

SEI-BU-KAN KOKUSAI KYOKAI KARATE ASSOCIATION (SBK)

SAFEGUARDING POLICY and PROCEDURE

1. Purpose of document

This policy and procedure is written for all instructors, volunteers, students and parents/carers of students involved in SBK karate clubs. Its purpose is to set out the safeguarding responsibilities for instructors and volunteers working in SBK clubs and to give guidance on how to respond to safeguarding concerns about students. This document includes the SBK policy on child protection (including whistle-blowing and disclosure) and statements which outline SBK's approach to equality and diversity.

This policy and procedure represents a commitment to safeguarding and child protection in all of SBKs clubs and activities, and guidance on how this is to be delivered.

2. Background

SBK runs karate clubs for students of a wide range of ages including children, and SBK instructors and volunteers have a duty of care towards the students in these clubs: this includes an understanding of the potential vulnerability of all students but particularly children.

In practical terms this means that all SBK instructors and volunteers need to have an awareness of safeguarding and child protection issues and of their responsibilities with regards to how they should respond to any concerns raised with regards to these issues.

Safeguarding and child protection responsibilities relate largely to the times at which students are present in the clubs, but also extend to broader responsibilities for anyone who has contact with children (Working Together to Safeguard Children, 2015).

3. Health and safety in clubs

All SBK instructors are expected to have due regard to the health and safety of all students in the dojo. The items below describe the SBK framework for achieving this.

3.1 Instructors

Instructors are defined as people designated by the Chief Instructor of SBK to undertake teaching in the clubs. Instructors must hold the rank of 2nd kyu (brown belt) and above. All instructors will

- have clear enhanced DBS checks;
- be qualified in first aid;

- be registered and insured with FEKO;
- undertake a yearly refresher regarding their responsibilities in the dojo.

Sometimes a junior grade will be asked to teach as part of their development. This must be done under the direct supervision of an instructor.

3.2 Preparing the dojo (training hall) for training

- Organisations responsible for hall hire should be instructed by the person hiring them to ensure that the floor is clean and without debris prior to the club starting.
- Before each training session, club instructors should do a visual check of the floor and also of the general area, removing anything that is likely to cause injury to students and ensuring that fire exits are unimpeded.
- Dojos should be heated appropriately and there should be ventilation available in hotter weather.
- Equipment should be clean and without damage.

3.3 Changing/toilet facilities

- There should be gender specific facilities available. If a student is transgender their individual needs should be discussed with them or their parent/carer (dependent on age).
- No child should change in the dojo. Parents carers/ should be asked to ensure that their child is dressed in their training clothes before they get to the dojo as changing rooms are not routinely monitored by instructors. Parents/carers are responsible for ensuring that their children are appropriately dressed.

3.4 Physical Contact

3.4.1 Student to student contact in karate practice

Karate is a contact sport and students are encouraged to learn how to defend themselves against physical assault in SBK clubs, which involves the practice of physical attack and defence. This will be undertaken with the utmost care and caution and the following principles should be observed in any situation of this type of physical contact:

- Opponents should be roughly the same size and/or ability. If this is not possible instructions should be given about control prior to contact and the contact level should be continually monitored by an instructor.
- Any physical contact between students should take place only under the direct supervision of an instructor.
- Instructors may spar with students to give them safe practice.

3.4.2 Instructor to student contact

Instructors will often use touch to assist karateka to learn things like correct posture and stance. They may also make contact with students with punches/kicks/throws. These punches and kicks must be measured and controlled in order to test but not harm students. See also section 4.4

3.5 Health and Injury

- There should always be a qualified first aider and first aid equipment present in the dojo.
- Injuries may be treated by the first aider but there may be occasions when further referral is needed. If a child is involved consent for this further treatment should be sought from their parent/carer except in cases of emergency when services may be called prior to seeking consent. *Specific care should be taken regarding concussion (see appendix 1).*
- An accident book will be available in all clubs and details of any injury to a student should be recorded along with any action taken.

3.6 Equality and diversity

SBK promotes equality of opportunity and inclusivity for all students and will not tolerate any behaviour which has a negative impact on this philosophy, including bullying. Please see the Equality and Diversity statement for further detail about this (appendix 2).

