



Black Panther Karate / School of Japanese Karate
Cockfosters - Southgate - Brookmans Park - Potters Bar - Enfield



Safeguarding Children & Vulnerable Adults

Policy and Guidelines

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Introduction

Black Panther & School of Japanese Karate is in the enviable position of being supported by an enthusiastic network of volunteers who enable it to develop Karate amongst young people. Without this valuable help hundreds of young people would not be able to receive experienced and trusted guidance.

Awareness of the potential problems that can arise from young people and vulnerable adults being in contact with those who would try to harm them has increased greatly over the past 30 years. This has resulted in organisations that take responsibility for young people, both on a voluntary and professional basis, having to review their operating procedures. This has enabled them to provide support and guidance to adults working with young people and vulnerable adults.

Black Panther & School of Japanese Karate believes that child welfare is the responsibility of everyone. Unfortunately forms of abuse can occur anywhere where children are.

All responsible organisations involved in working with young people need a Child Safeguarding Policy (CSP). It is designed to both protect young people, vulnerable adults and support those who look after them. This document gives clear guidance on the identification and procedures for dealing with both potential and actual child abuse. The Codes of Practice and Guidelines included in this document should also act as a guide in helping volunteers, Black Panther & School of Japanese Karate staff, Black Panther & School of Japanese Karate members and Black Panther & School of Japanese Karate Affiliated Clubs create a safe environment for young people and protect themselves against allegations of improper behaviour. Black Panther & School of Japanese Karate believes that both these points are very important and it is against this backdrop that this document has been produced.

It is mandatory for all Black Panther & School of Japanese Karate staff and volunteers working with young people to comply with the Child Safeguarding Policy, Codes of Practice and Guidelines. These guidelines should enhance what is already a highly valuable service. For the purposes of this document when we refer to young people we are referring to both children and vulnerable young adults.

Policy Statement

Black Panther & School of Japanese Karate recognises that all children and vulnerable adults have the right to be protected from harm and live in a safe environment.

Black Panther & School of Japanese Karate has a duty of care to safeguard all children and vulnerable adults involved in Black Panther & School of Japanese Karate activities from harm. All children and vulnerable adults have the right to protection and the needs of children and vulnerable adults from all backgrounds and abilities must be taken into account. This includes children of all ages, ethnicity, social backgrounds, abilities, sexual orientation, religious belief and political persuasion. Black Panther & School of Japanese Karate will ensure the safety and protection of all children and vulnerable adults involved in its activities through adherence to its Child Safeguarding Policy and Codes of Practice and Guidelines.

Black Panther & School of Japanese Karate will support anyone who, in good faith, reports his or her concerns that a child or vulnerable adult is at risk of, or may actually be, being abused.

Principles

The following principles underpin the Black Panther & School of Japanese Karate Child Safeguarding Policy:

- To provide children, young people and vulnerable adults with appropriate safety and protection whilst in the care and responsibility of Black Panther & School of Japanese Karate.
- All managers and senior staff should promote a culture that ensures children are listened to and respected as individuals.
- To allow all staff/volunteers to make informed and confident responses to specific child safeguarding and child protection issues.
- All suspicions of child abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as an individual under the age of 18 (The Children Act 1989).
- To help and support all individuals involved in providing activities for young people on behalf of Black Panther & School of Japanese Karate.
- To give guidance and support, when required, to all organisations and individuals involved in providing martial arts and self-defence activities for young people.
- That all children, regardless their age, ethnicity, abilities, social background, sexual orientation, religious beliefs, or political persuasion, have the right to live in a safe environment.
- That any sanctions used must be non-violent and must not involve humiliating children and young people.
- That the welfare of the child is paramount and will underpin all guidance.
- This guidance is mandatory for all staff and volunteers.

Recognising How Children Can Be Harmed

'Child abuse' is a term used to describe ways in which children are harmed. Abuse may result from action or inaction by a volunteer or paid helper, family member or another young person. The Children Act (1989) states that there are four main types of abuse: Physical, Emotional, Sexual and Neglect. These are outlined below:

Physical Abuse

Where adults physically hurt or injure children. In a climbing/mountaineering situation this might occur if the child is forced to train or climb beyond his or her capabilities. It may also occur if the training disregards the capacities of the child's immature and growing body. In more extreme cases this can take the form of physical attack i.e. hitting, shaking, burning or biting them.

Emotional Abuse

Occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed. It can occur, conversely, if a child is over protected preventing them from socialising. In a sporting context this may be present in the unrealistic expectations of what a child can achieve by parents, coaches or even fellow students/instructors. This can also occur in the undermining of a young person through ridicule. This abuse often manifests itself in the form of bullying (See section '[What is bullying](#)' on Page 10).

Sexual Abuse

Occurs when a child knowingly or unknowingly takes part in an activity which meets the sexual needs of the adult person or persons involved. It could range from sexually suggestive comments to physical sexual activities. Exposing young people to pornography is also a form of sexual abuse. In a sporting context this may take the form of photography or videoing for the sexual gratification of the viewer. Coaches and volunteers are often placed in a position of great trust and it is when this trust is abused that sexual abuse can occur. (See section '[Guidelines for the Use of Photography](#)' on Page 26).

Neglect

This includes situations in which adults fail to meet a child's basic physical needs (e.g. food, warm clothing). This may involve the lack of medical attention or consistently leaving children alone and unsupervised or monitored. Neglect can also occur if a supervisor fails to ensure children are safe or exposes them to undue cold or risk of injury.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated they may follow an individual into adulthood. For example an adult who has been abused may find it difficult to maintain a stable and trusting relationship.

Black Panther & School of Japanese Karate will support anyone who in good faith reports his or her concerns that a child is at risk.

Possible Signs of Abuse

Even for those experienced at working with child abuse it is not always easy to recognise a situation where abuse may occur or has already occurred. Black Panther & School of Japanese Karate acknowledges that its staff and volunteers are **not necessarily experts** at such recognition. Black Panther & School of Japanese Karate therefore expects them to discuss any concerns they may have with regards to the welfare of a child immediately with the person in charge (see section '[What You Should Do Next](#)' page 13). If this is not practical and the situation is deemed to be too serious to delay then advice can be sought from Social Services or the Police.

It is important to recognise that some children may have additional vulnerabilities and may face additional barriers or difficulties in communicating any concerns or problems because of their race, gender, age, abilities, religion, sexual orientation, or political persuasion. Adults need to recognise this and be particularly sensitive should concerns be raised by such children or in relation to them.

Below are listed some of the characteristics which may be evidence of abuse. These are by no means exhaustive and are only indicators of potential abuse, **not** confirmation.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- An injury of which the explanation seems inconsistent and /or the child is unwilling to discuss.
- The child describes what appears to be an abusive act involving them.
- Unexplained behaviour changes e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty making friends.
- A child being prevented from socialising with other children.
- Displaying variation in eating patterns including overeating or loss of appetite.
- Becoming increasingly unkempt or dirty.

It must be recognised that the presence of one or more of these indicators is not proof that actual abuse is taking place. **It is not** the responsibility of those involved in Black Panther & School of Japanese Karate activities to decide whether child abuse is occurring **but it is their responsibility to act upon any concerns** (see section '[What You Should Do Next](#)' on page 13).

Raising Awareness

It is understandable that people who are well motivated, caring individuals with a commitment to martial arts and self-defence, are reluctant to believe that children may be suffering harm in a club environment or at home. It may be difficult to accept that children could be at risk because of the way an organisation or its events are run.

Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. However a basic principle should be:

If you become aware of anything which causes you to feel uncomfortable, you should speak to either a club adult instructor, or the Child Welfare Officer and speak to him or her.

This means being aware of attitudes of staff and volunteers and of the interactions between them. Certain modes of behaviour may be excused by comments such as:

“He/She is always like that”

or

“We have just come to expect that from him/her but what can you do?”

If the behaviour gives rise to concern or is directly contrary to accepted good practice then some type of action must be taken.

Adults should also seek to help and support each other in avoiding situations of bad practice. This is achievable the more open and co-operative a working environment is.

If a young person behaves in a way that gives rise to concern then this may be an indicator of a problem. There may well be a perfectly acceptable explanation for this behaviour. It is however important to act on a concern and ascertain that this is the case. If it is still felt there may be a problem it is important to seek further help.

Confidentiality

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

- Black Panther & School of Japanese Karate Lead Child Safeguarding/Welfare Officer
- The customer relations officer
- The parents of the child
- The person making the allegation
- Social Services/Police
- The Chief Instructor of Black Panther & School of Japanese Karate
- The alleged abuser (and parents if the alleged abuser is a child)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws (GDPR).

What is Bullying?

Bullying is one of the most common forms of abuse. It would not be too unrealistic to conclude that most people have been a victim of bullying in some form at one time or another. For some children bullying can be taken to the extreme and can make their lives intolerable. Bullying is something that needs to be taken very seriously. It is not acceptable for adults to dismiss bullying as a simple part of growing up. There is sufficient evidence to show that the consequences of bullying can be devastating both to the victim and their family.

There are three main types of bullying:

- Physical, e.g. hitting, kicking or theft
- Verbal, e.g. racist or homophobic remarks
- Emotional, e.g. persistent negative feedback.

All these will include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victims.

Bullying behaviour may include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Torment, ridicule, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive, offensive comments of a sexual nature
- Unacceptable comments, posts or images about other young people on social media sites.

Within martial arts there are potential situations where bullying can take place:

- A parent who pushes too hard
- A coach who adopts a “win at all cost” philosophy
- A student or instructor who intimidates others
- Unwanted peer pressure from other members to do things that are too hard or dangerous.

It is important that all those involved in Black Panther & School of Japanese Karate activities are aware of the Black Panther & School of Japanese Karate **Anti-Bullying Policy (Appendix 8)**, and it is mandatory for them to adhere to this.

How to Respond to a Disclosure, Suspicion or Allegation

“If there is a concern about a child’s welfare, or the behaviour of an adult the one thing not to do is do nothing” Child Safeguarding (policy and guidelines).

