behaviour which is harmful to children. • Own organisation’s role and responsibilities to safeguard the welfare of children, boundaries of welfare officer’s role. • Own organisation’s policy and procedures related to safeguarding children. • Core values and principles underpinning good practice. • Awareness of equalities issues and child protection. <p>Recommended Knowledge</p> <ul style="list-style-type: none"> • Basic knowledge of how abusers ‘target and groom’ organisations to abuse children. Best practice in prevention. 	<ul style="list-style-type: none"> • Administration. • Advice and support provision. • Child-focused approach. • Communication skills. • Recording skills. • Ability to take responsibility for providing information about local resources such as written materials. • Promote organisation’s policy procedures and resources. <p>Recommended Skills</p> <ul style="list-style-type: none"> • Ability to provide basic training on child protection at club level where supported and suitably trained by the organisation. <p>Required training</p> <ul style="list-style-type: none"> • Safeguarding and Protecting Children in Sport – scUK which should be renewed every 3 years • Child Protection Officer training (to be arranged by the BAB) 	<ul style="list-style-type: none"> • Assist the Association to fulfill its responsibilities to safeguard children at local level. • Assist the Association to implement its child protection plan at local level. • Maintain contact details for local statutory agencies. • Make links with local statutory agencies (Police and Social Services) and Area Child Protection Committee/s. • Liaise with Social Services and Police on individual cases – where this is not done by the national organisation. • Provide advice and support to local clubs regarding child protection and poor practice. • Maintain locally held records related to poor practice/child abuse cases, (where these are not held nationally). • Ensure confidentiality is maintained. • Advise their Association regarding local contacts/ procedures during child protection investigations. • Provide support networks for their Club Welfare Officers • Provide resources and (where appropriate) child protection training for local clubs, coaches and people working with children and sport. • Promote anti-discriminatory practice.

This list is not exhaustive

APPENDIX 7

ROLE OF THE CLUB WELFARE OFFICER

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Basic knowledge of core legislation, government guidance and national framework for child protection • Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees). • Local arrangement for managing child protection and reporting procedures. • Poor practice and abuse – behaviour that is harmful to children. • Own organisation’s role and responsibilities to safeguard the welfare of children – boundaries of the Club Welfare Officer role. • Own organisation’s policy and procedures related to safeguarding children. • Core values and principles underpinning practice. • Awareness of equalities issues and child protection. <p>Recommended Knowledge</p> <ul style="list-style-type: none"> • Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention. 	<ul style="list-style-type: none"> • Basic administration – maintain records • Basic advice and support provision • Child focused approach • Communication • Ability to promote organization’s policy, procedures and resources • Ability to provide information about local resources <p>Required training</p> <ul style="list-style-type: none"> • Safeguarding and Protecting Children in Sport – scUK (to be renewed every three years) • Club Welfare Officer Training (To be arranged by the BAB) 	<ul style="list-style-type: none"> • Assist the Association to fulfill it’s responsibilities to safeguard children at club level. • Assist the Association to implement it’s child protection plan at club level. • The first point of contact for staff, volunteers, parents and children where concerns about children’s welfare, poor practice or child abuse are identified. • Be the first point of contact with their Association Child Protection Officer. • Implement the BAB’s reporting and recording procedures. • Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines. • Promote the BAB’s best practice guidance/code of conduct within the club. • Sit on the club’s management committee • Promote and ensure adherence to the organization’s child protection training plan. • Promote and ensure confidentiality is maintained. • Promote anti-discriminatory practice.

APPENDIX 8

ROLE OF THE CHILD PROTECTION STEERING GROUP

Purpose

- Empowered as a BAB sub-committee by the Executive Committee of the BAB to develop, monitor, review and make recommendations to the Executive on the BAB's approach to and plans for safeguarding children.
- Ensure ownership of the Child Safeguarding policy throughout the BAB.

Membership

- BAB Lead Child Protection Officer (Lead CPO)
- Representatives from Associations, i.e. Association Child Protection Officers (ACPOs)
- Officials' representative
- Coaching representative
- Education/training representative
- Parents' representative
- External child protection Adviser/practitioner'
- Children's representative (with appropriate support)

Key Functions/Tasks

In conjunction with the BAB Executive Committee, as agreed:

- Develop, monitor and review the 'safeguarding (implementation) plan' for children in line with the 'Standards for Safeguarding and Protecting Children in Sport' CPSU 2003.
- Ensure that the BAB has a child welfare/protection policy and procedures are in place which are regularly reviewed and revised as necessary.
- Ensure all necessary related policies and procedures are in place and implemented throughout the organisation.
- Development, monitoring and review of an education/training strategy.
- Advise/act on the child welfare/protection implications of any BAB projects/development, such as:
 - Equity
 - Complaints and grievance
 - Disciplinary
 - Health & Safety policy and procedures
 - Recording and data storage
 - Recruitment and selection
 - Codes of Conduct, ethics and good practice
 - Images of children – photography/web etc.
 - Media
 - Supervision, training and support
 - Whistle blowing

NB This list is not exhaustive

APPENDIX 9

CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURES AND INDEPENDENT SAFEGUARDING AUTHORITY REGISTRATION

Criminal Records Bureau (CRB) Enhanced Disclosures

The CRB Enhanced Disclosure Service enables the Associations and their Clubs to make more informed recruitment decisions for positions within their areas of responsibility that involve regular one-on-one contact or contact with groups of children and vulnerable adults and which are capable of building a relationship of trust with children and vulnerable adults.

