

# **BAB SUPPORT PACK FOR CLUB WELFARE OFFICERS**

## **TO ACCOMPANY THE ENCLOSED CHILD PROTECTION IN SPORT UNIT SAFEGUARDING DVD**

As part of its commitment to supporting Clubs and Club Welfare Officers, the BAB Safeguarding team have put together this induction and Support Pack.

As a Club Welfare Officer (see page 15 for a Job Description) you will usually be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified. It is therefore essential that you know how to respond to concerns, and how to implement safeguarding procedures in your club/s.

(NB: The term "Club Welfare Officer" is the nationally accepted name within sport and safeguarding for this particular role.)

Here are some key points to help you:

- ✓ A Club's Welfare Officer (CWO) must be someone who is in regular attendance at the Club in question. The CWO should, therefore, be known to the children and young people, and they must know how to contact the CWO if they have concerns or queries.
- ✓ The CWO should not be the instructor, and ideally should not be in a coaching role with regard to members under 18. Nor should the CWO be the Head of Association/Chief Instructor. This removes any possible conflict of interest. However the CWO must be a member of the Club (this is most relevant where the CWO does not practice aikido but has volunteered to take the CWO role).
- ✓ Wherever possible, the CWO and Association Child Protection Officer (ACPO) roles should be taken by different people.
- ✓ You should ensure that your Club/Association publicises the CWO's name and contact details – this could be in your information packs, membership packs, notice boards etc (another great place to do this is on your web site). Make sure everyone knows who the CWO is and how to contact them. Ensure that parents and carers get this information too.
- ✓ Ensure that all those in your junior clubs have access to the full 2009 BAB Safeguarding and Child Protection Policy. The CWO must also have access to the policy, and you may wish to place a copy in electronic format on your Club web site. You can also link to the BAB or CPSU web sites as a means of offering children and young people and their parents/carers more information on safeguarding matters.
- ✓ Ensure that all those working with under 18s in your Club (paid or voluntary) undergo a thorough recruitment process in line with 2009 BAB Safeguarding and Child Protection Policy.
- ✓ Ensure that all those working with under 18s have a BAB CRB check which is renewed every three years (don't forget this includes the CWO!). CRB checks will usually be done via your Association CPO – contact him/her for more information.
- ✓ Ensure that your recruitment processes are compliant with the Independent Safeguarding Authority i.e. that all those working with under 18s have ISA registration when it comes into force (failure to comply will be a criminal offence so this is really important). Check the ISA web site on a regular basis for updated info: [www.isa-gov.org.uk](http://www.isa-gov.org.uk) or contact your Association CPO.

- ✓ Make sure you attend the Sports Coach UK Safeguarding Children workshop – and renew this every 3 years. This is a nationally recognised workshop covering the basics of safeguarding. See [www.sportscoachuk.org](http://www.sportscoachuk.org) for more information, or contact your County Sports Partnership.
- ✓ Register your Club's CWO on the BAB web site. You can do this by accessing the Association page – viewing the membership details for your Association and then following the instructions. Contact the web site administrator if you have queries (contact details are on the web site).
- ✓ REMEMBER – if you step down from the post of CWO then you MUST inform your Association CPO. Also, this booklet and DVD (along with any other information you have gathered to assist you in the CWO role) should be passed on as part of the handover process. Duplicate copies are available, but at a cost.

If you have any queries or need any help, support or guidance with regards to the role of CWO then contact your Association CPO or the BAB Lead CPO.

Sometimes this role can probably feel a bit overwhelming – especially if you do have to deal with anything upsetting. So never try and cope alone. Always discuss and share your feelings. You can contact your Association CPO, the BAB Lead CPO or the organisations mentioned on the DVD or listed in the 2009 BAB Safeguarding and Child Protection Policy.

Finally, always remember that the welfare of the child is paramount – this comes first above all else. So if you are ever worried about what to do then keep this in mind. If you have concerns about the welfare of a child then you must take action. Follow the flow charts and guidance in this pack and in the 2009 BAB Safeguarding and Child Protection Policy.

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- **NOW ... Watch the DVD and then find the relevant section in this document for more information and written guidance.**

*Sue Ward, BAB Lead CPO  
December 2009*

Most of this pack's content has been drawn from the CPSU website ([www.thecpsu.org.uk](http://www.thecpsu.org.uk)) and the 2009 BAB Safeguarding and Child Protection Policy

The BAB acknowledges and is grateful for the support provided by CPSU and recognises any copyrighted information. Thank you also to the other contributors: Vincent Sumpter (BAB Chairman), Dee Masters (Secretary and CPO Ken Shin Kai); Francis Burgess (CPO, British Aikido Association).

