

# Shi Kon Martial Arts

## Child Protection Policies and Procedures

All sport Governing Bodies are required to revise their Child Protection Policies to make sure they are comprehensive and take into account the new rules concerning criminal Record Checks.

It is strongly recommended that all Associations take this action as well.

A Child Protection Policy should contain;

Measures to prevent abuse

A named Child Protection Officer and procedures for implementing the policy. See Appendix 1.

Training material. The material used in the Shi Kon Coaching Programme is attached in Appendix 2.

Opportunities for training. Shi Kon recommends that coaches obtain a National Vocational Qualification (NVQ) in their Martial Art or, as a minimum, attend the Shi Kon Coaching Programme which covers Child Protection.

Appropriate qualifications for coaches regularly dealing with children. Shi Kon recommends that Coaches obtain an NVQ.

A code of ethics and behaviour for coaches. The specific part of the Shi Kon Code of Ethics dealing with children is attached in Appendix 3.

Access to information. Shi Kon will publish information on it's web site and also provide information to all chief Instructors within the group.

Criminal record checks. Shi Kon will apply to be a Recognised Body to arrange these checks and will offer this service to all associations within the group. See Appendix 4 of the code of ethics for details of the system for checking criminal records

Measures to respond to allegations / disclosures of abuse

A complaints procedure  
See Appendix 5.

A procedure for dealing with disclosures of abuse  
See Appendix 5.

Measures to review how the association is performing

Confidential records are kept of allegations / disclosures and the action taken. This should be kept by each Chief Instructor or a nominated, senior, person within that Association. It is important that the person keeping these records should have undergone a criminal record check themselves.

Records of coaches, their qualifications and criminal record checks are kept.  
As above

An annual review takes place. This should be lead by the Chief Instructor of the Association or the nominated person, and formally recorded.

## Appendix 1

### Shi Kon Budo Kai Child Protection Policy

The aims of the Child Protection Policy are to;

promote good practice throughout the Association and it's members  
protect and safeguard the safety and welfare of children training in clubs  
affiliated to Shi Kon

The Child Protection Co-ordinator for Shi Kon Budo Kai will be Martin Gatter

The duties will be to;

act as the Child Protection Officer for the Shi Kon Clubs  
provide training material and advice for Associations affiliated to Shi Kon  
encourage affiliated Associations to appoint Child Protection Officers and  
implement the various procedures contained within this document  
provide Enhanced Criminal Record Disclosures on the request of Association  
Chief Instructors

Each Association Child Protection Officer should;

set up and hold a register of all instructors and assistant instructors  
including their qualifications and results of Criminal Records checks.  
seek agreement from each instructor / assistant instructor for an Enhanced  
Criminal Record disclosure and pass this to the Child Protection Co-ordinator  
for processing  
deal appropriately with the results of Disclosure ensuring confidentiality

produce and distribute the policy and procedure for child protection throughout their Association  
provide training for Association members  
deal with enquiries and concerns raised about any child protection issue within their Association  
liaise with relevant statutory / voluntary organisations such as the police, social services, NSPCC etc.  
deal with and keep records of allegations or disclosures of child abuse  
keep the Child Protection Co-ordinator informed as necessary  
monitor and review the policy and procedure  
Appendix 2

Extract from Shi Kon Coaching Programme

The Coach's responsibilities to children

UK law defines a child as under 16yrs old (or under 18 if in full-time education). The responsibilities include;

To be aware of the legal Duty of Care (which is greater towards children than towards adults)

See details of the Affutu-Nartey v Clarke & Anor Case below

To follow the guidelines offered by Governing Bodies and/or Associations and ensure that they are qualified to provide the services they offer (what qualifications do you have to coach children?)

To safeguard children from all forms of abuse

To follow guidelines of good practice to reduce the possibility of allegations of inappropriate behaviour to children

To warn participants thoroughly, repeatedly and clearly of the inherent risks of the activity

To carry adequate and appropriate insurance cover

To be aware of and use strategies to prevent injury to children

To protect the confidentiality of all parties involved

The Affutu-Nartey v Clarke & Anor Case

The defendant was a qualified PE teacher coaching rugby to a group of 15 year olds. He was supervising, refereeing and then also joined in the game to even up the numbers.