All BAB affiliated Associations, clubs and members shall participate and comply with the procedures of the CRB and their checking services in regard to Child Safeguarding matters. This includes any subsequent procedures by the BAB; for example a request for further information.

The CRB Enhanced Disclosure tells the BAB about an individual's criminal record. It can indicate whether an individual is unsuitable to work with children and vulnerable adults for example a convicted sex offender. It may also tell the BAB that further investigations are required for example if the person has a history of violence or drug offences.

The BAB is not allowed to tell the club about the actual offences listed on a member's CRB Disclosure unless the written permission of the member has been given and received to do so; applicants can therefore be assured of confidentiality. However, the BAB will tell the Association CPO whether or not that individual is considered suitable to work with children and vulnerable adults.

Whilst CRB Enhanced Disclosures have no period of validity, **the BAB policy is that Associations must re-check their members every 3 years.** The information contained on a disclosure is a "snap shot" at the time and the date the check was completed. Therefore CRB checks form only one part of a safe recruitment process, guidance on which is given in **APPENDIX 23**. All BAB CRB applications should be coordinated by the member applicant's Association CPO.

All Association Club CRB applicants must complete a CRB application form regardless of any previous Enhanced Disclosure through another organisation, however recent. This is in line with current CRB Portability Guidance.

Independent Safeguarding Authority (ISA) Registration

From the July 2010 all persons who work with children will be required to be ISA registered. This will be via a rolling programme over a 3-5 year period and means that current personnel holding a CRB check with the organization that is less than 3 years old **will not** require to be ISA registered until the CRB check is due for renewal. However, all new applicants and others who require a CRB check but do not have a current one with the BAB will require to register with ISA before the club of Association can employ them to work in a role with children. **To fail to do so will constitute a criminal offence under the ISA Vetting and Barring Scheme.**

ISA differs from the current CRB checks, which will still be required every 3 years. The role of ISA is to assess the data gathered by the CRB including criminal convictions, cautions,

police intelligence and other appropriate sources. The ISA team will then decide on a case by case basis whether a person is suitable to work with children and vulnerable adults. The outcome of the ISA check will then be made known to both the individual applying and the BAB and the Association which requested the check.

The ISA does not replace the current CRB checking process and will continue to be a requirement to work with children in Aikido. When an ISA check is made on an individual it will show if the person is ISA registered. ISA registered means the ISA have found no known reason why the applicant should not work with children or vulnerable adults. It also means that the ISA will review the status of that individual if any new information becomes available. The CRB enhanced disclosure provides a fuller picture of a person's criminal history and this will continue to assist the BAB Case management Group (CMG) to make informed decisions as to whether that person is suitable for a particular role or position. This means that ISA registration does not automatically guarantee the CMG will approve someone as being suitable for a specific role in the club even if they have ISA registration.

ISA application will be via the CRB on a combined ISA / CRB application form. Please refer to the BAB web site www.bab.org.uk for details of CRB/ISA checking fees.

The CRB will, on receipt of the application form, check whether there is any relevant information on that individual. If there is relevant information the application will be passed to the ISA for a decision on their suitability.

If there is no information the CRB will inform the applicant that they are now ISA registered and issue an enhanced disclosure certificate to the applicant and a copy to the BAB.

All ISA registered individuals are subject to continuous monitoring. This means that if new information is revealed on an individual the ISA will immediately notify the employer or service provider concerned. This would mean the BAB as the registered body rather than the Club Welfare Officer.

Individuals cannot opt out of the ISA Vetting and Barring Scheme, as **it will be a criminal offence for any person employed in a "regulated position" to work or volunteer to assist with children and vulnerable adults if they have not undertaken an ISA check within the time-scale laid down by the ISA** (as outlined in para 7, above, of this Appendix).

Further information on ISA can be found at www.isa-gov.org.uk

APPENDIX 10

USEFUL CHILD SAFEGUARDING CONTACT DETAILS (INFORMATION SHEET FOR CLUBS)

** To be completed by the Club Welfare Officer*

Within Aikido

*** Club Welfare Officer**

Name:
Tel:
E mail:

*** Association Child Protection Officer**

Name:
Tel:
E mail:

*** Local Authority Services**

Children Social Care Team
Tel:
Out Of Hours Contact Number
Tel:
Police Child Abuse Investigation Team/Unit
Tel:

Other Services and Helplines

Child Protection in Sport Unit

Tel: 0116 234 7278
Email: cpsu@nspcc.org.uk

NSPCC Child Protection Helpline

Tel: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Text phone: 0800 056 0686

Web: www.nspcc.org.uk

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

Child line – NSPCC confidential helpline for children

Tel: 0800 1111

Kidscape- Anti bullying helpline for children who are being bullied

Tel: 020 730 3300

JOINING A CLUB SUGGESTED WELCOME LETTER TO PARENTS & CHILDREN

Parents

The letter should include information that the club has the following policies and where it can be accessed:

- Child welfare.
- Anti bullying policy and where it can be obtained.
- Details of what to do if they have a concern regarding child welfare.
- Club transport policy.
- Equity policy.
- Club Disciplinary policy.
- Training policy – including the level of teacher and adult assistants “physical contact” with the child.