A child in your care may indicate to you that they are being abused in some way or information may come to you of possible abuse. On receiving this information you should:

- react calmly- do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child some stability;
- reassure the child that they are not to blame and that they did the right thing to tell someone, i.e. you, about the incident;
- take the child seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- only ask questions which help to clarify the situation. **Do not question any more than is strictly necessary.** The law is very strict when it suspects a child has been led or ideas have been suggested;
- if possible allow only one adult to talk to the child to begin with. It is possible that discrepancies in the account of what has happened can, in the event of the allegation being referred, lead to legal complications later;
- try not to make the child repeat their account unnecessarily;
- do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible; and
- make a full record of what has been said, heard or seen as soon as possible.

Do not:

- Take sole responsibility for further action (**see section [‘What You Should Do Next’](#)** on Page 13)
- Approach or try to contact the alleged abuser
- Ignore what has happened
- Make promises you cannot keep

Recording information

Information that is passed on to Black Panther & School of Japanese Karate, Social Services and the Police must be as helpful as possible. Hence there is a necessity for making as detailed record as possible. This should endeavour to contain:

- the nature of the incident;
- a description of any visible injuries;
- the child's account;
- times, dates or other relevant information;
- a clear distinction between what is fact, hearsay and opinion; and
- a record using the [Black Panther & School of Japanese Karate Child Safeguarding Incident form](#) (see Appendix 2).

After attaining this information do not hesitate to pass it on to the relevant organisation (**see flow charts in the ['What You Should Do Next'](#) section on Page 13**).

Storage, Access to and Retention of Recorded Information

Information passed to Black Panther & School of Japanese Karate in accordance with this policy must be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. These records are to be retained for 30 years.

Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made the procedures in section ['What You Should Do Next'](#) on **Page 13** should be followed and when appropriate Social Services or the Police will be informed. This is important as other children may still be at risk from the accused individual should the allegation be proved to be correct.

What You Should Do Next

Concerns about poor practice and possible abuse within a Black Panther & School of Japanese Karate setting

This relates to all those involved within Black Panther & School of Japanese Karate activities.

Concerns and allegations about child abuse require very careful handling and should be treated with the strictest confidence. Any form of abuse can ultimately result in a criminal conviction. It is important to keep an open mind and that all allegations are kept in the strictest practical confidence. It is important you act on your concerns.

If the concern is clearly about poor practice see the Codes of Practice “[Poor Practice](#)” section on page 18.

If the concern/allegation is suspected abuse and relates to a Black Panther & School of Japanese Karate member (Individual or Club Member), volunteer, official or member of staff it should be reported to the Chief Instructor or Welfare/Safeguarding Officer responsible for Youth who, may in turn, refer it to Social Services or the Police. Concerns over members of the public may be referred directly to Social Services.

In all cases the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth and the Chief Instructor should be informed. If the allegation is against one of these two people then the report should be given to the officer **not** involved.

Following advice from Social Services the parents or carers of the child will be informed by the Black Panther & School of Japanese Karate Chief Instructor or Welfare/Safeguarding Officer. Where there is concern for the safety of the child Social Services or the Police will contact the child’s parents. Where there is an allegation against a parent, the Police or Social Services will contact the family.

If the concern is about a member of staff or volunteer, they will then be notified that an allegation has been made and where appropriate suspended from his/her duties.

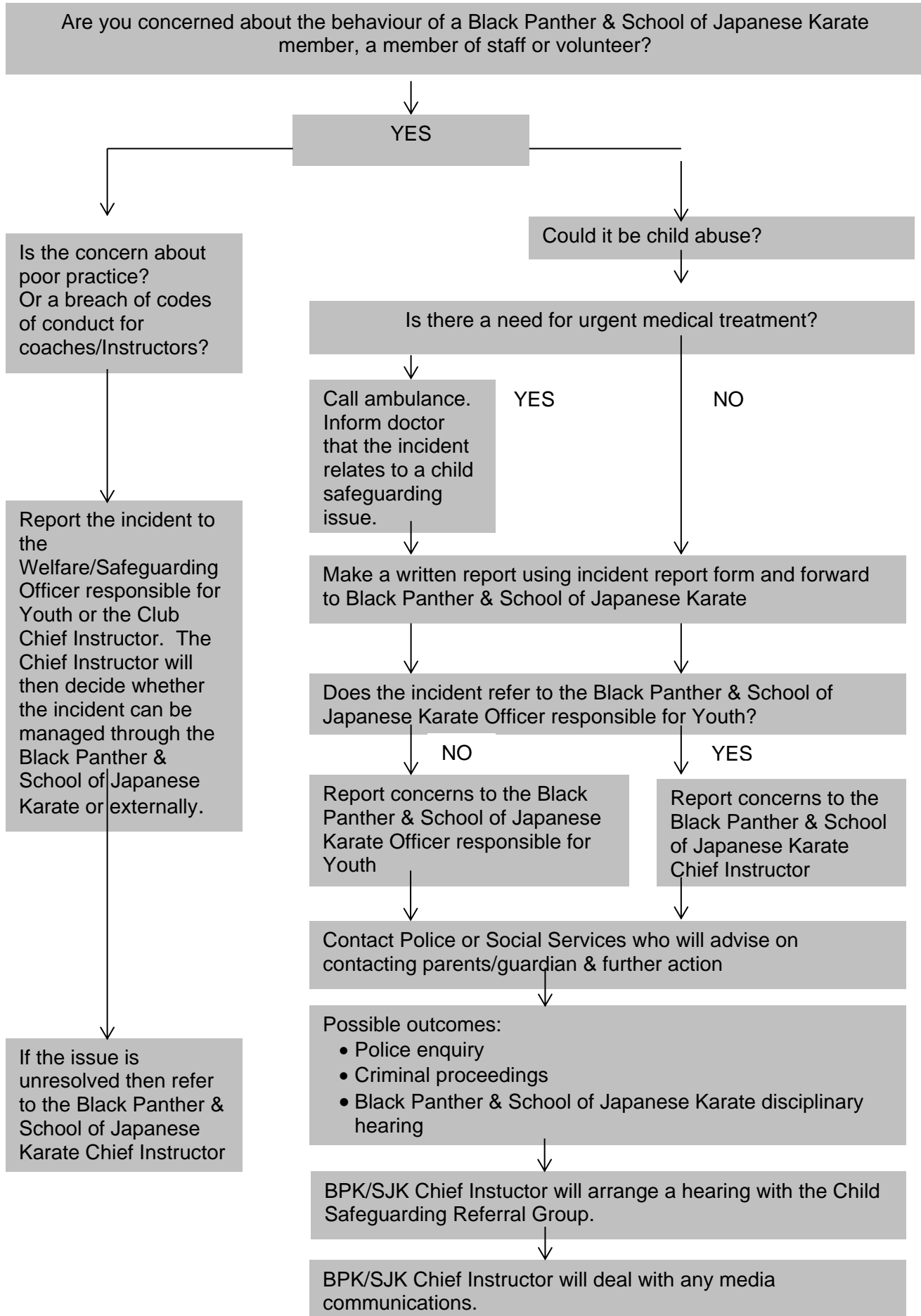
If you are in any doubt or do not feel confident in sharing your concerns with a senior colleague Black Panther & School of Japanese Karate has a Whistleblowing policy that is on the Black Panther & School of Japanese Karate website. Confidential advice on whistle blowing is available from the independent charity Public Concern at Work on 020 7404 6609 or email whistle@pcaw.org.uk. You may also wish to consult their website www.pcaw.org.uk

Alternatively you can contact the NSPCC 24hr help line on 0800 800 5000.

You can also seek advice from the Police and Social Services who have staff trained to deal with these sorts of issues.

Depending on the course of action decided upon by Black Panther & School of Japanese Karate, and after consulting with professional child care services, the flow chart overleaf sets out what will happen next.

Dealing with concerns, disclosure or allegations about Black Panther & School of Japanese Karate staff, coaches or volunteers



Concerns about abuse outside a Black Panther & School of Japanese Karate setting

If this happens you should ensure the safety of the young person. If he or she requires immediate attention call an ambulance, inform a doctor of your concerns and ensure that they are aware that this is a child safeguarding issue.

Black Panther & School of Japanese Karate procedures should then be followed (**please see the flow chart on the next page**). You should refer your concerns to the Welfare/Safeguarding Officer responsible for Youth.

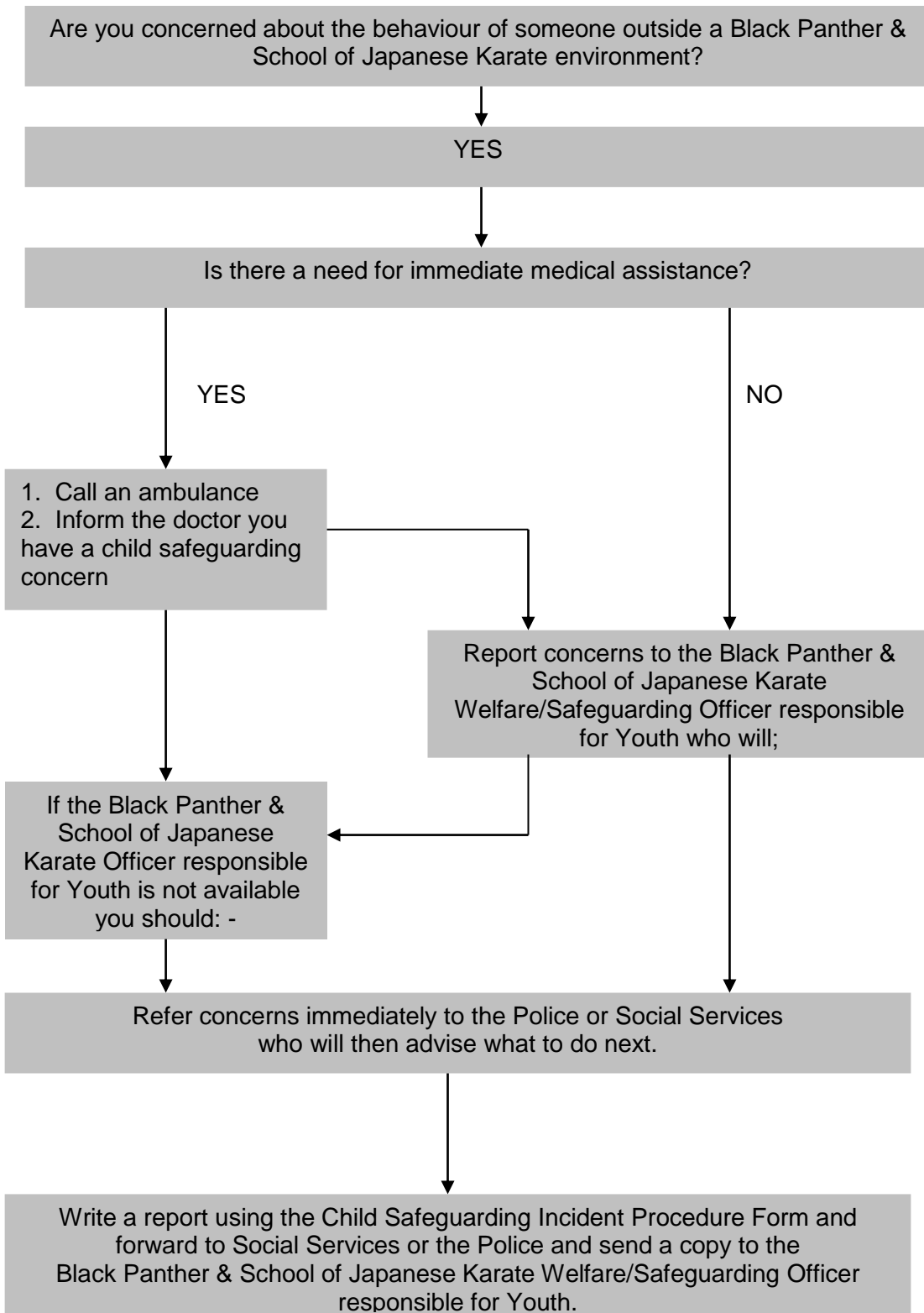
If a formal referral is made make it clear that it is a child safeguarding issue. All the Police forces have a specialised Child Safeguarding Units which deals with allegations of abuse within the family and by people in positions of trust. In a real emergency, or if completely unsure as to what to do, telephone 999.