The teacher tackled one of the 15 year old players who fell and seriously injured his spine. The court found that the teacher was negligent and in breach of his duty of care. The judge said that “..... it is wrong and a breach of the duty of care owed to schoolboys for a master taking part in the game to have any intentional physical contact with the boys....”. The judge also said that there was no problem with the teacher taking part in the game, the act of negligence was in the intentional physical contact. Intentional physical contact was accepted as a normal course of events in rugby but this still did not prevent the teacher from being negligent.

This case has obvious similarities with situations in the Martial Arts - most of which have an element of contact involved and accepted as part of the activity.

The coach's duty of care also extends to controlling the behaviour and practice of participants and giving them sufficient instructions to prevent injury (for example when using equipment).

What is child abuse?

Maltreatment or neglect of a child resulting in injury or harm. It could be;

Physical Shaking, beating, burning or failure to provide the necessities of life (eg food). This could also include the nature and intensity of training if it exceeds the child's capacity.

Verbal Belittling, excessive shouting or teasing.

Emotional Failure to provide warmth, attention, supervision or normal living experiences. Also, subjecting the child to unreasonable expectations for performance.

Sexual Incest or other indecent sexual activity. Involving the child in pornography, either as an observer or as a participant.

It can happen anywhere - there are no specific “types” of background or people and it happens often - there are more than 5,000 cases of abuse reported each year.

Recognising child abuse

It is not easy to identify abuse. No one sign will indicate that it is occurring. There are some general guidelines, but even these are not 100% certain.

If you think that a child is being abused - get advice quickly.

Abuse could produce any of these types of behaviour;

Sudden mood changes, self mutilation, regression (baby-like behaviour), over compliance, aggression, difficulties in mixing / playing with other children.

It could be physical;

Showing injuries such as bruising, scratching, burns, fractures with a dubious explanation. Or involve neglect for example failing to provide sufficient food, clothing, health and hygiene.

Emotional;

Involving disapproval, threats or humiliation

Or Sexual

Leading to Injuries in genital / rectal areas, Itching, soreness, difficulty in walking, recurrent stomach ache, headaches, fainting and / or high levels of sexual references in speech.

As you can see, at least some of these signs could be caused by things other than abuse.

There are some points to remember;

Bruising is a difficult area. All active children get bruises in the course of normal movement or play. Grabbing or striking bruises to the arms a body are different to those from general childhood "knocks" to shins and arms. But, most children who are seriously injured or die have recurrent bruising often for months or years. Bruises are present in 9 out of 10 cases of physical injury.

Burns. 10% of abused children have had burns and many have had multiple burns

Falls. Falls down stairs or out of bed very rarely cause fractures. Accidental fractures rarely involve the skull and are usually single line fractures of long bones

The law on child abuse

Mainly found within the Children Act 1989 which places a series of responsibilities on a range of people including the Courts and Local Authorities. It is most likely that any involvement that you have will be with a Local Authority. Amongst the things they are required to do are;

To safeguard and promote the welfare of children within their area who are in need

To investigate where there is reasonable cause to suspect that a child who lives, or is found in the area is suffering, or is likely to suffer, significant harm

Who is involved

Local Authority Social Services have a statutory duty to investigate if;

They have reason to suspect that a child is suffering, or likely to suffer, significant harm

The child is subject to an emergency protection order

The child is in police protection

They can offer voluntary help and support to families and can apply for a range of protection orders, some of which could result in the child being taken into care

The Courts consider applications for protection orders

They can appoint a "Reporting Officer" who is not part of the Local Authority Social Services Department to investigate and act as an independent adviser to the court to help it act in the child's best interest

The Police have a responsibility to investigate criminal action, identify persons responsible and collect evidence for a prosecution. They must take the welfare of the child as a priority.