The letter should include names and contact details of the club Welfare Officer, the club Instructor and the club Secretary. The letter should also include the following statement:

That the club, Aikido Association and the BAB are committed to good child welfare policies and practice; has a Child Safeguarding Policy and child welfare disciplinary policy – and details of where that can be obtained; i.e. BAB website www.bab.org.uk

Club training information

- Details of training times.
- Details of competitions (if applicable).
- Details of the club training squad decision making and procedure by which any parent can question.
- If not satisfied they should approach the

Useful websites for parents and children

1. Kidscape – have a helpline and downloadable leaflets on what to do if your child is being bullied. www.kidscape.org.uk
2. NSPCC – [Help for adults](#) Worried about a child? Call the NSPCC Child Protection Helpline on 0800 800 5000.
3. Childline – [Help for children and teenagers](#) Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.
4. www.culture.gov.uk Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club WO will have a copy.
5. Child Protection in Sport Unit Telephone 0116 234 7278 Have useful downloadable document on www.CPSU.org.uk which includes:
 - Club safety list for parents.
 - Protecting your child by listening.
 - How you can help make sport safe.
 - Setting the right example.

Participants under 18 – Suggested Letter from the Club (CWO or other Officer)

Dear _____,

Welcome to the _____ club. We hope you will have an enjoyable and happy time as a member of our club, that you make many new friends and enjoy training (and competing) with us.

Your parents have been given details of information available to you as participants and them as parents. Please ask them to share that with you.

We are a club affiliated to the _____ Association and are committed to help you achieve to a standard that is appropriate to your potential. The coaches are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this please talk to your parents who will be able to raise the concern for you.

The club has a Child Safeguarding policy. The club Welfare Officer will have a copy of this/a copy can be obtained from the club website. The club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other children, you can speak to your parent, the club welfare officer, the coach or any other adult you choose. The club Welfare Officer will help you and your parents deal with the concern appropriately.

Your club Welfare Officer is _____
Or you can find the welfare officers name and details on the notice board/on the website.

If you wish to speak in confidence to someone outside of the club or your family the following organisations are available

Kidscape – have a helpline and downloadable leaflets on what to do if you are being bullied: www.kidscape.org.uk

Childline – Help for children and teenagers Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

Your club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy of go to the BAB website: www.bab.org.uk

We expect all our members to behave in an appropriate manner to their coaches, all club helpers, fellow participants and all adults and children you have contact with in training (and competitions). We have a code of conduct that you and your parents will be asked to sign and return to the club _____. If you are unsure about any aspect of the code of conduct please feel free to ask _____.

We hope you will have a very happy and successful time while a member of the _____ club.

LATE COLLECTION POLICY

On occasions parents may be delayed and unable to collect their child from training or after an event. The list of emergency numbers for the parents is to be used in such situations. Parents should be asked to inform the appropriate club officer if they are delayed with a clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home. The club officers must never leave a child alone unless they are over 16 and then only with parents permission. It is recognised some children aged 16 and over will take themselves home so the club officer must assess situations as they arise in an appropriate manner. Until a child is not collected to maintain the wellbeing of all concerned two appropriate club officers or parents must remain with the child.

Parents, who persistently fail to collect a child member on time or have not arrived after a reasonable period of time, and have given no prior notice or informed the club they are delayed, may be failing in their care of their child. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect their child. If no one nominated is available, and the parent has still not contacted the club officers after a reasonable period of time the club should consult the police or Children's Social Care Team duty officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club should gain advice from the Police Child Abuse Investigation Team or Children's Social Care Team duty officer.

The club should:

1. Attempt to contact the parent/carer – from the information sheet completed on joining/renewing membership.
2. Attempt to contact the emergency contact person nominated
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted
4. Wait with the child/children at the club with at least one other Official/coach/teacher/volunteers or parents.
5. If no one is reachable, contact the local police to enquire about the best course of action.
6. Remind parents/carers of the policy relating to late collection.

The club coaches/teachers and officers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

Persistent failure to collect a child on time:

If a parent/carer fails to collect their child on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another club officer should arrange to meet with them and discuss the matter. It may be the parent/carer can be assisted in arriving promptly. If there is no change the club welfare officer should either contact the Children's team at the local social services or seek advice from their Association CPO or the BAB Lead CPO.

APPENDIX 13

MISSING CHILD POLICY

Hopefully no child will ever go missing from your club. If they do remember most children are found within a few minutes of their disappearance.

However, if a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned.
- Inform the child's parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child.
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds.
- Request all those searching report back to you or a nominated adult at a specific point.
- This nominated person should also be making a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing he/she was wearing and where he/she was last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police
- **A report should go to the police no later than 30 minutes after the child's disappearance is noted even if the search is not complete.**
- If the police recommend further action before they get involved, follow their guidance.
- If the police act upon the concern be guided by them in any further actions to take.
- At any stage the child is located ensure that you inform all adults involved including the parents, searchers and police if by then involved.
- Refer the concern as soon as possible to the Club Welfare Officer who will inform the Association CPO and the BAB Lead CPO.

APPENDIX 14

CHANGING ROOM POLICY – INCLUDING CLUB RESPONSIBILITIES AFTER A TRAINING SESSION IS COMPLETED

Information for parents regarding changing facilities

In many clubs children and adults come changed ready to undertake their training session. However, this policy is relevant to those clubs where changing rooms are used by club members under 18 years of age.