Parents/carers should only be contacted **after** advice from Social Services.

It can be especially difficult for children from an ethnic minority or who are disabled to disclose abuse to others. Adults should be especially vigilant with these groups and be aware that their own prejudices may block them from believing these groups. It is important to give thought as to how adults respond in these situations.

In all cases it is important that the welfare of the child is paramount and that every effort is made to maintain confidentiality.

Dealing with possible abuse occurring outside a Black Panther & School of Japanese Karate setting



Codes of Practice and Behaviour

Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role. In martial arts most adults recognise that there are certain boundaries in the coach/pupil relationship which must not be crossed. The relationship is no different to school teacher and pupil.

Good Practice

Black Panther & School of Japanese Karate volunteers and staff, particularly those involved in martial arts activities, will be working in an environment where a 'hands on approach' may sometimes be necessary. Ensure that such contact is kept to the safe minimum, done openly, in response to the child's needs, and is within the knowledge and consent of the child and their parent. There may, in extreme circumstances, be situations where reasonable force may be used as restraint i.e. self-defence, preventing risk or injury or damage to property. Please record any such incident and report it to the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth or the Black Panther & School of Japanese Karate Chief Instructor.

Below are outlined guidelines, ideas and suggestions that help to create a safe environment for children. They should also help in ensuring that a child or others do not misinterpret the behaviour of adults. In the first section the Black Panther & School of Japanese Karate responsibilities and the responsibilities of any club directly involved with working with young people are outlined.

Coaches/Instructors also need to read both sections in Appendix 2 in addition to the good practice procedures below.

Good practice procedures

Black Panther & School of Japanese Karate is responsible for its Child Safeguarding Policy and implementation. Individual clubs who are involved with young people are required to work within this guidance. They are also encouraged to produce their own guidance and ensure that all members are aware of procedures and guidelines for good practice.

The Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth will act as the Club Child Welfare Officer. Black Panther & School of Japanese Karate recommends that every club involved with young people should have a designated Youth Officer. This person should ensure that the club is familiar with Black Panther & School of Japanese Karate and current guidance.

Black Panther & School of Japanese Karate will publicise its Child Safeguarding Policy to show its commitment to providing a safe environment for young people.

Clubs are advised to follow the Black Panther & School of Japanese Karate procedures contained within the Child Safeguarding Policy in the event of an incident.

Black Panther & School of Japanese Karate will provide guidance and training for adults who work with young people.

Parents should be clear what Black Panther & School of Japanese Karate or a club are doing and that the activities are being run in relation to accepted good practice.

All adults who work with young people on a regular basis should be Disclosure and Barring Enhanced Service (DBS) checked.

Black Panther & School of Japanese Karate will ensure that its guidelines on the use of photography are adhered to.

Black Panther & School of Japanese Karate will develop and promote their anti-bullying policy.

Black Panther & School of Japanese Karate will monitor coaches/Instructors and provide them with feedback with respect to good practice guidelines.

Good practice for adults working with young students

- Staff and volunteers must respect the rights, dignity and worth of all. They must also treat everyone with dignity, respect, sensitivity and fairness as well as with equality.
- Martial Arts coaches/Instructors and supervisors should ensure that the welfare of any young member is paramount and that the activity should be fun.
- They should think about:
 - I. Not over-training, young members.
 - II. Young people train because they enjoy it. Remember winning a competition may be only part of that enjoyment.
 - III. Motivate young people through positive feedback and constructive criticism.
 - IV. Ensure young members train in an environment where inherent risk is kept to a minimum and is within accepted guidelines.
 - V. Never allow young members to train when injured.
 - VI. Ensure all equipment is appropriate and in good condition.
- It is important when supervising young people to avoid situations where an adult and an individual child are completely unobserved.
- If physical support is required e.g. movement of arms and legs for correct positioning, ensure the individual is aware of what is happening and has consented to this physical help. Some parents /carers are becoming increasingly sensitive about this type of help and their views should be respected at all times.
- When supervising young people in a changing area adults should ideally work in pairs. Always check before entering a changing area that everyone is decent. Ideally parents should take responsibility for their own child in these situations.
- Encourage an open environment, always explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to Black Panther & School of Japanese Karate activities. People often respond better if they feel they are part of the process.
- When there is a mixed youth meet, event, or trip ensure there is at least one male and one female helper.

The following should only be sanctioned in an emergency situation and then only if a member of the Black Panther & School of Japanese Karate staff has been consulted and has agreed:

- Taking young people alone on car journeys.
- Spending time alone with a young person who is not a direct relation or guardian.

The following must never be sanctioned:

- Taking young people alone to your home.
- Sharing a room with a young person or young people.
- Allowing young people to engage in the use of inappropriate language.
- Making sexually suggestive comments to a young person even in fun.
- Doing things of a personal nature for a young person they can do themselves.
- Allowing allegations made by a child to go unchallenged, not acted upon or not recorded.
- Allowing young people to consume alcohol or take illegal recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Poor Practice

Poor practice constitutes anything that is contradictory to the Black Panther & School of Japanese Karate Child Safeguarding Policy document, the Black Panther & School of Japanese Karate Equity Policy or any of the guidance outlined in supporting Black Panther & School of Japanese Karate documentation. Poor practice may also be a failure to follow event guidelines, so putting children in danger, or emergency procedures where an accident has occurred or is deemed likely to occur in the future. A combination of minor incidents could also be regarded as poor practice.

If, following consideration, the allegation is clearly about poor practice by a volunteer, parent or member of staff, the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth or Chief Instructor will deal with it as a misconduct issue.

If the allegation is about poor practice by the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth, or if the matter has been handled inadequately and concerns remain, it should be reported to the Customer Relations Officer and/or the Black Panther & School of Japanese Karate Chief Instructor who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

A Child Safeguarding Incident Form (See Appendix 2) should be completed and a copy sent to the relevant Black Panther & School of Japanese Karate Welfare/Safeguarding Officer.

Please also refer to the **Black Panther & School of Japanese Karate Procedures for Dealing with Poor Practice (Appendix 5)**.

Internal Enquiries and Suspension

In the event of Black Panther & School of Japanese Karate being informed of an allegation of poor practice, bullying or abuse against a person involved in Black Panther & School of Japanese Karate activities the Black Panther & School of Japanese Karate Chief Instructor will arrange a meeting of the Child Safeguarding Group. This group will decide which of these categories the incident falls within and what action is to be taken. The person accused may be asked to stand down pending the outcome of any investigation by the statutory authorities. It should be made clear to this person that this is only a precautionary measure and will not prejudice any later disciplinary procedure.

Irrespective of the findings of any criminal and child safeguarding or child protection enquiries, a disciplinary committee of the Child Safeguarding Group will assess all individual cases to decide whether a volunteer or member of staff will be reinstated and how this can be handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police. The disciplinary committee will need to base its decision on the facts of the case and the findings of any investigation by the Social Services department and where applicable the outcome of a prosecution by the Police. It is important that Black Panther & School of Japanese Karate is seen to provide support to an individual where an accusation of abuse has been shown to be false. In cases where there is insufficient evidence for prosecution the committee may consider that on the balance of probability an incident has occurred. Nevertheless the committee must attend to the facts as reported by the investigating authority and their reasons for not taking the matter further. The responsibility of the disciplinary committee is to agree the best way forward and to carry out whatever disciplinary measures they consider to be appropriate. In this they will have to regard the welfare of the young person/s above all else.

The Child Safeguarding Group will include the Black Panther & School of Japanese Karate Chief Instructor, the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth, members of an independent outside advisor from Social Services and selected Black Panther & School of Japanese Karate members with specialised knowledge.

What happens if you are accused of an abusive action

In the event of an accusation:

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure that you are no longer working with the child/children making the allegation.
- Follow the procedures laid out in the Child Safeguarding Policy and supporting documents.
- Accept that colleagues may not be in a position to discuss the matter with you while the investigation is underway.
- Accept that you may be suspended from working with any young people.

Such events are difficult for all concerned. Black Panther & School of Japanese Karate will do its utmost to remain impartial in all matters relating to an accusation. The main concern with any incident is the child's welfare. For an individual, against whom an allegation has been made this will be a difficult time. It is important that you seek help and support.

Recruitment of Staff and Volunteers

Black Panther & School of Japanese Karate highly values all the work its staff and volunteers do with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust.