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This CWO Support Pack does **not** replace the 2009 BAB Safeguarding and Child Protection Policy. Please ensure that you have read through the full Policy and use the full Policy as your main reference document.

The 2009 version of the Policy has been updated and greatly expanded and should answer most of your questions. It has lots of Appendices containing templates, guidance notes and so on.

If you still have queries then please contact your Association CPO or the BAB's Lead CPO.

## **Index of content on the CPSU DVD:**

### **Concerns arising outside sport**

1. Responding to concerns about physical abuse
2. Responding to concerns about sexual abuse
3. Responding to concerns about self-harming

### **Concerns arising within sport**

4. Confidentiality and safer recruitment
5. Coach's inappropriate behaviour
6. Bullying
7. Disability discrimination
8. Racial discrimination
9. Victimisation following a complaint

### **Concerns about poor practice**

10. Inappropriate demonstration
11. Verbal abuse and aggression
12. Supervision levels
13. Responsibilities of organisations and clubs
14. Harassment of a referee or official
15. Pushy parent

### **Other information included in this document:**

- CWO Job and Person Description (including training requirements) *page 15*
- Action to take if the incident occurred inside aikido *page 16*
- Action to take if the incident occurred outside aikido *page 17*
- Incident Report Form *page 18*
- Code of Conduct for Parents & Carers; Officials & Volunteers *page 21*
- Sources of advice and information (inc. your Club info) *page 22*
- A tick list 'Action Plan' *page 23* ***This should be completed within 2 months of receipt of this pack and a copy sent to your Association CPO.***
- Other services and helplines *page 24*

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## Introduction

**Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.**

It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability. Abusers can be adults (male or female) and other young people, and are usually known to and trusted by the child and family. The abuser may be a family member, or they may be someone the child encounters in a residential setting or in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming that child.

There are five main types of child abuse: **physical abuse**, **sexual abuse**, **emotional abuse**, **neglect** and **bullying**.

***The headings in boxes refer to sections on the CPSU DVD***

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## CONCERNS ARISING OUTSIDE SPORT

The full definitions of the types of child abuse can be found in the 2009 BAB Safeguarding and Child Protection Policy which is **available to view or download** from [www.bab.org.uk](http://www.bab.org.uk)

### ***1. Responding to concerns about physical abuse***

#### **Physical abuse**

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Examples of physical abuse in sport may be when a child is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child is given drugs to enhance performance or delay puberty.

If you suspect that a child is being physically abused outside of the club environment then you **MUST ACT** upon your concerns. The flow chart on page 17 shows the course of action you should take. The form on page 18 should be used to record the incident. This is also available in the **downloadable** 2009 BAB Safeguarding and Child Protection Policy.

## **2. Responding to concerns about sexual abuse**

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

If you suspect that a child is being sexually abused outside of the club environment then you **MUST ACT** upon your concerns. The flow chart on page 17 shows the course of action you should take. The form on page 18 can be used to record the incident. This is also available in the **downloadable** 2009 BAB Safeguarding and Child Protection Policy.

### **Other types of abuse you may encounter include:**

*(these are not specifically covered in the DVD – but the same reporting guidelines apply)*

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. Putting them under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Examples of neglect in sport could include: not ensuring children are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

If you suspect that a child is being abused, whether outside of the club environment or within aikido then you **MUST ACT** upon your concerns. The flow charts on pages 16 & 17 show the course of action you should take. The form on page 18 should be used to record the incident (consider printing off some of these to keep with your Safeguarding paperwork). If this form is not available

then still record the basic information as best you can. The report form is also available in the **downloadable** 2009 BAB Safeguarding and Child Protection Policy.

### ***3. Responding to concerns about self harming***

Remember that you must not step outside of your professional boundaries. So unless you are qualified, don't try to offer counselling advice. Leave this to the experts. If you suspect self harm then follow the advice given on the DVD. Have a chat with a social worker and tell the young person why you are worried. However, if the child is in need of urgent medical attention then you must call an ambulance or doctor or take the child to hospital in line with the reporting flow chart on page 17. Remember to record your actions – and let your Association CPO know what you have done.