- Ensure that parents are made aware that changing facilities at venues may be shared by both club members and members of the general public.
- Ensure parents are made aware of the type of changing rooms i.e. separate areas for male and female, or changing villages
- Ensure the expected behavior of your child members in changing rooms is known to the child members and their parents.
- Ensure parents are aware they should not be in the changing room while their child is changing unless the child is of an age where help is required from parents, or the child requires additional specific assistance. This is generally at an age that is stipulated by the venue hirer, usually 7 or 8 years of age. In such circumstances the parent must be same gender as the child, unless the facility has family changing facilities or is a “mixed changing village”.
- Ensure that when running competitions where other clubs/activities are involved, the competition organisers advise parents and competitors (via the competition information) if the facilities are likely to be open to the general public at any time during the event
- Whenever possible, coaches are to follow best practice and should not change with (i.e at the same time as) their junior members..

Responsibility after a session is completed

BAB policy is that each affiliated club has a “duty of care” to child members, which extends to an awareness on the part of the club that their junior members have been collected, in so far as is possible, at the conclusion of a session, i.e. a child member should not be left unsupervised if a parent is late. This has to be age-appropriate, i.e. 17 year olds are capable of getting themselves home, **but a 12 year old is not**. However, if a club uses changing rooms that are also accessible to non-club members it would be extreme to expect a club to search the changing areas in case a junior club member was there.

Best practice would be for a club to make all child members and their parents aware that if they are not collected by a parent then they should make that known to the club WO, coach or whoever a club deem to be appropriate, and for the nominated individual to ensure that the child member is supervised appropriately until a parent arrives or the parent communicates alternative arrangements.

Action in the Event a Parent/Guardian Fails to Collect a Child. If a parent/guardian fails to collect a child the club should follow the procedure outlined in **APPENDIX 12**.

The BAB does not advise that adults supervise changing facilities as this may place them and the children at risk of harm and allegation

APPENDIX 15

CHILD TRANSPORT POLICY

Below is the recommended policy that Clubs and Associations should adopt if they compete or train away from their home base. Comprehensive further advice on this policy, including checklists, is to be found in a dedicated supplementary document entitled:

“Organising Trips and Events & Transporting under 18s”

NB: *The above document is in the process of being written. Once finalised, it will be available for download from the BAB website: www.bab.org.uk*

The general BAB policy relating to transporting children in connection with all Aikido activities is as follows:

- Parents and Carers are responsible for the safe delivery and collection of their child to any training or competitive event, except when the club have organised transport in respect of the team.
- It is not the responsibility of the coach or other Aikido club members to transport, or arrange transport for club members to and from any event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.
- When transport is provided by the club in the form of a mini bus or coach the club should ensure consent is obtained by the parent or carer for the child to be transported by coach and a Medical Consent to Emergency Treatment form obtained. *Suggested forms will be found in the document “Organising Trips and Events & Transporting u18s” when available on the BAB website www.bab.org.uk*

The Team Manager should provide parents and carers with written details of:

- Where competitors should be dropped off and met before and after the event.
- The expected time of arrival at the collection point and the expected time of arrival back.
- A contact phone number for parents to use if they are unavoidably delayed in collecting of their child or to arrange suitable alternative plans for collection.

The Team Manager should ensure that:

- Relevant forms have been completed and signed by parents, as outlined in above.
- Details of the parents’ contact phone numbers have been obtained for the event if it differs from the information held by the club.
- The parents/guardians are aware of the Club Late Collection Policy.

Coaches and club officers unrelated to a member under 18 years of age should not transport them alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm. If, in such an emergency situation, a child has to be transported without a relative present two suitably CRB checked adults should be present and the child should always be placed in the back seat with the adults in the front. If possible parental/ guardian/carer consent should be obtained in advance.

ANTI-BULLYING POLICY

***This is a policy relating to aikido members under the age of 18
All references to participants refer only to those under the age of 18***

Statement of Intent

The BAB is committed to providing a caring, friendly and safe environment for all members so they can relax in a secure atmosphere. Bullying of any kind is unacceptable at or in BAB affiliated clubs. If bullying does occur, all participants or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that anyone who knows that bullying is happening is expected to tell the club Welfare Officer or any committee member.

What Is 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 – eg being unfriendly, excluding emotionally and physically, sending hurtful text messages, tormenting.
- Physical – pushing, kicking, hitting, punching that is not within the spirit of the sport or any use of inappropriate violence.
- Racist – racial taunts, graffiti, gestures.
- Sexual – unwanted physical contact or sexually abusive comments.
- Homophobic – because of, or focusing on the issue of sexuality.
- Verbal – name-calling, sarcasm, spreading rumours, teasing.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Aikidoka who are bullying need to learn different ways of behaving. A club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

All committee members, coaches, participants and parents should have an understanding of what bullying is. All committee members and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported. All participants and parents should know what the club policy is on bullying, and what they should do if bullying arises. As a club we take bullying seriously. Participants and parents should be assured that they would be supported when bullying is reported.

Remember: Bullying will NOT be tolerated

Signs and symptoms

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

- Says he/she is being bullied.
- Is unwilling to go to club sessions.