The rules governing checking of individuals that work or volunteer with young people changed following the Protection of Freedoms Act 2012. These guidelines have been written to take account of those changes. They are:

1. Supervised access – where no check is required
2. Those requiring a DBS (Disclosure and Barring Service) check, unsupervised access and Regulated Activity

To ensure individuals go through the correct vetting procedures the following guidelines are to be used.

1. Supervised access – where no DBS check is required

Supervision

The new Act is clear that a worker (including a volunteer) who is being supervised when working with children does not need to be DBS checked. This is because, in the terminology of the Act, they are not doing a Regulated Activity.

So what does it mean to say someone is supervised? In terms of martial arts activities, a worker or volunteer is **supervised** when they are in direct sight or hearing of someone who is both over-seeing them and has been enhanced DBS checked.

If no one is overseeing the worker, or if the person overseeing the worker does not have a DBS check, then the worker may need to be DBS checked.

It is important to note that supervision must take place on an on-going basis and so it must not tail off as time goes by.

Examples

These examples have been specifically written to help people understand what the Act means for martial arts instructors/supervisors when working or volunteering with young people. They are based on statutory Guidance issued by the Government that can be found here:

www.education.gov.uk/aboutdfe/statutory/g00213977/supervision-guidance

Volunteer, in a specified place

Alex, a volunteer and martial arts coach, helps at a class once or twice a week taking groups of children through a series of basic movement skill activities. Alex is generally based in the main part of the Dojo (training room) in sight of the main instructor/coach who oversees these activities. The main instructor/coach is in a Regulated Activity and has been enhanced DBS checked. Alex, however, is not in a regulated activity so is not DBS checked.

Volunteer, not in a specified place

John, a club volunteer, assists with activities such as games and teaching karate basics of children at a local dojo (training hall). The children are divided into small groups, with experienced club volunteers such as Chris assigned to each group. The club Co-ordinator who is also the Club's Welfare/Safeguarding Youth Officer oversees the activities, and spends time with each of the groups, and has sight of all the groups and their respective adult volunteers for most of the time. The Club Co-ordinator / Club Welfare/Safeguarding Youth Officer is in Regulated Activity and is enhanced DBS checked. John, however, is not in regulated activity and is not DBS checked.

Volunteer, not in a specified place

Sam is a club volunteer and attends weekend meets that involve under 18s who are not accompanied by their parents or someone a parent has given loco parentis responsibility. Most weekends Sam takes children to a private area of the dojo (training room) when the Club Co-ordinator or the Club Youth Officer is not present to oversee the activities. Sam is enhanced DBS checked.

To summarise, the law makes three main points:

- there must be supervision of a worker / volunteer working with children by a person who is in regulated activity (see below for more on this);
- the supervision must be regular and day to day; and
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children'.

All people involved with youth activities must complete a Black Panther & School of Japanese Karate volunteer self-declaration registration form where it is anticipated that access will be supervised

2. Those requiring a DBS check

Under the 2012 Act, only people undertaking work considered to be a Regulated Activity are to be DBS checked. Regulated Activity is work that a barred person must not do. Organisations can therefore check if a person is on the barred list.

So what is Regulated Activity? These are activities that include the following: Teaching, training, instructing, caring for or supervising children; or providing guidance / advice on well-being; or driving a vehicle only for children, on a frequent basis.

Frequency: Regulated Activities are undertaken at least once a week or more often, or happen intensively on 4 or more days in a 30 day period, or overnight.

Anyone working, which includes volunteering and overseeing those who work or volunteer, with children in any of the above Regulated Activities is to be checked to see that they are not on the barred list – this is done through an enhanced DBS check.

Additionally, the Government guidance, cited above, suggests using the following steps when deciding whether someone will be supervised to such an extent that they are not in Regulated Activity – and so do not require a DBS check:

- Consider whether the worker / volunteer is doing work that, if unsupervised, would be Regulated Activity. If the worker / volunteer is not, then the remaining steps are unnecessary as the worker will not need to be DBS checked.
- Consider whether the worker will be supervised by a person in Regulated Activity who has been enhanced DBS checked, and whether the supervision will be regular and day to day.
- Consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children.

So, those who are considered to have unsupervised access for Regulated Activities must complete the following procedure:

- undergo a DBS check;
- fill in a Black Panther & School of Japanese Karate volunteer self-declaration form (see Appendix 7) and
- provide 2 written references.

Interview and Induction

All employees and volunteers with direct or indirect access to children will be required to undertake an interview carried out to acceptable protocol. All employees and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- checks are carried out to ensure application forms are completed in full;
- their qualifications are substantiated;
- two references are taken up;
- the job requirements and responsibilities are clarified; and
- Child Safeguarding Procedures are explained and training needs identified, e.g. basic child protection awareness and/or Time to Listen.

The following checklist is to be used to record what has been done and retained as a record.

BLACK PANTHER & SCHOOL OF JAPANESE KARATE

17 Firs Wood Close
 Potters Bar EN6 4BY
 www.bpkarate.webs.com

Tel: 01707 661544
 Mobile: 07800 501474
 e-mail: blackpantherkids@aol.com

Child Safeguarding Induction checklist

Name:

Role:

Start date:

BPK/SJK staff responsible:

	Completed	Comments
Introductions (relevant BPK/SJK staff/volunteers)		
Given BPK/SJK Parent's Guide		
Given Whistleblowing policy		
Given BPK/SJK Child Safeguarding Policy		
Given Equal opportunities policy		
Attended Safeguarding & Child Protection awareness training		
Attended Time To Listen course		
Self Declaration form completed		
Enhanced DBS check – Date form sent.....		
Reference 1 – Date sent.....		
Reference 2 – Date sent		

BPK/SJK Staff signature: Date:

Volunteer's signature: Date:

Guidelines for the Use of Photography

It is not the intention of this document to prevent the use of video or photography equipment. Video used in an appropriate way is a valuable coaching aid and family photographs of young people are part and parcel of many family lives. Martial Arts photography has done much to promote the sport amongst young people and this is an important part of Black Panther & School of Japanese Karate work. However there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. It is advisable that all individuals be vigilant with any concerns to be reported to the Black Panther & School of Japanese Karate representative or responsible person at an event.

The Black Panther & School of Japanese Karate event co-ordinator or organiser will brief the media on the range of acceptable activities when filming to cause the least disruption to any child competing or training during the lesson or sporting activity.

Photographers briefing

1. If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to child safeguarding.
2. Ensure all individuals involved are aware of what is appropriate in terms of content and behaviour.
3. The Black Panther & School of Japanese Karate event co-ordinator or organiser must ensure they are aware of all individuals taking photographs. They may decide, in the interests of safety, to insist all official photographers wear identification.
4. As part of the event information sheet all participants and parents should be informed if there is to be a photographer present. Parents should also be given the opportunity to object if they do not wish images of their child to be used.
5. Inform students and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
6. Event co-ordinators and organisers should not allow unsupervised access to young students/members or one to one photo sessions at events.
7. If a photo shoot is arranged outside a Black Panther & School of Japanese Karate event but is in any way connected to Black Panther & School of Japanese Karate activities, or photographs are to be used within Black Panther & School of Japanese Karate literature, then the child's parents must be informed by Black Panther & School of Japanese Karate.
8. Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the sport. Easy to remember rules of thumb are the following:
 - If the student/member is named, avoid using their photograph.
 - If their photograph is used, avoid naming the student/participant.
 - In situations where it is necessary for student/member in photographs or films to be named ensure there is permission from both the student/member and parent(s).
9. Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is used to represent the sport.

10. Ask for the student/members permission to use his or her image. This ensures that they are aware of the way the image of themselves is to be used to represent the sport.
11. Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to athletes.
12. Current Black Panther & School of Japanese Karate guidance allows children to be named in some publications and events. Individual briefings will be given. It is important that contact details for the young person with a name or photograph are NOT given.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, young student/members and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

At Black Panther & School of Japanese Karate events that are open to the general public where young people are training or in a display the following guidelines should be used:

“No unauthorised photography” signs should be erected informing people that anyone wishing to take photography should register their intentions with the Black Panther & School of Japanese Karate representative.

APPENDIX 1

Support Information

Advice, support and supervision for people receiving a disclosure

If you have personally received a disclosure you may wish to speak to someone confidentially to help you deal with what you have heard. You may also feel the need to be reassured that the issues are being dealt with in the best possible way with the interests of the child or young person being paramount.

In the first instance you will be able to discuss the disclosure with the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer Responsible for Youth and they will keep you informed of the case and its progress. However you may also wish to speak to someone outside Black Panther & School of Japanese Karate. Please see the 'Useful Contacts' section in this appendix.

Staff and volunteers with responsibility for child safeguarding incidents or allegations will be supervised. Frequency of supervision will be determined by the supervisor on the basis of case load and the severity of cases. Volunteers and staff will be supervised by Black Panther & School of Japanese Karate Welfare/Safeguarding Officer Responsible for Youth who, in turn, will be supervised by the Child Care professional who Chairs the Black Panther & School of Japanese Karate Child Safeguarding Group. At supervision meetings all current child safeguarding cases will be discussed and any issues about personal safety, support needs or other anxieties will be covered. For complex cases the provision of additional individual or group support should also be considered.

Confidentiality is essential and so when seeking support or guidance from a recommended source below you will be expected to keep the personal details confidential.

Advice and support for those who have reported concerns or incidents

Once you have reported a concern to someone within Black Panther & School of Japanese Karate it will be reported directly to the Welfare/Safeguarding Officer Responsible for Youth. You may find the following information regarding the process of the case and what you can expect useful as a form of support and guidance.

- You will be treated with a fair and transparent process at all times.
- You will be kept informed with the progress of your case.
- You will be provided with a copy of the Black Panther & School of Japanese Karate Safeguarding Children & Vulnerable Adults Policy & Guidelines.
- A young person or parent may have concerns, questions, or problems that may have arisen as a result of allegations. The Black Panther & School of Japanese Karate has a Child Safeguarding Group that is chaired by the Chief Instructor who will access to a qualified social worker who is available to listen, offer support, and also recommend other sources of support and advice, in such circumstances and this service will be offered. However, if for whatever reason, this service has not been made available to you please ask the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer Responsible for Youth for more information about this.
- In addition to this, some of the contact information given on the next page may be useful in obtaining further advice and support. The NSPCC offers excellent advice as do Childline (where calls are treated confidentially). However, should Childline suspects danger or a threat to life, they will contact Social Services.