## **CONCERNS ARISING WITHIN SPORT**

### ***4. Confidentiality and safer recruitment***

The 2009 BAB Safeguarding and Child Protection Policy requires all Associations and Clubs to implement formal recruitment processes. The BAB realises that this will be a new approach for many clubs. It is common for instructors to have 'come up through the ranks' often over a period of years. Helpers and other volunteers may also have been in the club for a long time – and so you may feel that it is not necessary to take them through formal recruitment processes. Also, Aikido is (in most cases) not like other sports, such as football for example, where unknown coaches can be brought in from the outside to coach a team. But we should not assume that because of the hierarchy of the martial arts and the structures of our organisations we are immune to the dangers of recruiting inappropriate people.

Those with bad intentions towards children may spend a long time waiting for the right circumstances in which to abuse children. And so to ensure the best possible safeguarding for children – and to protect your organisation too – you must use a formal recruitment process for ANYONE you engage within your club. This will also be good preparation for the introduction of the Independent Safeguarding Authority [ISA] which will enforce new procedures for employing those working with children. It is essential that clubs formalise their recruitment processes in preparation for the launch of the ISA – because once it is in force it will be a criminal offence to recruit anyone who a) is barred by the ISA or b) has not been checked by the ISA.

A sample of the type of form you should use can be found in Appendix 22 of the 2009 BAB Safeguarding and Child Protection Policy and this is also available from [www.bab.org.uk](http://www.bab.org.uk) for you to **download and customise** with your Club's details.

Discuss with your Association how you can put together a complete recruitment pack. This can include the code of conduct applicable to the role, CRB paperwork and guidelines, the requirements of the job and so on. Remember that a 'job' does not necessarily mean paid work. So volunteers must be recruited in the same way as paid staff.

### ***5. Coach's inappropriate behaviour***

Ensure that all your coaches and other volunteers sign up to your club's codes of conduct. The 2009 BAB Safeguarding and Child Protection Policy includes a Code of Conduct which applies to

all those coaching under 18s. When you recruit new coaches, or run update sessions ensure that the BAB's code is supplied to each coach as part of their recruitment/CPD training. Coaches working with under 18s should also have access to and be familiar with the 2009 BAB Safeguarding and Child Protection Policy.

### **THE BAB COACH'S CODE OF CONDUCT (Taken from the 2009 BAB Safeguarding and Child Protection Policy)**

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

The above Code is also available from the BAB website for you **to download and print out** for the coaches in your Club/s.

### **Using Text messages**

Extracted from CPSU guidance

CPSU advise that texts are NOT sent as individual, personalised messages to specific children or young people. Always use bulk texting

1. Only staff that have been through relevant safeguarding checks (e.g. enhanced level CRB checks and references) should use and have access to the text messaging system. Ideally these staff should also have undertaken a recognised safeguarding training (e.g. sports coach UK 'Safeguarding & Protecting Children' workshop or an equivalent).
2. The numbers of staff with access to the system and the data should be kept to a practical minimum, and their details recorded and maintained by the organisation's child protection



- officer. A record should be made of the mobile phone number/s which will be used to send the texts – ideally this should be a single number used consistently.
3. Consent must be obtained prior to sending the young people text messages. For young people aged 15 or under, specific written consent must be obtained from their parents. Parents of younger children should be offered the option to be copied into any texts their child will be sent.
  4. Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16's (who are children as defined by the Children Act 1989) it is still recommended that their parents are also informed of the intention to send their children text messages, the reason for this, and that the organisation has taken steps to ensure their child's safety in this respect.
  5. The young people's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the staff identified in point 1 above. The mobile phone numbers should not be shared with anyone else, and should only be used for the purposes of the text messaging system.
  6. The same standard text message being sent to every member of the group. The text messaging system should never be used to send text messages on an individual basis (i.e. to just one person), or to less than 5 people.
  7. All text messages sent must make it clear to the young people receiving it which organisation has sent the message.
  8. Young people should not be given the opportunity to text back to the system. It should only be used as a one-way communication channel.
  9. The text messages which are sent must never contain any offensive, abusive or inappropriate language.
  10. All of the text messages sent should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe from receiving any further text messages.

## Using e-mails

These guidelines are based on the principle that the same email is sent to several young people involved with a particular activity or programme – as this presents fewer opportunities for misuse and abuse than personal, one-to-one email arrangements between coaches/volunteers and children. CPSU advise that emails are NOT sent as individual, personalised messages to specific children or young people.