3.7 Students' responsibilities

Students should be made aware of their responsibilities to ensure their own health safety:

- Any student with a health condition that may be a problem during training should inform the instructor about this. They should bring appropriate medications/treatments with them.
- Drinking water may be available in a venue, however, this cannot be guaranteed. Consequently, all students should be asked to bring drinking water with them to training sessions.
- Students should buy their own personal protective equipment to prevent cross contamination.
- Students must not have physical contact without the direction of an instructor. Children in particular may become over excited and physical contact may occur spontaneously without an instructor asking for it. This must be stopped immediately and constant reminders about this issue should be given.
- All students should have an up-to-date licence which includes insurance indemnified by SBKs governing body, The Federation of English karate Organisations (FEKO). Students will be reminded about renewal dates but it is the student's responsibility (or that of their parent/carer if they are a child) to renew their licence appropriately.

4. Child Protection

The protection of children from abuse is everyone's responsibility and SBK instructors have responsibilities by dint of the fact that they run a martial arts club which children attend ('duty of care'). This means that instructors must ensure that their behaviours protect children and that they are aware of any indicators that children in their clubs might be being abused so that they can alert appropriate services.

4.1 Awareness of potential signs of abuse

Children can suffer abuse in many forms including physical, emotional, sexual and neglect. Below is a list of things which might indicate that a child is suffering abuse/neglect.

- Withdrawn behaviour. For example, a child may not want to get involved or may withdraw from physical contact.
- Angry behaviour. A child may respond to minor problems with anger and/or aggression.
- Bruising/welts/bite marks/burn marks. Visible marks may be apparent and the child may have implausible reasons for these. A child may flinch when touched and/or be reluctant to go home.
- Signs of self-harm. This may typically include 'cutting'.
- A child who is in possession of expensive/unexplained 'gifts'.

This is not an exhaustive, or even full, list but contains some common features which may be discernible during a training session. A key indicator to be observant for is a change in a child's behaviour, indicating emotional distress.

It is important to note that these behaviours will not always indicate abuse: they may indicate that a child is experiencing a normal emotional difficulty or may be related to a disability. However, it is important that instructors 'think the unthinkable' and discuss any concerns they have with the Child Protection Officer or the Safeguarding Officer.

4.2 Disclosure

A child may disclose that they are being abused/mistreated. If a child discloses to an instructor they should listen and discuss what they have heard immediately with the Child Protection Officer or the Safeguarding Officer. If they believe a child is in immediate danger they should contact the Local Authority straight away (see appendix 3 for contact details). They should not try to 'investigate' or probe the child with questions designed to elicit information. They should also keep a record of any conversations that they have had with a child or a colleague for future reference. **Listen, reassure, record, share.**

4.3 Whistle-blowing (Raising a Concern)

One person may allege that another is perpetrating abuse. All allegations should be listened to and taken seriously. They should then be discussed with the Child Protection Officer or Safeguarding Officer. Anyone who has concerns about a SBK instructor's conduct must highlight this immediately to the Safeguarding Officer. The person reporting should keep a written record of what they have highlighted, when and to whom.

It is acknowledged that it may be difficult to formally raise a concern about a colleague's conduct but to fail to highlight a problem is to be complicit in this problem and may perpetuate the abuse.

4.4 Instructor to student contact. (Applies to both child and adult students)

Physical contact is likely to be made with all students by instructors with the purpose of correcting things like stance and posture. This contact will only be made by people who have a clear DBS record.

At no time will instructors make deliberate contact with a student's breasts, buttocks or genital areas.

If any person has questions or concerns about this contact they must inform the Safeguarding Officer or Child Protection Officer immediately.

4.5 Child students with a disability

It should be noted that students with a disability are often more vulnerable to abuse than their peers and instructors should be particularly alert to signs of this.

Some students will manifest challenging behaviours as a result of a disability. Such students should be encouraged to participate in conjunction with support from their parents/carers. However, if any student presents a danger to others in the dojo (including that they need so much attention that other students go unobserved) their parents/carers will be asked to collect them. This can happen on a single occasion or more than one occasion. If it is a regular occurrence or the behaviour is extreme it may result in exclusion from SBK clubs.

4.6 Photography and videoing

Photos will be taken of individual students for identification purposes. These photos will be kept by NEST (the company responsible for managing SBK's direct debit payments and student records) and will be deleted from any private phones used to take the photos.

Video footage and photos may also be taken for publicity purposes. When this happens parents/carers will be informed and will be able to withdraw their child from this.

Others wishing to take photos (for example when children are receiving awards) must have the explicit permission of the instructors.

NB. Children are the responsibility of their parents/carers at all times before and after the training session times. Parents/carers of children who have a SBK licence can leave the premises during training time only if they have ensured that the instructor has a contact telephone number.