Information for those against whom a complaint of poor practice or an allegation of abuse has been made

If you have been notified by the Black Panther & School of Japanese Karate that there has been a report that causes concern regarding your behaviour towards or with young people you may find the following information regarding the process of the case and what you can expect useful as a form of support and guidance.

- You will be treated with a fair and transparent process at all times.
- You will be kept informed with the progress of your case.
- You will be provided with a copy of the Black Panther & School of Japanese Karate Child Safeguarding Policy.
- If you are suspended from your role it is important to remember that this is a neutral act. It protects all parties in the case.
- You may find some of the contact information given below useful in obtaining further advice and support.

Useful contact details follow on the next page

Useful Contacts

The Black Panther & School of
Japanese Karate Welfare/Safeguarding
Officer Responsible for Youth
Debbie Alleyn
00758 3207252

The Black Panther & School of
Japanese Karate Chief Instructor
Christine Alleyn
01707 661544
07800 501474

The NSPCC help line: 0808 800 5000
Asian Helpline: 0800 096 7719
Welsh Helpline: 0800 100 2524
www.nspcc.org.uk

Child Protection in Sport Unit
England: 0116 234 7278
Wales: 0844 892 0290
the cpsu.org.uk

Childline: www.childline.org.uk
Help line: 0800 1111
Careline: 0208 541 1177

Public Concern at Work
020 7404 6609
www.pcaw.org.uk

The Samaritans
08457 90 90 90
www.samaritans.org

Useful Websites

www.bpkarate.webs.com

www.gov.uk/government/organisations/disclosure-and-barring-service

www.sportscoachuk.org

Black Panther & School of Japanese Karate Affiliated Clubs

Black Panther & School of Japanese Karate affiliated clubs need to keep contact details of their local services in case they are needed. Please record them below:

Police:

Local Police contact details _____

In emergency use 999

Local Safeguarding Children Board:

Children's MASH (Multi Agency Safeguarding Hub) (Mon-Fri: 9 am-5 pm): **020 8379 5555**

Out of office hours call: 020 8379 1000 (select option 2). You may also make contact by email:
ChildrensMASH@enfield.gov.uk

BLACK PANTHER & SCHOOL OF JAPANESE KARATE

17 Firs Wood Close
Potters Bar EN6 4BY
www.bpkarate.webs.com

Tel: 01707 661544
Mob: 07800 501474
e-mail: blackpantherkids@aol.com

Useful Child Safeguarding Contact details

Name of Club _____

Date of completion _____

Date to review (check names and numbers etc) _____

Club contacts

Role	Name & Address	Contact details
Club Welfare/Safeguarding Youth Officer		
Deputy when Club YO not available		
Chief Instructor		
National Contacts		
NSPCC		0800 800 5000 www.nspcc.org.uk
Childline – UK number		0800 1111 www.childline.org.uk
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester, LE4 1EZ	0116 234 7278 www.thecpsu.org.uk
Local Contacts		
Children's Social Care	In an emergency, call 999.	Children's MASH (Multi Agency Safeguarding Hub) (Mon-Fri: 9 am-5 pm): 020 8379 5555 Out of office hours call: 020 8379 1000 (select option 2). You may also make contact by email: ChildrensMASH@enfield.gov.uk
Local Authority designated Officer (Lado)		
Local Support		
Local safeguarding Board		
Other useful contacts		

APPENDIX 2

BLACK PANTHER KARATE & SCHOOL OF JAPANESE KARATE

17 Firs Wood Close
Potters Bar EN6 4BY
www.bpkarate.webs.com

Tel: 01707 661544
Mob: 07800 501474
Email: blackpantherkids@aol.com

BPK/SJK CHILD SAFEGUARDING INCIDENT FORM

For detailed questions, use a separate sheet if necessary

EVENT DETAILS	
Name of event	
Date of event	
Co-ordinator	
YOUR DETAILS	
Name	
Your position	
Contact tel	
CHILD'S DETAILS	
Name	
Address (inc. post code)	
Tel	
Date of Birth	
PARENTAL/GUARDIAN DETAILS	
Name(s)	
Address (inc. post code)	
Tel (if different to above)	
WITNESS DETAILS	
Name (1)	
Address (inc. post code)	
Tel	
Name (2)	
Address (inc. post code)	
Tel	

INCIDENT DETAILS	
Date and time of incident	
Your observations (i.e. what is the nature of the allegation (including dates, times and any special factors or other relevant information (make clear distinction between what is fact, opinion or hearsay). Describe any visible bruising or other injuries, behavioural signs or indirect signs. Use additional sheets.	
The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred (remember, do not lead the child – record actual details). Use additional sheets if necessary.	
Actions taken so far (including whether anyone else has been contacted and if so who?)	
Has anyone been alleged to be the abuser?	Yes No
If yes give name:	
OTHER PROFESSIONALS CONTACTED	
Have any external agencies been contacted (i.e. Police, Social Services, NSPCC, BPK/SJK). If yes, please provide details below.	Yes No
Police?	Yes No
If yes, which?	
Name and contact number	
Details of advice received	
Social Services?	Yes No
If yes, which?	
Name and contact number	
Details of advice received	
BPK/SJK?	Yes No
Name	
Details of advice received	
Other (e.g. NSPCC)?	Yes No
If yes, which?	
Name and contact number	
Details of advice received	

Further information:

YOUR SIGNATURE	
Signed	
Print name	
Date	

REMEMBER to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

A copy of this form should be sent to sjkkarate@yahoo.com

Appendix 3

Black Panther & School of Japanese Karate

Child Safeguarding

Club Guidelines

Produced: February 2018

Updated: April 2019

Child Safeguarding (Under-18s)

1. Introduction

The guidance given in this document is intended to help clubs and their officers to act both reasonably and prudently in the area of Child Safeguarding and assist them in fulfilling their duty of care. Child Safeguarding is an area which has become a matter of concern to many. There are clear issues to understand and simple steps to take to guide our actions. This document covers Loco Parentis, risk and reasonableness, Black Panther & School of Japanese Karate Child Safeguarding Policy, frequently asked questions and a sample consent form (final page).

The information we have represents current guidelines from The Child Protection in Sport Unit (part of the NSPCC). Our insurers are happy that we consult and take guidance from them.

If, or as, the guidance changes, we will update this information but if you need clarification please contact Christine Alleyn at Black Panther & School of Japanese Karate on 01707 661544, email sjkkarate@yahoo.co.uk

2. Overview

If...

1. Your club does not allow under 18s to join as members and/or attend club meets.
2. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer.
3. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer or an adult *in loco parentis*, nominated by a parent.

...then

These three situations are similar and your club is not required to adopt the Black Panther & School of Japanese Karate Child Safeguarding Policy or appoint a Youth Officer.

If...

Your club allows under 18s to join as members and/or attend meets without a parent/carer or an adult *in loco parentis*.

...then

- ➔ The club and/or the officers have additional responsibilities and duties that relate to those under 18
- ➔ **BPK & SJK Karate's Child Safeguarding Policy needs to be put in place** (see section 5).
- ➔ An appointment of a Youth Officer must be made.
- ➔ BPK & SJK Karate must be informed.

3. Loco Parentis

In Loco Parentis: A parent may give consent to anyone they wish to take their child to a martial arts session or competition. This is an arrangement between the parent and the person taking the child. The person taking the child will be in *loco parentis* and this requires them to exercise a duty of care that would be provided by a reasonably prudent parent.

If an adult is acting in loco parentis, make sure that the parent has nominated them (not the club). Also make sure that it is clear precisely who has the duty of care at any given moment and whether or not that duty of care is handed from one person to another. Whilst it is not a requirement, a consent form is used by many clubs for situations where an under 18 is attending with an adult *in loco parentis*. This is not a requirement, but can prove useful.

When taking another person's child to a martial arts session or competition, it is wise to inform both the parent and child about the nature of the activities to be undertaken and any arrangements, so they can decide whether they are happy with these or decline the offer if they are not. It is important that they are not only informed about the activities, but also understand the nature of them/risks attached, so that they can make an informed decision. There is a download (Young people: What is involved during the session/competition, A Parent's Guide) on the website to help parents understand these risks.

4. Risk and Reasonableness

Clubs which allow under 18s with or without parents/carers or an adult in loco parentis should ask themselves two questions that can help to serve as useful guides where considering difficult issues:

- What are the risks to the young people and how can these be managed?
- What is reasonable in these circumstances and how can we take all reasonable steps to ensure the well-being of the young people in our care?

This would include, as examples, common sense actions such as identifying and minimising hazards such as access to toxic cleaning materials, ensuring correct storage of sharp objects in class or informing other users that children may be or are present.

5. Black Panther & School of Japanese Karate Child Safeguarding Policy

For clubs which allow under 18s to attend meets without a parent/carer or adult in loco parentis.

- The club should have a designated Youth Officer who is responsible for child safeguarding within the club. It is desirable that this person should know how to respond if any allegation or concern is raised and that they should know what to do next. See Youth Officer info here:
<http://www.bpkarate.webs.com/clubyouthofficer>
[Club Youth Officer Role 2018.pdf](#)
- At meets it is recommended that there is a designated person responsible for Child Safeguarding issues present at all times. This person should be identified as such to all present – including children. This may, or may not, be the designated Youth Officer/Welfare Officer/ Club Child Safeguarding Co-ordinator.
- Wherever possible, an adult should not be alone with a child.

- Children should not sleep in the same room as an adult or adults where separate facilities are available.
- There should be separate male and female sleeping areas for children if there are both boys and girls present.
- When both boys and girls are present there should also be male and female supervising adults.
- Those supervising the children and those likely to be on their own with children should be DBS checked. The DBS checking procedure is set out at the back of the **Black Panther & School of Japanese Karate Child Safeguarding Policy** and can be downloaded here <http://www.bpkarate.webs.com/Download.aspx?id=11>

6. Frequently Asked Questions and Responses

Q. I'm a Black Panther & School of Japanese Karate individual member and I offer to take my friends' 16 year old son and 17 year old daughter scrambling. Am I affected by Child Safeguarding issues?