- Becomes withdrawn anxious, or lacking in confidence.
- Feels ill on a regular basis before training session.
- Has possessions which go “missing”.
- Asks for money or starts stealing money (to pay bully).
- Has unexplained cuts or bruises.
- Is frightened to say what’s wrong.
- Gives improbable excuses for any of the above.
- In more extreme cases starts stammering.
- Cries themselves to sleep at night or has nightmares.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Attempts or threatens suicide or runs away.

These signs and behaviours are not an exhaustive list and may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee or ring Childline or KIDSCAPE.
2. In cases of serious bullying, the incidents will be referred to the Association CPO and/or BAB Lead CPO for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

Recommended club action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate a small panel of no more than three persons (Made up from Club Coach/Instructor, CWO, Secretary, Committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, and these should be agreed by all as a true account.
3. The same three persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has, in their view, taken place the bully should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied aikidoka can be asked to attend all training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both the bully and bullied participant should be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying aikidoka under 18

1. The Association CPO should always be informed and will advise on action to be taken. The BAB Lead CPO should be informed and advice will be given as and when required.
2. It is anticipated that in most cases where the allegation is made regarding a teacher or coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

Prevention

The Association/Club will have a written Constitution, which includes what is acceptable and proper behaviour for all members of which the anti bullying policy is one part. The CWO will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with all participants to discuss the issue openly and constructively.

This policy is based on that provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organization committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300

APPENDIX 17

GUIDANCE ON AIKIDO ACTIVITIES AND TRAINING SUITABLE FOR CHILDREN

Application of Aikido Techniques – When Teaching Children

When applying locks, throws, other techniques or exercises on children and young persons care is to be taken to ensure that any such applications are used only in a way as would be considered **reasonable and appropriate** to the age, stature and ability of the child upon whom the application relates. 'Against the joint' techniques or the use and inappropriate application of 'pain' to achieve compliance is to be avoided.

All clubs should ensure their Junior Syllabus is amended where necessary to **moderate** any exercise, technique or other application which **may be inappropriate** for the child or children's class in question. A Child's physiology is different to that of an adult, and all coaches working with children should ensure that they have the necessary knowledge in order to deliver safe sessions. The BAB will publish guidelines in the Coaching Handbook.

Aikido Activities and Training Suitable for Children Under 5 Years of Age

(to be drafted)

APPENDIX 18

GUIDANCE ON CHILDREN AND ADULTS ON THE MAT TOGETHER

The BAB, Associations and their clubs have a duty of care to maintain the wellbeing of its child members and it must be remembered a child is anyone under the age of 18. Within the sport of Aikido children and adults will at times be on the mat together. The basis of this decision may be to help develop children's skills by being on the mat with their more experienced elders in the club or for operational reasons the club coach will need to assess what is appropriate in terms of such activity i.e. a child of 10 with a large adult male could put the child at considerable risk of harm physically but a child of 17 and an adult may not.

The coach must always be aware of the potential for abuse in any situation. Sport is known to be targeted by persons who wish to harm children both by gaining positions of responsibility but also through participation in physical contact sports. Should a concern be raised about an adult participant the coach involved at the time or any concerned person must report it to the CWO. Additionally when adults and children are on the mat together the coach must pay particular attention to whether both parties are acting appropriately within the laws and requirements of the sport in their actions. Any concerns they have should be challenged and reported to the Club Welfare Officer. Also be aware children can be a risk to other children and may also seek to harm another child participant by their actions on the mat.

When adults and children are on the mat together, the Instructor must be cognisant of, and clearly identify to the adults:

- those children present, and
- the limitations of applying locks on Juniors when demonstrating and practising new techniques. (see **APPENDIX 17**)

Parents and children must also be made aware if the child will at times be on the mat together with an adult club member. In advance of this happening, and ideally when a child joins the club, the child and parent must be made aware that physical contact is an essential part of the sport and at times accidents can happen i.e. a grab for a particular hold may mean the child is touched inappropriately by mistake i.e. a young girl on the breast area. This is an inherent risk of the sport and as such must be acknowledged and recognised. However all parents and children still have the right to raise a concern and if such an "accident" is repeated over time then concerns should be raised about individual to the club welfare officer and consideration given to the individuals skills, intention and motivation.

DRESS CODE

Aikido is a dynamic and interactive activity and, as such, all clothing worn by junior aikidoka should be:

- fit for purpose (for the activity in question).
- compliant with safeguarding principles.

During all training sessions:

- Training suits (gi or dogi) should be of the correct size. For example, trousers which are too long may be hazardous and cause trips or falls. Clothing which is too tight may restrict movement. Clothing which is too loose may fall open or fall down.
- Belts (obi) should also be of an appropriate length so as not to be hazardous to the wearer or other students.
- Training attire should cover vulnerable areas of the body such as knees and elbows.
- No jewellery (rings, earrings, bracelets, watches and studs) should be worn during training or competition sessions. Jewellery which cannot be removed for any reason should be covered with appropriate tape if it is considered a hazard to the child or to others on the mat (check for allergies before taping).
- In the event of athlete's foot, verrucas or any other contagious foot problem, socks should be worn. Please be aware that socks may not allow as much grip with the floor – and so, where possible, neoprene or other 'grippy' activity socks should be used.
- Girls and female teenagers wearing dogi should also wear plain – preferably white – T-shirts underneath their jackets. Sports bras may also be appropriate for developing girls.
- The instructor should not adjust the dress of any child unless not to do so would be hazardous to the child or other children taking part, or if it is necessary to protect the modesty of the child. Wherever possible the child should be guided to adjust their own dress, or their parents should assist if they are present. If, despite this, adjusting a child's dress is necessary (such as knotting a belt or securing trouser ties) then the instructor should do so to the side of the training area whilst also ensuring they remain in open view. Where possible, a female coach or helper should adjust the dress of a female child and vice-versa. An instructor should never take a child out of the area to adjust clothing.
- Gi trousers must always be worn underneath hakama.