### Email Guidelines

1. as for texting
2. as for texting, plus: A record should be made of the staff member responsible for sending out the emails, and of the computer which will be used – ideally this should be a single, secure, organisational (rather than a private) computer used consistently.
3. as for texting
4. as for texting
5. All emails must be sent to a group of young people i.e. the same standard email message being sent to every member of the group. The email messaging system should never be used to send messages on an individual basis (i.e. to just one person), or to less than 5 people.
- 6-10 as for texting

Also see Appendix 21 of the 2009 BAB Safeguarding and Child Protection Policy.  
To check for updated guidance visit the CPSU briefing pages of the NSPCC web site:  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

## **6. Bullying**

Bullying is a form of child abuse, even though those responsible are often young people. It is important to recognise the impact and extent of bullying and discrimination in the lives of young people. Sports organisations have a duty of care to safeguard children from harm, including disabled children and others who may be particularly vulnerable.

Bullying can be psychological, verbal, or physical and involves an imbalance of power where the powerful attack the powerless over a period of time rather than being a single act. Examples of bullying behaviour include:

- being called names, insulted or verbally abused
- being deliberately embarrassed and humiliated by other children
- being made to feel different or like an outsider
- being lied about
- being physically assaulted or threatened with violence
- being ignored.

Bullying by adults is less common experience but it can happen and examples include:

- being deliberately embarrassed or humiliated
- being unfairly treated or verbally abused
- being ignored or not spoken to.

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

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

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

### **What to do about bullying**

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

### **Recommended club action**

**If the club decides it is appropriate for them to deal with the situation they should follow the following procedure:**

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

### **In the case of adults reported to be bullying Aikidoka under 18**

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

The above advice is based on that provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. You may wish to publicise their contact details so that children and young people know how to make contact with this organisation.

**KIDSCAPE can be contacted on 0207 730 3300**

## **7. Disability discrimination**

The DVD makes it clear that Clubs must not discriminate against disabled participants, and must make all reasonable adjustments to ensure disabled Aikidoka can participate.

More information can be obtained via the Sports Coach UK workshop on coaching disabled participants.

Also remember that some children and young people with a disability are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse, and to be believed. For example, if their disability means that they:

- Have limited life experiences which could make them less able to understand what is appropriate and inappropriate behaviour. They may not be able to recognise that abuse has taken place.

- Have been encouraged to comply with other people's wishes and not to question authority figures. They may be afraid to challenge potentially abusive situations because of fear of the consequences.
- May not be able to report abuse either because there is no-one they can report it to or because they do not have the appropriate language to use.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situations.
- Are not believed because their authority figures cannot accept that anyone would abuse a disabled child.
- May not have anybody they can trust and confide in.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self image.

## **8. Racial discrimination**

The DVD makes it clear that Clubs must not discriminate against participants based on race. Any behaviour which displays any element of racial discrimination must be challenged and acted upon.

It is important that Clubs, coaches and other volunteers are sensitive to differing family patterns and lifestyles and to child-rearing patterns that vary across different racial, ethnic and cultural groups. **At the same time they must be clear that child abuse cannot be condoned for religious or cultural reasons.**

Coaches, assistants, helpers etc should also be aware of the effects of racial harassment, racial discrimination and institutional racism, as well as cultural misunderstanding or misinterpretation.

Coaches and other volunteers should guard against myths and stereotypes – both positive and negative – of black and minority ethnic families. Anxiety about being accused of racist practice should not prevent the necessary action being taken to safeguard and promote a child's welfare.

All children, whatever their religious or cultural background, must receive the same care and safeguards with regard to abuse and neglect.

## **9. Victimisation following a complaint**

The hierarchy of martial arts can sometimes make it difficult for club members to raise complaints. The Club Welfare Officer may be in a position of having to raise concerns about someone of a senior/higher grade – and that person may also be a friend too.

It is essential that safeguarding remains an independent process outside of these hierarchical and personal constraints. Complaints or concerns must be acted upon regardless of who is making them – or who they are about.

Your Association CPO and/or the BAB Lead CPO will be able to support you if you encounter difficulties or just want to talk about how you feel.

The 2009 BAB Safeguarding and Child Protection Policy gives more information about 'whistle-blowing'.

## CONCERNS ABOUT POOR PRACTICE

### **10. Inappropriate demonstration**

Coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young Aikidoka, if misused, may also lead to abusive situations developing.

Many sports, including aikido, require a degree of physical contact between sports staff and children or young people. Coaches and staff may need to use it to instruct, encourage, protect or comfort. Your Club should develop and publicise clear guidelines about physical contact, so that adults and children/young people understand what are the appropriate types of touching within aikido.

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

- develop sports skills or techniques
- to treat or prevent an injury
- to meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. The contact should not involve touching genital areas, buttocks or breasts and should not take place in secret or out of sight of others.