R. You will have an enhanced duty of care to be responsible in the judgements you make on and off the hill and you will be acting in *loco parentis* for the two under 18s. It's important that your friends understand the nature and risks of scrambling so that they can make an informed decision about whether or not to let their children accompany you and put you in the position of being in *loco parentis*.

CLUBS - OCCASIONAL VISITS

Q. Occasionally, I would like to take my grandchild/niece/nephew or a friend's children with me when I attend a club meet. Can I do this?

R. Yes, provided it is permissible within the club rules. Also, be clear to have the consent of the child's parent/carer and inform them of the activities and arrangements. You will be in *loco parentis* for that particular child. There is no need for the club to have adopted the Black Panther & School of Japanese Karate Child Safeguarding Policy.

PROSPECTIVE MEMBERS

Q. A prospective member of our club wants to bring their child on a club meet. Is that permissible?

R. Yes, providing it is permissible within the club rules. The general point, for insurance purposes, is to keep a list of all prospective members and declare them to the Black Panther & School of Japanese Karate on your club's returns once they have been attending for 3 months, even if they are not yet full club members. The Child Safeguarding Policy does not need to be adopted.

Q. *We're asked if we can take under-18s on our mid-week meets. Is this OK?*

R. Yes, providing it is within club rules. If the under 18 is accompanied by a parent/carer who will eventually join the club after a period of being a prospective member, or if one of your existing members will be nominated by a parent to be *in loco parentis*, then the Child Safeguarding Policy does not need to be adopted. If club rules allow the under 18 to attend without a parent/care or adult *in loco parentis*, the Child Safeguarding Policy does need to be adopted.

NIGHTS AWAY FROM HOME

Q. *We have Family Rooms where children are allowed to share a room with their parents. Is this permissible?*

R. Yes and the Child Safeguarding Policy does not need to be adopted.

Q. *I believe that when a parent – or an adult acting in loco parentis - accompanies a child, they can make decisions about the sleeping arrangements that might be available for that child. Is this correct?*

R. Yes. If possible, both parent/specified adult and child should be happy with the arrangements prior to the trip taking place.

If you are acting in loco parentis it is wise in these circumstances that in addition to obtaining parental consent, you make clear to the child(ren) and parent(s) before the trip precisely what the sleeping arrangements are likely to be. If the parent, child or you as the *in loco parentis* adult are not happy or not satisfied with the arrangements it is best that alternative arrangements are found or that the child does not go on the trip. Ultimately, whatever the situation, if a parent - or a specified adult in *loco parentis* – is with the child they can decide whether they are satisfied and happy with the sleeping arrangements available for that child.

However, the club and its officers do have a duty of care, for example to make parents/specified adults and children aware of known hazards and risks.

SUPERVISED GROUPS AT THE CLUB WITH UNDER 18s AMONGST THE GROUP

Q. *I believe that when a school or youth group is allowed access to a club, it is wise not to allow members of the club who have nothing to do with the group to use the hut?*

R. There are two possibilities here:

When a hall is hired out to a group such as a school or a youth group containing under 18s, the club has a duty of care and should inform members not to use the hall while the group are using it. It is also reasonable to say to those organising the group that they need to give adequate notice so that club members can be informed in good time.

The second possibility is when a group of parents (including individual adults in *loco parentis*) with children want to use or hire a hall. In this case the advice given in the

previous section applies. As each child will be accompanied by a parent or an adult in *loco parentis* then the adult accompanying each child will be able to make decisions about the sleeping arrangements for the child or children they are responsible for. See previous section for more on this. This does mean then that a club may reasonably decide that club members may use the hall at the same time as such a group. If this is the decision of the club then it is advised that the group taking the children be informed that members of the club will still have access to the hall. Additionally, it would be reasonable for the club to inform its members that a group containing children will be using the hall and specify the dates.

CLUBS WHICH ALLOW UNDER 18s AS MEMBERS OR ON TRIPS WHEN UNACCOMPANIED BY A PARENT/GUARDIAN OR ADULT IN LOCO PARENTIS

Q .If our club allows under 18s to join as members in their own right or allows under 18s to attend club meets without a parent/guardian or specified adult who has agreed to act in loco parentis, then this is the kind of situation where we need to adopt the Black Panther & School of Japanese Karate Child Safeguarding Policy and appoint a Youth Officer. Is that correct?

R. Yes. See section 5 for what you need to do.

Sample BPK &SJK Hall Consent form for adults in loco parentis

Clubs allowing adults acting in *loco parentis* to bring a child to stay at a hall may wish to require that adult to obtain written consent from the child's parent. This form may be used for that purpose.

Parental Consent Form

I give consent for my child

to accompany (*name of adult*)

to

from (date) to

I have been informed about the nature of the accommodation and the likely sleeping arrangements. I understand that halls may have communal facilities, which include communal sleeping arrangements.

I understand that the above adult will endeavour to ensure that appropriate sleeping accommodation will be arranged for my child, with regard to age and sex and with regard to the needs of other members present

In the event of illness or an accident requiring emergency hospital treatment, I authorise the adult named on this form to sign on my behalf any written form of consent required by the hospital authorities, if the delay required to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.

Signed(parent) Date

Address

Tel Mobile

This form is to be completed by the parent(s) and given to the adult named above before the visit to the hall takes place.

APPENDIX 4

Good Coaching Practice

Black Panther & School of Japanese Karate does not have a formal coaching qualification structure but does support the leader qualification structure operated by BPK & SJK Karate. Black Panther & School of Japanese Karate recognises the need for proof of technical competence with respect to coaching. Black Panther & School of Japanese Karate uses personal competence and experience as a measure of coaching competence.

4a. Key Principles (sports coach UK)

Reproduced from the *Code of Conduct for Sports Coaches* (sports coach UK, 2001) with kind permission of **sports coach UK (scUK)**. All rights reserved. **scUK** subscription and membership services provide a range of benefits to coaches including insurance and information services. For further details, please ring 0113-274 4802 or visit www.sportscoachuk.org

Rights: Coaches must respect and champion the rights of every individual to participate in sport.

Relationships: Coaches must develop a relationship with students (and others) based on openness, honesty, mutual trust and respect.

Responsibilities – personal standards: Coaches must demonstrate proper personal behaviour and conduct at all times.

Responsibilities – professional standards: To maximise benefits and minimise the risks to student, coaches must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice.

4b. BPK & SJK & MCofS Coaches Code of Conduct

This stand alone document follows on the next page:

Black Panther & School of Japanese Karate Coaches/Instructors Code of Conduct

The following standards are expected of all BPK & SJK Coaches.
They also apply to Welfare/Safeguarding Youth Co-ordinators and volunteers.

RIGHTS

Respect and champion the rights of every individual to participate in sport

The Coaches Duty:

- Assist in creating an environment in which...
 - o Everybody can participate to their desired level
 - o Everyone is free of fear of harassment
- Recognise the rights of students being coached
 - o To be treated as individuals
 - o To confer with other coaches and experts
- To promote the concept of a balanced lifestyle, supporting the well-being of those being coached
 - o In sport
 - o In life

PROFESSIONAL STANDARDS

Coaches have the responsibility to maximise benefits and minimise risks to those they are coaching. They must attain and monitor high levels of competitiveness through qualifications and commit to continued professional development to ensure safe, fun and efficient practice

The Coaches Duty:

- Create a safe, fun and productive environment...
 - o Minimise any risk
 - o Maximise the benefits
 - o Ensure those they are coaching have the optimum opportunity to reach their desired goals
- Adhere to Child Safeguarding standards and guidelines

PERSONAL STANDARDS

Coaches have the responsibility to demonstrate high standards of personal behaviour and conduct at all times

Coaches...

- Must be professional in their approach to coaching
 - o Always arrive early and allow sufficient set-up time to ensure each session is safe and productive
 - o Be fully prepared for each session, with planned activity for specific outcomes
- Must demonstrate equity in their coaching...
 - o Be fair, honest and considerate to all involved in their sport
 - o Recognise the differences in ability and provide activity to suite both individual and group needs
- Should be a positive role model for their athletes and their coaching colleagues...
 - o Be well presented, clean and tidy for all coaching sessions (team kit where appropriate)
 - o Should not undertake undesirable behaviour in the company of those they are coaching (for example, fighting, aggressive behaviour, animosity, smoking, swearing, drinking alcohol)

RELATIONSHIPS

Coaches must develop relationships based on openness, honesty, mutual trust and respect

Coaches...

- Must not engage in any type of abuse or bullying behaviour
 - o Physical
 - o Emotional
 - o Sexual
 - o Neglect
 - o Any combination of abuse
- Should not develop intimate relationships with those they are coaching
 - o While coaching them, either during coached sessions or outside the coached activity
- Should attempt to
 - o Empower those they are coaching to take ownership and responsibility for their own development and progress
- Must
 - o Take action if they have a concern about the behaviour of an adult towards a child or vulnerable adult
 - o To the best of their ability, recognise their duty of care and protect those in their care
 - o Safeguard themselves and their organisation against false accusation by ensuring good practice according to child Safeguarding policy
 - o Communicate and cooperate with all those concerned with the best interests of those you are coaching, regardless of any consequence for yourself as a coach

APPENDIX 5

Black Panther & School of Japanese Karate Procedures for Dealing with Poor Practice

1. Once an incident has been reported to either the BPK/SJK Officer Responsible for Youth or BPK/SJK Chief Instructor he or she will, in turn, pass it onto the Child Safeguarding Group to decide if the incident relates to abuse or bad practice. If the incident is identified as abuse then it will immediately be handed onto the statutory bodies.
2. If it is decided the incident relates to bad practice then after consultation with the Committee then a decision will be made whether or not to suspend, temporarily the person accused.
3. A disciplinary hearing will be called. The disciplinary committee will consist of:
 - An independent person.
 - A senior officer of the BPK/SJK.
 - Technical experts.
4. The accused will be advised of the receipt of a report.
5. The accused will be invited to a hearing which will be held at a convenient time for them.
6. The accused must be given sufficient advanced warning of a hearing.
7. The accused must be given opportunity to offer their explanation of the incident.
8. Once the panel has made its decision it must relate this to the accused in writing as soon as possible.
9. A copy of the finding should be held by Black Panther & School of Japanese Karate.

The powers of the disciplinary committee include:

1. Temporary suspension.
2. Person may only work with young people when supervised.
3. Person must undergo some form of training.