Health Care Staff can be involved in identifying possible abuse. They are involved in the investigation, particularly where there has been physical or psychological injury

Schools are often involved in identifying abuse

Charitable Bodies like the National Society for the Prevention of Cruelty to Children (NSPCC) or CHILDLINE frequently receive reports of abuse from the public

What should you do if you suspect abuse?

Decisions about whether to contact Social Services or any other Authority when the evidence of abuse is ambiguous or vague can be difficult.

Allegations of child abuse are dealt with by a range of people who are in contact with the child. They might each have a partial view of what is happening to the child, but together a more complete picture can be obtained. Therefore even concerns about minor injuries may have an unexpected significance when combined with information from other people who might know the child.

If you have concerns you should discuss them with the nominated Child Protection Officer in your Association. He / she will advise you whether a report should be made to Social Services or another Body.

When a child wants to confide in you, there are some important points to remember;

Be accessible and receptive

Listen carefully and take it seriously

Reassure the child he/she is right to tell

Make careful records of what was said - as soon as possible after speaking to the child

Get help and advice quickly (advice is available from your Association's nominated Child Protection Officer, the facility staff, the NSPCC Helpline 0800 800 500, or Childline 0800 1111)

Don't jump to conclusions, lead the child or try to push them into disclosing information

Don't speculate or accuse anyone

Don't make promises that you cannot keep

Don't over react or show too much shock to the child

Do advise the child that you will need to speak to someone else about what they have said

Parents / guardians right to know

The parent(s) or guardian(s) of a child have a right to know that an allegation of abuse has been made, someone else (probably Social Services but definitely not you) will advise them if they decide to investigate.

Many parents will understand the need for the investigation when they realise that the referral was motivated by genuine concern for the child. There are no perfect solutions when dealing with child abuse. Inevitably, some suspicions will prove to be unfounded and it is possible that parents will be angry and distressed.

But, the consequences of not reporting your suspicions could be far more serious. Your concerns/observations may play a vital role in protecting the child by contributing to the pool of information about the family, and by possibly starting a professional response which can establish whether or not the child is at risk. This could end with legal action to protect the child. Failure to report your concerns may mean that this does not happen, and the child may be further abused.

What might happen if you make a report

If you do report your concerns to Social Services or another agency, and they decide to investigate, you may be asked to attend part of a "case conference" where social workers and other people involved with the child (such as teachers) will discuss if there have been any other signs and make a decision about what to do. Don't worry that action will be taken to protect a child purely on what you have reported - "case conferences" are set up so

that a range of people can compare what they know. Professional Social Workers decide what to do, after considering all the available evidence.

Preventing accusations of improper behaviour against the coach

Do

Welcome and encourage parents to stay and watch their children being taught

Avoid situations where you are alone with one or more children

Keep doors open when working in an enclosed environment

Arrange to meet children with parents present

Exercise extreme caution where physical contact with a child is needed

Don't

Personally take part in rough or physical games with children

Allow or engage in inappropriate touching of a child

Allow children to use inappropriate language

Let allegations made by a child go unchallenged or unrecorded

Do things of a personal nature that children can do for themselves

Appendix 3

All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and / or sexual identity have the right to protection from abuse.

The coach should

ensure that he / she takes the additional responsibilities and duties involved in teaching children into account at all times.

be aware of the association's policies on coaching children and the reporting of concerns about abuse.

report any concerns about abuse the Association's nominated Child Protection Officer.

Treat reports of abuse should seriously and report them promptly in line with the Association's procedures.