A more detailed fact sheet on appropriate physical contact is available from the CPSU web site:

If you see any coaching behaviour which concerns you then you **must** report it to your Association CPO – or in his or her absence to the BAB Lead CPO. Reports concerning **poor practice** will be dealt with sensitively and appropriately. However if you suspect a child is being abused or is in immediate danger then immediately follow the reporting procedures on pages 16 and 17.

### **11. Verbal abuse and aggression**

Consider having a code of conduct for parents and carers (and a means of publicising it). This way parents know what is acceptable (and unacceptable) behaviour. You can find a suggested Clubmark template on page 21 which you can customise for your Club.

### **12. Supervision levels**

The 2009 BAB Safeguarding and Child Protection Policy gives guidance on the ratio of coaches/assistants/helpers to children on the mat. Inevitably this can only be a guide and your assessment should take into account all prevailing factors e.g. needs of the children, skill level, type of class, venue and so on. Remember that your Club and the instructor/s have a duty of care towards all those in their classes.

**ALWAYS REMEMBER:** There must always be a suitably recruited, CRB checked, CL1 (minimum) qualified, insured coach present to lead every session. **BUT** a coach should never work alone with children: there must always be at least one other CRB-checked and suitably recruited person (In addition to the coach) present at every session.

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

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

You may also find it useful to read Appendix 17 of the 2009 BAB Safeguarding and Child Protection Policy which gives guidance on children and adults practising together on the same mat.

### **13. Responsibilities of organisations and clubs**

This section on the DVD reinforces how important it is that your Club and your Association fully support and implement robust safeguarding procedures. The 2009 BAB Safeguarding and Child Protection Policy should give you all the information you need. If you need support from your Association then contact your Association CPO. If you still need further help and guidance then contact the BAB Lead CPO.

### **14. Harassment of a referee or official**

Not all aikido Clubs have a sporting element, but most will have coaches who make decisions about gradings and so on. Parents may disagree with decisions made at a grading and conflict may arise. This is something you can address by having codes of conduct for all those involved in the club – including parents, officials, coaches and volunteers. See page 21 for a suggested Code of Conduct (taken from the Clubmark Resource Pack).

### **15. Pushy parent**

Parents should always be able to stay and watch aikido sessions and gradings, but sometimes this can lead to unacceptable pressure being put onto children. Some parents can put too much emphasis on grading or on winning (in a sport aikido setting). It is understandable that parents want their children to do well – but not at all costs! Again, codes of conduct can be used to detail appropriate parental involvement.

*Please note: the terms 'volunteer' and 'staff' should be considered interchangeable – the same safeguarding measures apply to anyone working with children, whether paid or not.*