APPENDIX 6

PROCEDURES FOR CHILD SAFEGUARDING HEARINGS

Where an incident has been reported to either the Black Panther & School of Japanese Karate Officer Responsible for Youth or Black Panther & School of Japanese Karate Chief Instructor he or she must refer it immediately to the Child Safeguarding Group. They must then decide whether the incident concerns an abuse or bad practice.

Where the incident is identified as an abuse then the matter will immediately be handed over to the appropriate statutory bodies.

Where the incident is identified as an abuse but the authorities decide not to pursue the matter for lack of evidence or because no formal complaint is made or because the complainant withdraws their complaint then the safeguarding group must investigate the circumstances to determine how best to deal with it.

Where the incident or allegation involves poor practice it will be dealt with by a Risk Management Panel.

Risk Management Panel

The Panel will consist of:

- (i) an independent person who will chair the hearing, eg. solicitor;
- (ii) a senior officer of BPK/SJK; and
- (iii) a technical expert.

Role of the Chair

- To ensure that the correct procedures are followed and to maintain good order throughout the proceedings;
- To ensure that the hearing is fair and that the subject of the complaint has every opportunity to present his/her case without interruption;
- To intervene at 'any' stage in these proceedings to ask questions to clarify any point raised by any witness.

Procedure

Notice of the Hearing must be given.

- The Chair of the Risk Management Panel shall as soon as practicable, arrange a date, time and venue of the hearing which shall normally be held within 28 days of the receipt of the report.
- The subject of the complaint will be advised of the receipt of a report by letter sent by recorded delivery.
- The subject of the complaint will be invited to a hearing which will be held at a convenient time for them.
- The formal letter will state the place, date and time of the hearing.
- The subject of the complaint may bring a 'friend' to the hearing if he/she wishes to do so.
- The hearing shall take place in private.
- The Chair shall call the meeting to order, introduce the parties and explain the procedure.

- The Risk Management Panel will consider the evidence on the balance of probabilities.
- When considering risk the Panel must always ensure that the children's interests are paramount.
- The Panel may adjourn the hearing to a date within the following 21 days if at any time it feels that the interests of fairness and justice require it, e.g. to secure the attendance of a witness if this is considered necessary.

Powers of the Risk Management Panel

Following the hearing the Panel may:

- (i) order the temporary or permanent suspension of the person from working with children;
- (ii) order that the person may only work with children when supervised;
- (iii) order the person to undergo some form of training in safeguarding children; or
- (iv) recommend to Black Panther & School of Japanese Karate that the person be suspended from membership of Black Panther & School of Japanese Karate.

Decision

The Chair of the Risk Management Panel shall report its findings as soon as reasonably practicable which may be on the day of the hearing or later.

The Chair of the Panel will write to the subject of the complaint setting out the decision and brief reasons thereof. The Chair will also advise the complainant of the result of the hearing.

A copy of the Panel's decision shall be held by Black Panther & School of Japanese Karate.

Right of Appeal

The subject of the complaint must be advised that they may consider appealing against a decision of the Risk Management Panel.

Appeal Panel

The Panel will consist of:

- i. an independent person who will chair the appeal hearing, e.g. Solicitor;
- ii. a senior officer of BPK/SJK; and
- iii. a technical expert.

Procedure for an Appeal Hearing

- The appeal should be submitted to Black Panther & School of Japanese Karate within 21 days of his/her receipt of the written decision of the Risk Management Panel.
- An appeal shall be heard by an Appeal Panel where possible within 28 days of the receipt of the notification of the appeal.
- The appeal shall proceed as a complete re-hearing of the matter.
- The Chair of the Appeal Panel shall, as soon as practicable, arrange a date, time and venue of a hearing which shall normally be held within 28 days of the receipt of the person's Notice of Appeal.
- The hearing shall take place in private.
- The Chair shall call the meeting to order, introduce the parties and explain the procedure.

- The Appeal Panel will consider the evidence on the balance of probabilities. When assessing risk the Panel must always ensure that the children's interests are paramount.

The Powers of the Appeal Panel

It may reduce, increase, quash or confirm the penalties imposed by the Risk Management Panel. Make such other order or determination as it may consider to be right or just.

Procedure following the Appeal Panel hearing

The Chair of the Appeal Panel shall report its findings as soon as reasonably practicable, which may be on the day of the hearing or later.

The Chair of the Appeal Panel will write to the Appellant setting out the decision and brief reasons thereof. The Chair will also advise the complainant of the result of the Appeal.

The findings of the Appeal Panel are final and cannot be subject to further appeal.

A copy of the Appeal Panel's decision and reasons thereof shall be held by Black Panther & School of Japanese Karate.

All matters relating to the above hearings are strictly confidential and must be treated as such by all those concerned with them.

Agreed by
Black Panther & School of Japanese Karate Child Safeguarding Group
April 2018

APPENDIX 7

BLACK PANTHER & SCHOOL OF JAPANESE KARATE

17 Firs Wood Close
Potters Bar EN6 4BY
www.bpkarate.webs.com

Tel: 01707 661544
Mob: 07800 501474
e-mail: blackpantherkids@aol.com

BPK/SJK YOUTH VOLUNTEER REGISTRATION AND SELF DECLARATION FORM

This form is in two parts. Everyone fills in sections 1 to 10 inclusive.

To work unsupervised with young people you must also fill in sections 11 and 12 for a DBS check.

You have a right of access to information held on you and other rights under the Data Protection Act

1. DETAILS

First name	Male Female <i>(Tick as appropriate)</i>
Surname	
Current Address (including post code)	
Time at current address (years)	
If you have lived less than 3 years at your current address please include your previous address here.	
Telephone (day)	
Telephone (evening)	
Mobile	
Email	
Date of birth	
BPK/SJK Area North London Hertfordshire	
Current occupation and dates of employment	
Name and address of organisation	
Role	

2. WHAT SORT OF EVENT DO YOU FEEL ABLE TO ASSIST THE BPK/SJK WITH

E.g. Junior team training sessions, ongoing coaching of team members, indoor competitions, etc.

3. EXPERIENCE and EXPERTISE

Briefly outline your martial arts experience, including dates of when you had these experiences. If you have areas of expertise that you feel may be valuable please state these and how you could use these in the service of the BPK/SJK or for the benefit of.

--

4. QUALIFICATIONS (IF ANY) OR PREVIOUS VOLUNTEER EXPERIENCE

a. supervising/instructing/coaching young people in martial art activities, indoors and outdoors: age groups, residential work, any qualifications you may have to assist on events in the UK and abroad, teaching or youth work qualifications, up to date coaching qualifications, First Aid Certificate, etc. (use separate sheet if necessary)

--

b. Briefly outline your experience in supervising young people in non-martial activities, e.g. teaching or youth work

--

5. TRAINING Please detail any training you may require

--

6. SECURITY

Are there any reasons such as criminal convictions, cautions or bound over orders that might prevent you working with young people or limit what you can do? **YES NO** (Tick as appropriate)

If YES, please supply details

--

Are you a person known to any social services department as being an actual or potential risk to children?

YES NO (Tick as appropriate)

If YES, please supply details

--

Has any Social Services Department or Police Service ever conducted an enquiry or investigation into any allegations or concerns that you may pose an actual or potential risk to children or vulnerable adults?

YES NO (Tick as appropriate)

If YES, please supply details

--

Have you had a disciplinary sanction (from a sport, or other organisation's governing body) relating to child abuse or have you ever been subject to any disciplinary procedure or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or vulnerable adults? **YES NO** (Tick as appropriate)

If YES, please supply details

--

7. HEALTH

Please indicate any health problems for which you are receiving treatment:

--

8. AVAILABILITY

Please indicate your availability to be a volunteer:

Daytime
Evening
Full weekends
Weekly
Monthly
Occasional
Other

I am happy, if necessary for the BPK/SJK Area Youth Co-ordinator or Event Organiser to contact me prior to the event: **YES NO**
(please choose as appropriate)

9. DETAILS OF NEXT OF KIN WHO CAN BE CONTACTED IN CASE OF EMERGENCY

Name			
Address (include post code)			
Telephone (day)		Telephone (eve)	

BPK/SJK Participation Statement: Black Panther & School of Japanese Karate recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement

10. SIGNATURE AND ACKNOWLEDGEMENT OF RISK

I confirm that the above information is correct and that I do not have any criminal convictions or court orders that would prevent me from working with young people. I have read the **BPK/SJK Participation Statement** and I am aware that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. I understand it is an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children.

Signed _____ Date _____

Completing the remainder of this form is the first step in applying for a Criminal Records Bureau enhanced disclosure check (a DBS check) to work unsupervised with young people. Only continue if you wish to do this.

11. I HAVE READ AND AGREE WITH (please mark the appropriate box(es) below):

If you have not received one or more of the documents listed below copies are available on the BPK/SJK website

The BPK/SJK Child Safeguarding Policy	
The BPK/SJK Good Practice for Coaches in Climbing	
The BPK/SJK Equal Opportunities Policy	

12. REFERENCES

Appropriate referees are those who have known you for over 3 years, e.g. someone who has worked with you coaching or looking after young people and a character reference from a past employer. We will follow up references.

Referee 1	
First Name	
Surname	
Address (current) <u>incl. post code</u>	
Telephone (day/eve)	
Email	
Relationship with the above	
Referee 2	
First Name	
Surname	

Address (current) <u>incl. post code</u>	
Telephone (day/eve)	
Email	
Relationship with the above	
Please state which referee you will be giving to the DBS if asked	
<p>I hereby consent to the BPK/SJK undertaking Criminal Records Bureau checks against me and give permission for BPK/SJK to verify any information that may be revealed by relevant authorities during this process. (Please return to Christine Alleyn, Black Panther Karate, 17 Firs Wood Close, Potters Bar EN6 4BY. Telephone 01707 661544)</p>	
Signed _____	Date _____

APPENDIX 8

Black Panther & School of Japanese Karate Anti-Bullying Policy

It is the responsibility of all adults and children to treat one another with dignity, respect, sensitivity and fairness.

Bullying can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical, verbal and emotional, all these forms of bullying include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully.
- An outcome that is painful and distressing to the victim.

Bullying behaviour may include:

- Other forms of violence.
- Tormenting, ridiculing, humiliation.
- Racial abuse.
- Unwanted physical contact or abusive or offensive comments of a physical nature.
- Inappropriate comments on social media sites.