Maintain confidentiality in line with the Data Protection Act 1998 and the Human Rights Act 1998

understand the added responsibilities of teaching children and also the basic principles of growth and development through childhood to adolescence.



ensure that they maintain professional and occupational competence in the areas of child protection and coaching children.

ensure that the rights and wishes of young people are respected at all times during their training.

ensure that a suitable student / instructor ratio is in place having regard to the risks assessed for each class.

report any illnesses / injuries during the session to the parent / guardian as soon as possible.

have a procedure for the delivery and collection of children and make sure that parents are aware of it. Children should not be left in the training area on their own before a class, and should not go home alone without the express permission of the parent / guardian

have arrangements to deal with late collection of children that do not involve personally taking them home.

use physical contact and discipline in an appropriate manner

ensure that physical contact between children e.g. sparring is closely controlled to minimise the possibility of an injury occurring.

be aware of the law and the Association guidelines concerning sexual activity between adults and young people.

discuss the particular needs of any children with their parents / guardians to produce the most appropriate way of dealing with them

be responsible for setting and monitoring the boundaries between a working relationship and friendship with their participants. This is particularly important when the participant is a young person. The coach must realise that certain situations, words or actions may be misinterpreted by the child or others and could lead to allegations of misconduct or impropriety.

The association should

accept the moral and legal duties involved in dealing with young people.

make every effort to ensure that children are taught in an appropriate manner.

make every effort to ensure that coaches and others in contact with children have received appropriate training, hold the relevant qualifications and have been subject to criminal record checks to ensure their suitability.

have in place, and regularly review, a procedure for dealing with concerns / allegations of abuse.

provide a Code of Conduct / Ethics which specifically mentions the additional duties required when dealing with children.

require it's coaches, and others involved, to comply with it's Code of Ethics and Child Protection Policy.

#### Appendix 4

The Criminal Records Bureau (CRB) has recently made a new version of the checking service available to employers and voluntary bodies. Shi Kon strongly recommends that Associations request checks on all coaches and others having contact with children in the Association. There are three types of check;

##### Basic disclosure

Available for any member of the public to apply for directly. It shows all "non-spent" convictions, and is sent directly to the individual applying.

##### Standard disclosure

Needs to be dealt with by an Approved Body. Shows all convictions "on record", cautions, reprimands and warnings plus information contained on Government lists of people considered unsuitable to work with children.

##### Enhanced disclosure

Needs to be dealt with by an Approved body. As Standard disclosure, but also containing police comments that will not be available to the individual. These could be details of impending arrest or child protection conference information.

Each individual must give consent before a disclosure can be requested. They will also receive copies of the Standard and Enhanced Disclosures so that there is an opportunity to challenge any details within them.

Government guidelines suggest that the Enhanced Disclosure is appropriate for Martial Arts Coaches.

Shi Kon will be applying to become an Approved Body so that it can offer this service.

There will be an administration charge for dealing with requests for Disclosure.

#### Appendix 5

##### Complaints procedure

It is not the responsibility of any Shi Kon Association to decide whether or not child abuse is taking place. There is, however, a responsibility to protect children in order that appropriate agencies can then make inquiries and take any necessary action to protect the child.

Local authority social services departments have a statutory duty under the Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, social services staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. Inquiries may be carried out jointly with the police.

If a complaint or allegation of child abuse is made against a member of the Association, the following action should be taken;

1. A report by the parent / guardian or co-worker should be made to the Association Chief Instructor or Child Protection Officer. If the complaint is about one of these people, it should be made to the other.
2. The Chief Instructor / Child Protection Officer will then contact the local social services or other organisation - NSPCC / CHILDLINE and discuss the complaint with them.
3. Under no circumstances should the Chief Instructor / Child Protection Officer try to deal with the matter personally.
4. The Association will take an immediate decision (using it's disciplinary procedure) as to whether the instructor / Assistant Instructor should be suspended.
5. Every effort will be made to protect the confidentiality of all parties involved.
6. Allegations of abuse may be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children. Where such an allegation is made, the Association should follow the procedures given above and report the matter to the social services department or the police.
7. The Association's disciplinary procedure should be used to decide upon reinstatement / expulsion. It may be appropriate to wait for the results of any social services / police investigations.

#### Disclosure by a participant

If a child wishes to disclose abuse to you, this should be dealt with promptly and sensitively as detailed in Appendix 2 of this document - page 7.