**APPENDIX 7 of the 2009 BAB Safeguarding and Child Protection Policy**

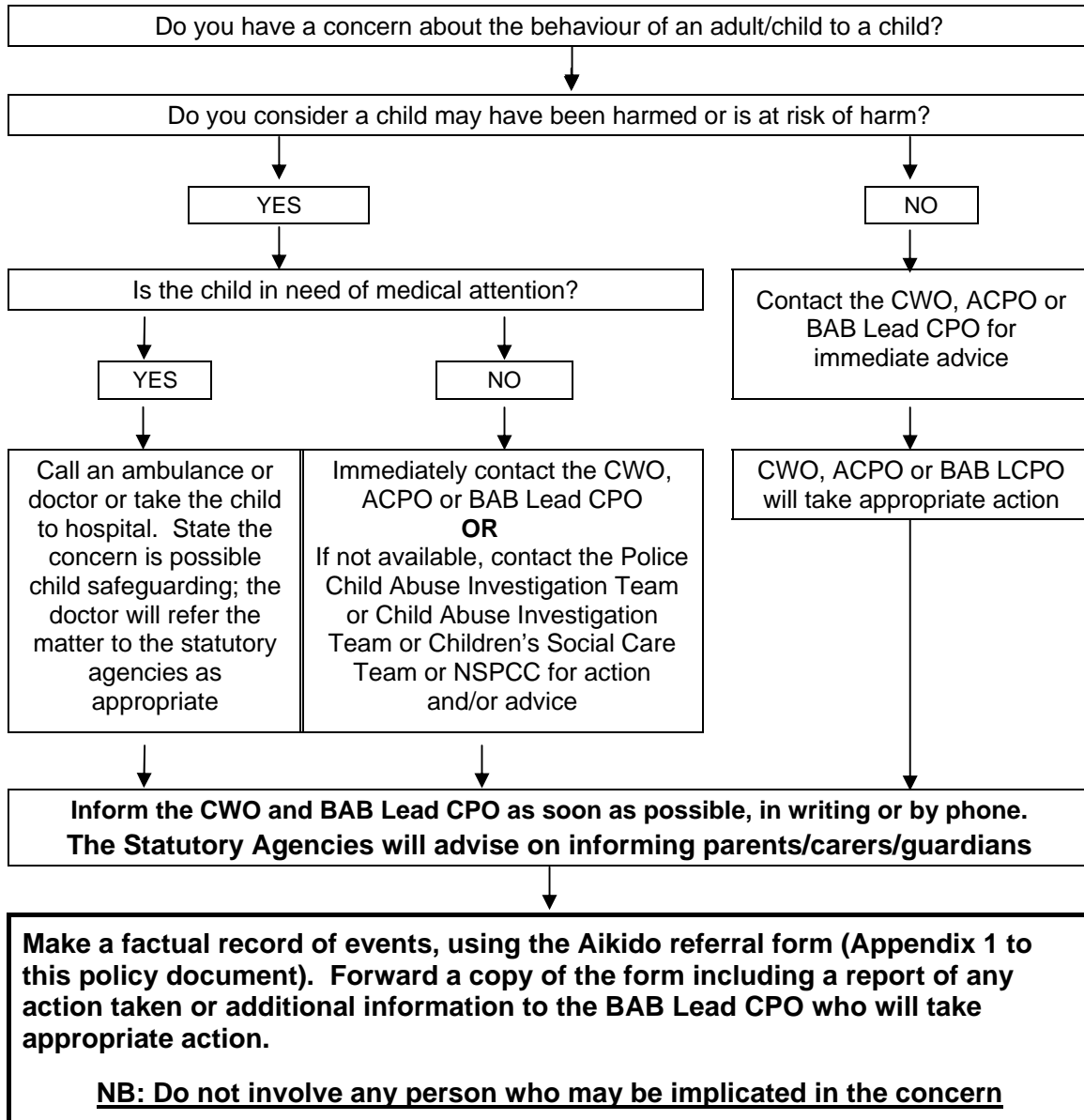
**ROLE OF THE CLUB WELFARE OFFICER**

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> <li>• Basic knowledge of core legislation, government guidance and national framework for child protection</li> <li>• Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees).</li> <li>• Local arrangement for managing child protection and reporting procedures.</li> <li>• Poor practice and abuse – behaviour that is harmful to children.</li> <li>• Own organisation’s role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role.</li> <li>• Own organisation’s policy and procedures related to safeguarding children and young people.</li> <li>• Core values and principles underpinning practice.</li> <li>• Awareness of equalities issues and child protection.</li> </ul> <p><b>Recommended Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of how abusers ‘target’ and ‘groom’ organisations to abuse children. Best practice in prevention.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic administration – maintain records</li> <li>• Basic advice and support provision</li> <li>• Child focused approach</li> <li>• Communication</li> <li>• Ability to promote organisation’s policy, procedures and resources</li> <li>• Ability to provide information about local resources</li> </ul> <p><b>Required training</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Protecting Children in Sport – delivered by Sports Coach UK <b>(and renewable every 3 years)</b></li> <li>• Club Welfare Officer Training as provided by the BAB (to be arranged by the BAB)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the organisation to fulfil its responsibilities to safeguard children and young people at club level.</li> <li>• Assist the organisation to implement the BAB Safeguarding policy and the organisation’s child protection plan at club level.</li> <li>• Be the first point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified.</li> <li>• Be the first point of contact with their Association Child Protection Officer.</li> <li>• Implement the organisation’s reporting and recording procedures.</li> <li>• Maintain contact details for local Social Services, Police. Know how to obtain Area Child Protection Committee guidelines.</li> <li>• Promote the organisation’s best practice guidance/code of conduct within the club.</li> <li>• <b>Sit on the club’s management committee</b></li> <li>• Promote and ensure adherence to the organisation’s child protection training plan.</li> <li>• Promote and ensure confidentiality is maintained.</li> <li>• Promote anti-discriminatory practice.</li> </ul>