In a martial arts context emotional bullying is most likely to be found rather than physical violence. This is often difficult to define or prove, it is important that all those involved in Black Panther & School of Japanese Karate activities subscribe to and accept this policy. **All involved should be prepared to:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, but do not promise that you will not tell anyone else.
- Keep records of what is said (e.g. what happened, by whom, when).
- Report any concerns to the appropriate person in charge and ensure that the Black Panther & School of Japanese Karate Welfare/Safeguarding Officer responsible for Youth is informed.

Possible actions toward the bullies:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the parents of the bully(ies).
- Insist on the return of any borrowed items and seek to establish how the victim is to be compensated for any damage caused.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- All sanctions must be non-violent and must not involve humiliating children or young people.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.

Appendix 9

Team policies

BLACK PANTHER & SCHOOL OF JAPANESE KARATE

17 Firs Wood Close
Potters Bar EN6 4BY
www.bpkarate.webs.com

Tel: 01707 661544
Mob: 07800501474
e-mail: blackpantherkids@aol.com

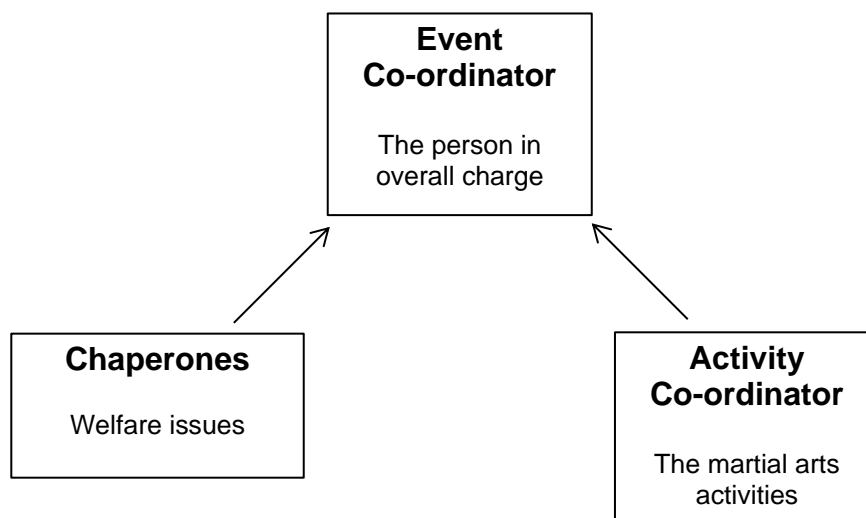
Club trips The Role of a Chaperone / Group Supervisor

This document outlines the role of a Chaperone / Group Supervisor on club trips.

All Black Panther & School of Japanese Karate events involving under-18s have to be run in accordance with Black Panther & School of Japanese Karate guidelines and with the support of Black Panther & School of Japanese Karate officers and the relevant specialist committee. The basic format for running any Black Panther & School of Japanese Karate event involving Team Members is given in the diagram below.

Key Personnel

Each event or trip needs as a minimum the following:



The **Event Co-ordinator** is the person in-charge on the trip with overall responsibility. For small trips the Event Co-ordinator may also be one of the Chaperones.

Chaperones essentially supervise groups of Team Members, while away on a trip with the club, when they are not training/displaying/competitions and cover any welfare issues that Team Members may have on the trip. This involves, amongst other things, ensuring that the Black Panther & School of Japanese Karate Child Safeguarding Policy is followed.

The **Activity Co-ordinator** is responsible for the martial arts activities, such as the competition/displays/training at the event. At a competition, this will usually be the responsibility of the Federation that organises the event.

Person Specification for a Chaperone / Group Supervisor

- Black Panther & School of Japanese Karate.
- Over 21 years of age and able to devote the time and energy required on the trip to supervising the group of all the Team Members they are responsible for.

- On each trip, ideally, there will be a chaperone of each gender. There will be times, during the trip, when chaperones may be expected to supervise groups of both genders.
- Ideally with experience of supervising, or working with, young people.
- Enhanced Disclosure and Barring Services (DBS) checked. Full details are set out at the back of the Black Panther & School of Japanese Karate Child Safeguarding Policy.
- Ideally, have a current First Aid certificate or training.
- Willing to attend appropriate training that will enable them to fulfil the requirements of the role as required.
- Chaperones / supervisors must not drink more alcohol than the UK drink driving limit, in case an emergency situation arises.

Role of Chaperone / Group Supervisor

- Chaperones / Group Supervisors are adults nominated to supervise and be responsible for groups of Team Members when those Team Members are not under the duty of care of the competition or event organisers.
- They need to understand when their responsibility starts and when it ends. Usually, Chaperones / Group Supervisors will be responsible for each Team Member, in the group they are supervising, from the time a parent hands over that responsibility to them until the time they are returned to their parent or a representative designated by a parent.
- If there are any issues or concerns the Chaperone will normally be the first point of contact with each of the Team Members in the group they are supervising. Although an issue could be brought to the attention of a Chaperone by another person; for example, a parent or the Team Captain, etc.
- They will therefore act in loco parentis for those Team Members under 18, during the times they are supervising them. This means that they must exercise a duty of care that would be provided by a reasonable and prudent parent at those times.
- Chaperones will be responsible for ensuring that Team Members adhere to the Team Contract. They may be required to enforce appropriate disciplinary measures, where the Team Contract is breached and report all such breaches to the Event Co-ordinator at the first opportunity.
- If Chaperones / Group Supervisors have concerns about anything on a trip they should report these in the first instance to the Event Co-ordinator. If they still have concerns they must report them to an appropriate authority while on the trip – this will be Black Panther & School of Japanese Karate - , at the latest, on their return.
- Ideally, Chaperones / Group Supervisors need training involving basic level child Safeguarding & protection awareness and how to respond to a child who discloses abuse.
- The ratio of Chaperones to Team Members will be assessed by the event Co-ordinator prior to each trip.
- Group Supervisors will liaise regularly with the Event Co-ordinator and be familiar with the plans for the trip and will know the lines of communication should any incident or concern be reported to them.
- They should be aware of all the relevant paperwork, including risk assessments, parental consent forms, for the trip and know of any special needs or requirements of young people in the group they supervise.
- They should know the Black Panther & School of Japanese Karate emergency procedures, Child Safeguarding Policy and Team Contract.
- They will attend any pre-Event briefings wherever possible and familiarise themselves with the venue site and accommodation by looking on the internet before they go and then by checking them out on arrival. E.g. fire safety procedures, First Aid points etc.
- Chaperones / Group supervisors will attend local briefings with parents and participants prior to the Event.
- Ideally, they should meet, or already know, the Team Members that will be in their care prior to the trip.

Black Panther & School of Japanese Karate Officers and Contacts

Black Panther & School of Japanese Karate officers support the volunteers in these roles at Black Panther & School of Japanese Karate events and help ensure that each is aware of their responsibilities and carries them out effectively.

Full written guidance is set out in the extensive document *Organising Black Panther & School of Japanese Karate Events and Meets Involving Young People*. A copy can be seen on request at the Black Panther & School of Japanese Karate Office.

If a Chaperone / Group Supervisor still has concerns when they return from a trip, or in an emergency while on a trip, please contact the following Black Panther & School of Japanese Karate personnel:

Debbie Alleyn, Youth and Child Safeguarding matters Email blackpantherkids@aol.com Telephone 01707 661544 In emergency text or telephone: 07583 207252	Christine Alleyn, Competition related matters Email: sjkkarate@yahoo.co.uk Telephone 01707 661544 In emergency text or telephone: 07800501474
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Appendix 10

Child Safeguarding Social Media Policy

Because of the rapidly changing nature of social media the Child Safeguarding Social Media Policy has been put on the Black Panther & School of Japanese Karate website as a separate document so that it can be accessed and updated quickly and easily as the n Black Panther & School of Japanese Karate need arises.

The policy can be found here <http://www.bpkarate.webs.com/BPK-SJK-child-safeguarding-social-media-policy>

Appendix 11

Applying for a DBS check

To apply for a Disclosure and Barring Service Enhanced Disclosure please carry out the following steps:

1. Return your completed Black Panther & School of Japanese Karate Volunteer Registration Form and Self Declaration Form to Black Panther & School of Japanese Karate.
2. Telephone Black Panther & School of Japanese Karate on 01707 661544 to request a DBS check pack. Black Panther & School of Japanese Karate uses an umbrella body called 'eSafeguarding'.
3. The following costs apply for enhanced DBS checks:
 - Black Panther & School of Japanese Karate volunteers, including Black Panther & School of Japanese Karate Area Youth Co-ordinators, are entitled to a free DBS check.
 - Black Panther & School of Japanese Karate Club volunteers are required to pay a £10 administration fee per check.
 - Associate Member volunteers are required to pay a £10 administration fee per check.
 - Those who need an enhanced DBS check for their employment, including Black Panther & School of Japanese Karate Associated members who wish to use this service, are required to pay £58.

4. When you have completed your DBS application form, please return to Black Panther & School of Japanese Karate with the necessary payment and your required **original identity documents**.
5. Your original documents will be photocopied and returned to you as soon as possible. Black Panther & School of Japanese Karate retains photocopies of your documents for six months.
6. eSafeguarding forwards your completed Disclosure application form to the DBS.
7. You should receive your Enhanced Disclosure in the post within four weeks (this is an average and can take longer).
8. You will then need to post the original copy of the Disclosure to the Black Panther & School of Japanese Karate as only one copy of a DBS Disclosure will be issued and you may not work in a Regulated Activity until Black Panther & School of Japanese Karate has had receipt of your disclosure. Once seen, it will then be returned to you. Send your document by Special Delivery and, for the secure return of your documents, also include a pre-paid Special Delivery return envelope, which can be purchased at the post office when you initially send your documents, to: Christine Alleyn, BPK/SJK Karate, 17 Firs Wood Close Potters Bar EN6 4BY.
9. You may also wish to register for the DBS update service. More information on this is available at www.gov.uk/dbs-update-service

Useful Websites

www.bpkarate.webs.com

www.gov.uk/government/organisations/disclosure-and-barring-service

www.gov.uk/dbs-update-service

www.sportscoachuk.org