5. Bullying

Bullying is any behaviour which is intended to hurt another person or a group of people. This might involve instructors or students exhibiting bullying behaviour.

Instructors must conduct themselves as good role models and be aware of how their behaviour affects others. This includes a respect for equality and diversity.

Instructors must challenge any behaviour which does not demonstrate respect from other instructors, parents/carers or students.

See also Equality and Diversity statement (Appendix 2).

6. Information sharing

All students are entitled to expect confidentiality with regard to any information held about them by SBK or its partner NEST. However, in cases of safeguarding information may be shared appropriately and proportionately as guided by the principles of The Care Act, 2014. Advice should be sought from the Safeguarding Officer if information needs to be shared with external agencies

The Safeguarding Officer will decide if anyone external to SBK should be communicated with if a concern is raised. This might include head teachers of the schools in which the clubs are situated, the designated person for Child Protection in the Local Authority or the police. For concerns involving children the Safeguarding Officer should consult with the Child Protection Officer for support for this decision-making unless there is an emergency which needs an immediate response.

The aim of any information sharing is to protect the child and nature of the response will be proportionate to the assessed risk.

Appendix 1

Concussion

Karate is a contact sport and there is a risk of concussion occurring during a training session. If a student suffers a blow to the head instructors must be especially vigilant for signs below which may indicate concussion and the need for expert medical attention.

- Looking dazed or 'blank'
- Laying motionless on the ground/slow to get up/unsteady on feet
- Clutching the head
- Headache
- Dizziness
- Confusion/feeling 'slow'
- Nausea/vomiting
- Fatigue
- Drowsiness
- Difficulty concentrating/ feeling 'like they are in a fog'
- Feeling 'pressure in the head'
- Sensitivity to light or noise

If there are any of these symptoms present the student should be rested immediately and they should have a review by a medical professional. If the student is a child their parent/carer should be asked to organise this, and a note should be kept of the advice given in the accident book.

Additionally, an ambulance should be called for the following symptoms:

- Seizures
- Double vision
- Weakness, tingling or burning in arms or legs
- Severe or increasing headache
- Loss of or deteriorating consciousness and not responding
- Repeated vomiting
- Increasing confusion or irritability
- Unusual behaviour change

Appendix 2

Equality and Diversity statement

SBK promotes equality of opportunity and inclusivity for all students and will not tolerate any behaviour which has a negative impact on this philosophy, including bullying.

Bullying and harassment are any behaviours which are intended to hurt another person or a group of people. These behaviours can include:

- name calling, including taunts which focus on a person's individual characteristics like race or gender;
- use of violence like kicking, punching or pushing;
- unwanted sexual advances.

This is not an extensive list but includes some of the key behaviours that might be experienced in the dojo.

Any student who reports being bullied to an instructor should be listened to and the alleged perpetrator asked about what has occurred. It is sometimes difficult to affirm that the behaviour has occurred but students should feel reassured that bullying behaviours are not tolerated.

If the alleged perpetrator is a child, instructors should speak to their parents about the behaviour.

All students will receive a guidance sheet on dojo etiquette when they commence training with SBK. This includes information about behaviour in the dojo. Respectful behaviour will consistently be promoted during training.

Appendix 3

Contact details

TITLE	ROLE	CONTACT
Christopher Marshall	Chief Instructor, Sei-Bu-Kan	crmarshall@sky.com
Kim Bezzant	Honorary Secretary, Sei-Bu-Kan and Safeguarding Officer	Kim_bezzant@hotmail.com
Andrew Purtill	Child Protection Officer	Andrew.purtill@ntlworld.com

Further Resources

Hampshire County Council website information on Child Protection can be accessed at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse>

Their guidance is as follows:

What to do if you think a child is being abused

If you have any concerns because you think that a child is being abused or has been abused in the past, and you want someone to find out what is going on, contact the Children's Services Department.

Hampshire Children Services

Monday to Friday, 8.30am to 5pm, phone 0300 555 1384

At all other times, contact the out-of-hours service, phone 0300 555 1373

If you think a child or young person under the age of 18 has been or is being abused by a person in a position of trust, contact the [County Council's Allegations Officer](#)

Working Together to Safeguard Children (HM Government, 2015) can be accessed at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/778224/Working_Together_to_Safeguard_Children_2018.pdf

The Care Act (HM Government, 2014) can be accessed at: <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>