**APPENDIX 2 of the 2009 BAB Safeguarding and Child Protection Policy**

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

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

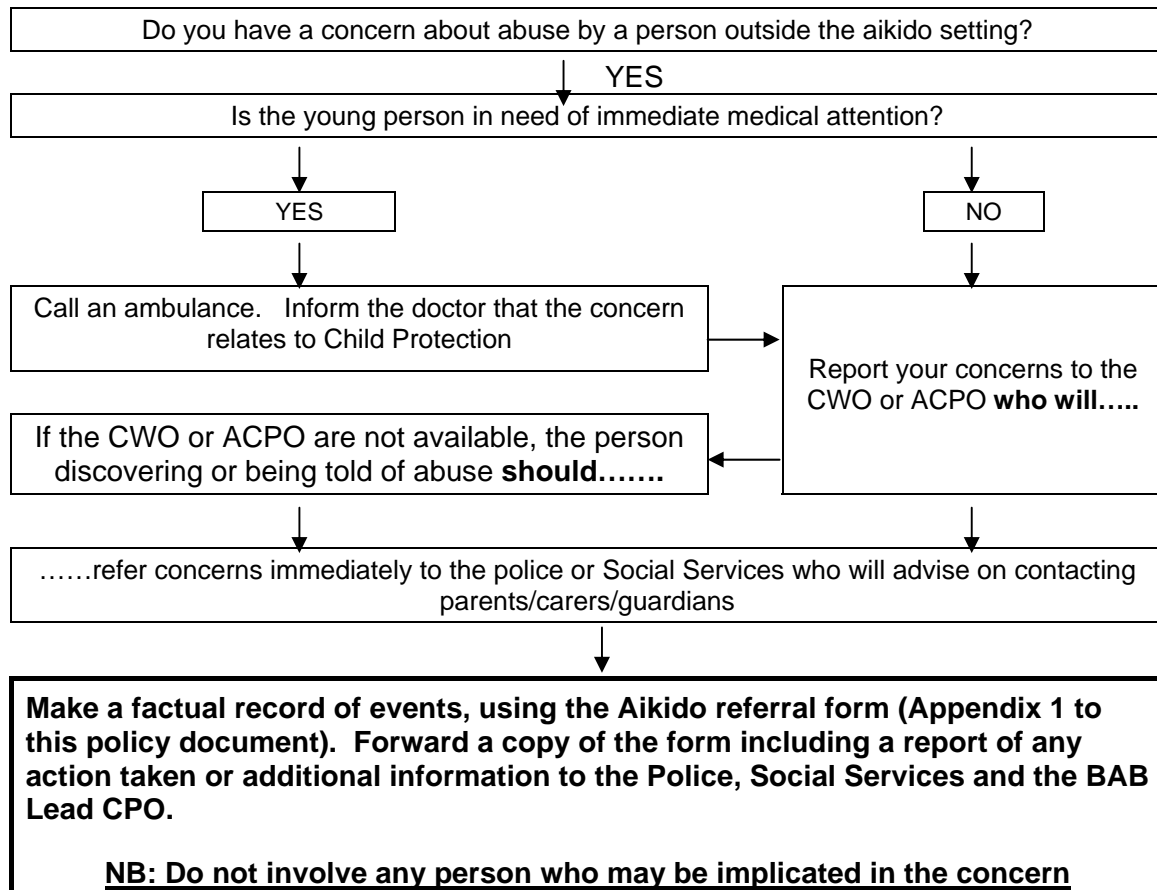




**APPENDIX 3 of the 2009 BAB Safeguarding and Child Protection Policy**

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

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



**APPENDIX 1 of the 2009 BAB Safeguarding and Child Protection Policy**

**BRITISH AIKIDO BOARD INCIDENT REPORT FORM**

*(please photocopy as required)*

Details of report writer:

Date of report:

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

**Child – state what the child said –**

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

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

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

## **CLUBMARK SUGGESTED CODE OF CONDUCT FOR PARENTS/CARERS**

*NAME/DETAILS OF ASSOCIATION/CLUB*

- ✓ Encourage your child to learn the rules and play within them.
- ✓ Discourage unfair play and arguing with officials.
- ✓ Help your child to recognise good performance, not just results.
- ✓ Never force your child to take part in sport.
- ✓ Set a good example by recognising fair play and applauding good performances of all.
- ✓ Never punish or belittle a child for losing or making mistakes.
- ✓ Publicly accept officials' judgements.
- ✓ Support your child's involvement and help them to enjoy their sport.
- ✓ Use correct and proper language at all times.
- ✓ Encourage and guide performers to accept responsibility for their own performance and behaviour.