Competition Dress

(to be drafted)



APPENDIX 20

DRUG AND WEIGHT MANAGEMENT – SPORT AIKIDO

(to be drafted)

PHOTOGRAPHIC IMAGES POLICY

This policy refers to any device that can take photographic images and includes mobile phones

Rules to be observed

While the BAB recognises that publicity and pictures of children enjoying Aikido are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardians have granted their consent for the taking and publication of photographic images and have signed and returned an appropriate “permission form”.
- All children must be appropriately dressed for the activity taking place
- Photography or recording should focus on the activity rather than a particular child or children and personal details that might make a child vulnerable, such as their exact address, should never be revealed.
- Where an individual has achieved success in Aikido (e.g. when selected for representative team or showing triumph over adversity), permission must be gained from a parent/guardian to use photographs/recordings and relevant details
- Where possible, to reflect the BAB Equity Policy, photographs/recordings should represent the diverse range of children participating in Aikido
- Anyone taking photographs or recording at any Aikido event, regardless of equipment used and including mobile phones, must have a valid reason for doing so and seek the permission of the organiser(s)/person(s) in charge;
- They should make themselves known to the event organiser(s)/person(s) in charge and be able to identify themselves if requested during the course of the event;
- All concerns regarding inappropriate or intrusive photography should be reported in confidence to the CWO, ACPO or BAB Lead CPO, as appropriate.

Key Concerns

The key concerns contained within this policy regarding the use of images of children relate to:

- The taking of inappropriate photographs or recorded images of children;
- The possible identification of children when a photograph is accompanied by inappropriate information;
- The inappropriate use, adaptation or copying of images for use on child pornography websites.

Recording Images of Children

There have been concerns about the risks posed directly and indirectly to children through the use of photographs on sport websites and other publications. Therefore, the following guidelines should be followed:

- All children featured in photographs/recordings must be appropriately dressed with Dogi (training uniform) covering their torso from at least the bottom of their neck to their calves.
- The photograph/recording should ideally focus on the activity. Where possible, images of children should be recorded in small groups (the group may comprise any combination of adults and children);
- Club and Association coaches and teachers should still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.

Publishing Images of Children

If a photograph/recording is used, personal details of children such as email address, home address and telephone numbers should never be revealed;

Ask for parental/guardian permission to use an image of a child. This ensures that parents/carers are aware of the way the image of their child is representing the sport. A Parent/Guardian and Child Permission Form is the best way of achieving this and can be done at the beginning of the year or term

Where a story concerns an individual (e.g. success at grading, their selection for representative team, triumph over adversity), particular attention should be paid to ensuring permission is gained from a parent/guardian and the child to use a photograph/recording and relevant details;

In order to guard against the possibility of a child under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded. It is therefore recommended that you use an independent server so that material cannot be accessed, copied or downloaded

Think about the level of consideration that you give to the use of images in all publications, e.g. the processes used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

Try to take photographs that represent the diverse range of children participating safely in Aikido. This might include:

- Boys and girls;
- Children from minority ethnic communities;
- Girls with hair covered;
- Disabled people;
- Glasses ;

Use of Photographic/Filming Equipment by the Media at Aikido Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children.

While this might be rare in Aikido, all those involved have a duty of care to children to ensure that this risk is as small as possible. By taking some simple steps, risks will be reduced.

If professional photographers are commissioned or the press is invited to an Aikido activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of children:

- The photographer/camera person must have bona fide identification and be able to produce it on request. They must also sign an Event Registration Form
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to Aikidoka or one-to-one photo sessions at events
- Do not approve/allow photo sessions outside the event or at the child aikidoka's home.

Use of Photographic/Filming Equipment by Parents and Spectators

If parents or other spectators are intending to photograph or video at an event they should also be made aware the expectations:

- Parents and spectators should be prepared to identify themselves, if requested, and state their purpose for photography/filming.

In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming, these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- Event organisers should approach and challenge any person taking photographs who has not made his/herself known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

Summary

Protecting the welfare of children is about putting in place the best possible practices and procedures; this will protect not only children but also the adults in Aikido.

ELECTRONIC COMMUNICATIONS

This policy follows the guidance of the NSPCC Child Protection Support Unit

Why do we need electronic guidance?

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults and children in sport. Understandably, with the rapid development of mobile phones, text messaging, e-mail and other forms of electronic communication, these methods of communicating have become a feature of the sporting landscape

A number of sports have experience of cases where coaches in particular have misused text messaging and other forms of electronic communication. There is evidence of the use of mobile phones and other electronic communication for grooming or other purposes by coaches and others in positions of trust in relation to children throughout sport. There have also been incidents of child athletes becoming very distressed as a result of bullying by coaches or others who have contacted them without parental knowledge on their mobiles. For this reason we would strongly support the adoption of good practice guidance that acknowledges the potential risks and additional vulnerability of children and advises against the use of mobile phones and other forms of electronic communication for the purposes outlined below.