## **CLUBMARK SUGGESTED CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS**

*NAME/DETAILS OF ASSOCIATION/CLUB*

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- ✓ Consider the wellbeing and safety of participants before the development of performance.
- ✓ Develop an appropriate working relationship with participants, based on mutual trust and respect.
- ✓ Make sure all activities are appropriate to the age, ability and experience of those taking part.
- ✓ Promote the positive aspects of the sport (e.g. fair play).
- ✓ Display consistently high standards of behaviour and appearance.
- ✓ Follow all guidelines laid down by the BAB and the club.
- ✓ Hold appropriate valid qualifications and insurance cover.
- ✓ Never exert undue influence over performers to obtain personal benefit or reward.
- ✓ Never condone rule violations, rough play or the use of prohibited substances.
- ✓ Encourage participants to value their performances and not just results.
- ✓ Encourage and guide participants to accept responsibility for their own performance and behaviour.

**IMPORTANT CONTACT INFORMATION (please ensure this is kept up to date)**

**Your Association Details**

Name of Assn _____	Contact _____
Contact/Admin Address _____	
_____	
_____ Telephone _____	
E-mail _____	Web site _____
Assn CPO name _____	
CPO Tel & email _____	

**Your Club details**

*(if you act as CWO for more than one club then please copy this sheet as required and ensure that the local information is relevant to the club listed. (This may be required if you have clubs which are fairly close together but in different counties or towns). Remember that you must be in regular attendance in order to be a Club's Welfare Officer.*

Club name _____
Club Welfare Office name _____
Contact Telephone and e-mail _____

**Local Information**

Children Social Care Team Tel No _____
Out of hours contact Tel No _____
Police Child Abuse Investigation Team/Unit _____
Local hospital and tel no _____

**BAB Contacts**

Lead CPO Name and contact details _____
_____

**A CWO/ CLUB 'TICK LIST' ACTION PLAN (copy as required for each club)**

*(NB this is not intended to be an exhaustive list – it's just a method of getting you started in the CWO role)*

**Have you?**

- Downloaded a copy of the 2009 BAB Safeguarding and Child Protection Policy for your own reference – and ensured that all club members and parents know about it and how to obtain a copy.
- Read the policy and understood what you need to do to ensure your Club and its members are compliant with the policy requirements (remember that compliance with the policy is mandatory as a condition of membership of the BAB)
- Established a robust method of ensuring that all those working with Under 18s have a CRB check which is renewable every 3 years
- Got recruitment process in place for all staff and volunteers (this process should be compliant with the 2009 BAB Safeguarding and Child Protection Policy)
- Made provision for the launch of the Independent Safeguarding Authority which will require all those working with Under 18s to be registered, (Remember that it will be a criminal offence for an organisation to employ/use any person who is not registered or who is barred)
- Arranged for your contact details (as CWO) to be publicised to club members
- Ensured that the children in the Club know you, and know that you are the CWO -- and what this means. They need to know when and how to contact you.
- Ensure that parents and carers also know how to contact you.
- Attended (or made arrangements to attend) the Sports Coach UK Safeguarding and Protecting Children workshop (scUK SPC). (This should be renewed every 3 years). *You must attend this workshop within 6 months of taking up the CWO role*
- Read through this document, completed the contacts section and watched the accompanying DVD
- Made arrangements to gather feedback from the children in your club so that they are actively involved in the running of their club
- Ensured that all coaches and helpers are fully aware of the 2009 BAB Safeguarding and Child Protection Policy and their obligations, and that coaches have attended (or made plans to attend) the scUK SPC workshop (renewable every three years).
- Arranged (via your Club) for your details along with safeguarding information to be included on your Club or Association web site.

You should be able to tick off the above within 2 months of receiving this pack. Then sign and date below and return a *copy* of this form to your Association CPO

**CLUB:** \_\_\_\_\_ **CWO NAME:** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

## Other Services and Helplines

### **Child Protection in Sport Unit**

Tel: 0116 234 7278

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

### **NSPCC Child Protection Helpline**

Tel: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

Deaf Users Text phone: 0800 056 0686

Web: [www.nspcc.org.uk](http://www.nspcc.org.uk)

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

**Child line** – NSPCC confidential helpline for children

Tel: 0800 1111

**Kidscape**- Anti bullying helpline for children who are being bullied

Tel: 020 730 3300

For more sources of advice, help and information please refer to the Information section on the DVD or visit the NSPCC/CPSU web site.

For specific advice on the 2009 BAB Safeguarding and Child Protection Policy and Procedures contact your Association CPO or the BAB Lead CPO

**Please note that all information in this document is believed to be correct at the time of publication. However, legislation and guidance may change. So visit the BAB, NSPCC and CPSU web sites regularly to check for updated information.**