Guidance to Coaches and club Officers

- Mobile phones should not be used by coaches during training or at competitions, for the purposes of either making or receiving calls. We would consider this to be both unsafe and inappropriate conduct as the primary responsibility of the coach must be the supervision and safety of children that they coach and the provision of a structured, quality coaching experience.
- Many facility providers also have clear guidance on restricting the use of mobile phones based on the concerns that have been identified about their potential misuse (for example, as part of a facility photography policy). Coaches using mobile phones may be breaching guidance and undermining the ability of a facility to enforce their restrictions
- There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children, particularly when an emergency occurs. Therefore we are not proposing any form of blanket ban on the use of mobile phones by coaches.
- Coach should not contact children with whom they are in a position of trust by phone, text, e-mail or through electronic “chat rooms”. Contact by coaches should be primarily on a face to face basis. Additional communication relating to events, training and other information should be directed to the child's parents or legal guardian.
- Coaches may contact children if do so with the knowledge of the club officers as part of a disclosed list (having received prior permission to disclose in group e-mail) where they are disseminating information in relation to training or competitions **and** they copy in the club welfare officer.
- Clubs should have disclosed lists for sending club information via a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes). Group e-mails should also give individuals the opportunity to have their contact details removed from the list by

including a statement such as: “If you wish to be removed from this e-mail list please contact the administrator”

Guidance for children

Children are often member’s chat rooms such as Face book and enjoy sharing information with friends. However sport has identified that such communication can cause concerns to be raised.

Sport has identified children may be in contact friends with friends on “chat rooms” to discuss matters involving their coach, club officers or fellow club members. On a few occasions the comments made have been unpleasant and inappropriate and have in some cases been deemed to be an offence. Children who use electronic communication and cause offence may be in breach of the BAB or club/Association Code of Conduct and are advised to think hard and consider what they place on such websites.

The BAB also accepts that chat rooms and messaging can be great fun but can also hold risks. Therefore, the BAB advise you consider the NSPCC CPSU guidance below when using chat rooms.

Remember, you never really know who you are talking to online. It could be someone trying to trick you, some kind of weirdo, or someone really dangerous. Here are some tips to help you keep safe:

- **Never use your real name** in chat rooms – pick a special online nickname.
- **Never ever tell anyone personal things about yourself or your family** – like your address or telephone number, or the school or clubs you go to. That goes for sending them photos as well (that way if you don’t want to hear from them again, you only have to log off.) Remember, even if somebody tells you about themselves; **never** tell them things about you.
- **If you arrange to meet up with someone** you’ve only spoken to online, remember that they **might not** be **who** they said they were, so **only meet people in public places and take along an adult** – they should do this too, because they don’t know who you really are either!
- **If an adult you know makes arrangements to meet you** or contacts you directly on-line or on your mobile without your parents’ or carers’ knowledge, make sure you let your parents or guardians know about this **before** agreeing to do anything
- **Never respond to nasty or rude messages**, and never send any either! If you feel suspicious or uncomfortable about the way a conversation is going, or if it’s getting really personal, save a record of it and stop the conversation. That way you can show someone and ask what they think.
- **Be careful with any e-mail attachments** or links that people send you, they might contain nasty images, or computer "viruses" that could ruin your PC. So if you don’t know who it’s from, don’t open it.
- **Agree some rules** with your parents or carers about what you can and can’t do on the Net. It’ll save arguments later.
- **Take a look at ‘Hands Off!’** the NSPCC magazine for teenagers on keeping safe from abuse. It’s got some tips on safe surfing.
- **If you are concerned** about anything you receive, whether it is from a stranger or someone you know, tell someone you trust. Don’t delete the message it may be important if some action needs to be taken

APPENDIX 23

RECRUITMENT POLICY – VOLUNTEERS & EMPLOYEES

This policy applies to the recruitment [use] of volunteers and employees to roles that fall under the BAB's CRB Certification Policy and the remit of the Independent Safeguarding Authority (ISA) Vetting and Barring Scheme.

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same approach is used consistently throughout Aikido within the BAB.

Under the Protection of Children Act 1999, all individuals working on behalf of the BAB or its Member Associations are treated as employees whether paid or volunteers. Member Associations therefore have a responsibility to ensure that:

- All adults who have direct or indirect "regular supervisory contact with children" undertake CRB disclosure.
- Coaches hold minimum up-to-date BAB coaching qualifications, and current insurance cover.
- Coaching qualifications are verified.
- Staff, Coaches and Volunteers have access to induction training that covers current Child Protection Policies and Procedures.
- Concerns arising during this process regarding the suitability or training needs of staff, coaches or volunteers are noted, fed back to the individual and acted upon as appropriate.

In July 2010 there will be a change in the law with the introduction of the Independent Safeguarding Authority (ISA). Under ISA persons will **only be allowed to take up any a new post that is a regulated position with children once a satisfactory CRB** check has been received. (see **APPENDIX 9**)

All Associations and clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff and volunteers.

Advertising positions of responsibility with children in Aikido

To fill a vacant post the following are essential inclusions within the advertisement:

- A statement that the role involves working with persons under the age of 18.
- The Job Description/role
- The Aims of the club/Association.
- What experience and skills are required?

The BAB Child Protection Policy should be made available to each applicant to be interviewed. This may be viewed on the BAB website: www.bab.org.uk

NOTE: In many cases the positions involving unqualified staff will be filled by a known parent. While the requirement for a volunteer position will need to be made known within the club, the above requirements should be adjusted accordingly. However all positions whether volunteer helper or coach that require a CRB check must follow the guidance below.

Application form

Anyone expressing an interest in applying for a role/job must complete an application form. The form is designed to gain information required about the individual, their employment history, relevant experience, qualifications and training.

Applicants are to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children, all convictions spent or unspent must be declared. A full CRB check will be mandatory if the role is one that gives significant and regular access to children (even if the individual has been listed by the ISA as “cleared” to work in a regulated position)

The interview

The candidate will be asked to provide:

- Name, address and if appropriate, the right to work e.g. through a national insurance number (If to be in an employed position where payment is made)
- Confirmation of identity – NB new driving license, passport.
- Relevant experience, qualifications and training undertaken
- Listing of past career including any prior involvement in Aikido or alternative sport. (In a full time position it is important that any gaps in employment should be fully discussed)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant’s previous experience of, and suitability for, working with children (previous employer)

This is not an exhaustive list and the interviewer may wish to ask for provision of further information relevant to the position applied for.

All applicants should be informed they will be required to consent to an enhanced level CRB check if they are successful at interview and which must be “cleared” before the role can be commenced.

Making the Appointment

References A minimum of two written references should be sought, one from a referee that knows of the individual’s previous experience/employment with children, if possible. This should be in writing and confirmed by telephone. If an individual has no experience of working with children training required, and timescale of that training, must be identified at an early stage.

Recruitment

Existing Staff – will have an existing contract of employment.

New Staff members – will be in the process of signing a new contract of employment.

Volunteers and unpaid staff – Volunteers and unpaid staff must abide by the Constitution of the BAB.

All individuals will fall into one of the 3 categories above and as such should be made aware that they have to abide by either the BAB or Association’s terms of employment and their Codes of Conduct and Child Protection Policies and Procedures. Consequently, failure to adhere and comply with terms of employment, codes, policies and procedures may result in

disciplinary action as appropriate under a contract of employment or membership (including suspension/expulsion as an Association/Aikido member).

Induction

Induction should include:

- Verification of their qualifications relevant to the position, including CRB check
- Completion of a profile to identify training needs/aspirations
- Formal signing by volunteers of the club and Association Codes of Conduct
- Explanation of the Association and club Child Safeguarding policy and procedures and related policies and procedures
- Training needs should be identified and met within set timescales
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)

Monitoring and Support

Appraisals are an important part in staff development and should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given feedback, to identify training needs and set new goals.

Training

Training of all relevant staff should support the individual to fulfil their role. The club should ensure all volunteers whose role directly involves children attend a three hour awareness course – Safeguarding and Protecting Children in Sport.

Attachments:

1. Suggested Application and Reference Form
2. Recruitment of Volunteers – Reference Form

ATTACHMENT 1 TO APPENDIX 23

SAMPLE APPLICATION FORM – EMPLOYEES & VOLUNTEERS

(Confidential when completed)

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
*National Insurance Number: Present address:	
Former address (if moved within the previous three years):	
Postcode:	
Telephone Number(s):	
Email address:	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
*Previous occupations:	
Name of organisation:	
Start date:	Finish date:
Relevant experience:	
Previous experience of working with children in a voluntary or professional capacity:	



Qualifications

Academic/school:
(not essential to complete for those applying to fill voluntary posts)

Vocational/interests:

Sporting qualifications and experience:

Reason for applying:

Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

1. **2.**

* With your approval we shall also contact your current employer (where appropriate) for a reference.

* **(Note this information is only required for employed staff)**

I agree to abide by any Code of Ethics and Conduct which the Organisation has in force.

Signed:

Date:

Print name:



ATTACHMENT 2 TO APPENDIX 23

SAMPLE REFERENCE FORM – RECRUITMENT OF EMPLOYEES

(Confidential when completed)

To:

From:

Reference: (Name of person for whom a reference is sought)

The above named person has applied for the position ofwithin the Aikido Club/Association that will involve substantial access to children in a position of trust and responsibility. Aikido is committed to Safeguarding and Protecting children. As part of our recruitment process references are taken up in respect of a person applying for such a position.

The above named person has given your name as someone willing to be a personal/professional referee. If you are willing to complete the above form please do so and return to the address on the bottom marking the envelope confidential. If you are not please return this form to the same address stating on it you will not be a reference.

If you require further information regarding the role applied for please contact.....

We would appreciate your being extremely candid, open and honest in your assessment of this person.

Thank you

How long have you known the above person?

In what Capacity?

Would you describe this person as: (circle YES or NO as appropriate)

- | | |
|------------------|----------|
| Responsible: | Yes / No |
| Self Motivated | Yes / No |
| Trustworthy | Yes / No |
| Motivates others | Yes / No |
| Reliable | Yes / No |
| Mature | Yes / No |

If NO, please give reasons:



What attributes would this person bring to working with children through the role of _____?.

Do you have any concerns about this person being employed (Voluntary or paid) in a role which give significant access to children?

Please add any further comments you feel would be of assistance to us in our recruitment decision.

Thank you for your time

Please return the form to (Club or Association Details)



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